



# **Handbook**

## **International Master of Business Administration Program (IMBA Program)**

**2014~2015**

**National University of Kaohsiung**

**IMBA Program**

**<http://www.imba.nuk.edu.tw/>**

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## **1. General Information**

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## 1.2. Academic Calendar

### NUK Academic Calendar for fall 2014

| MY              | Wk | Week |     |     |     |      |     |     | Event   |
|-----------------|----|------|-----|-----|-----|------|-----|-----|---|
|                 |    | Sun  | Mon | Tue | Wed | Thur | Fri | Sat |   |
| August, 2014    |    |      |     |     |     |      | 1   | 2   |   |
|                 |    | 3    | 4   | 5   | 6   | 7    | 8   | 9   |   |
|                 |    | 10   | 11  | 12  | 13  | 14   | 15  | 16  |   |
|                 |    | 17   | 18  | 19  | 20  | 21   | 22  | 23  |   |
|                 |    | 24   | 25  | 26  | 27  | 28   | 29  | 30  | (25) Online Payment Sheet Printing Service Available for senior students ; (29) Online Payment Sheet Printing Service Available for new students          |
|                 |    | 31   |     |     |     |      |     |     |   |
| September, 2014 |    |      | 1   | 2   | 3   | 4    | 5   | 6   | (1-5) Online Course Selection Stage 1   |
|                 |    | 7    | 8   | 9   | 10  | 11   | 12  | 13  | (7) Dormitory Move-in Date (8) Autumn Festival ; (9) Orientation (9-11) Report to the NUK and Medical Inspection ; (8-12) Online Course Selection Stage 2 |
|                 | 1  | 14   | 15  | 16  | 17  | 18   | 19  | 20  | (15) School Starts ; (15) Add and Drop Course System Available ; (15) Registration Payment Deadline ;   |
|                 | 2  | 21   | 22  | 23  | 24  | 25   | 26  | 27  | (25) Deadline for Online Course Selection   |
|                 | 3  | 28   | 29  | 30  |     |      |     |     |   |
| October, 2014   |    |      |     |     | 1   | 2    | 3   | 4   |   |
|                 | 4  | 5    | 6   | 7   | 8   | 9    | 10  | 11  | (6) Online Credit Fees Payment Printing System Available ; (10) National Independence Day   |
|                 | 5  | 12   | 13  | 14  | 15  | 16   | 17  | 18  | (13) NUK Sport Carnival   |
|                 | 6  | 19   | 20  | 21  | 22  | 23   | 24  | 25  | (20) Deadline of Paying Credit Fees   |
|                 | 7  | 26   | 27  | 28  | 29  | 30   | 31  |     | (27) Early Graduation Application Deadline  |
| November, 2014  |    |      |     |     |     |      |     | 1   |   |
|                 | 8  | 2    | 3   | 4   | 5   | 6    | 7   | 8   |   |
|                 | 9  | 9    | 10  | 11  | 12  | 13   | 14  | 15  | (10-16) Mid-term Examination Week   |
|                 | 10 | 16   | 17  | 18  | 19  | 20   | 21  | 22  |   |
|                 | 11 | 23   | 24  | 25  | 26  | 27   | 28  | 29  |   |
|                 | 12 | 30   |     |     |     |      |     |     |   |
| December, 2014  |    |      | 1   | 2   | 3   | 4    | 5   | 6   | (1) Deadline for Online Application to Defense (1-12) Deadline for Online Application to Withdraw Course with "W" on Transcript ;                         |
|                 | 13 | 7    | 8   | 9   | 10  | 11   | 12  | 13  |   |
|                 | 14 | 14   | 15  | 16  | 17  | 18   | 19  | 20  | (12/15-103/1/2) Online Teacher's Evaluation System Available  |
|                 | 15 | 21   | 22  | 23  | 24  | 25   | 26  | 27  |   |
|                 | 16 | 28   | 29  | 30  | 31  |      |     |     |   |
| January, 2015   |    |      |     |     |     | 1    | 2   | 3   | (1) New Year Holiday  |
|                 | 17 | 4    | 5   | 6   | 7   | 8    | 9   | 10  | (5-12) Application to Living at NUK Dormitory during Winter Vacation  |
|                 | 18 | 11   | 12  | 13  | 14  | 15   | 16  | 17  | (12-18) Final Examination ; (12) Earliest Date for Online Graduation Application  |
|                 |    | 18   | 19  | 20  | 21  | 22   | 23  | 24  | (19) Winter Vacation Starts   |
|                 |    | 25   | 26  | 27  | 28  | 29   | 30  | 31  | (31) The end of this semester   |

## NUK Academic Calendar for spring 2015

| MY             | Wk | Week |     |     |     |      |     |     | Event   |
|----------------|----|------|-----|-----|-----|------|-----|-----|---|
|                |    | Sun  | Mon | Tue | Wed | Thur | Fri | Sat |   |
| February, 2015 |    | 1    | 2   | 3   | 4   | 5    | 6   | 7   | (2-6) Online Course Selection Stage 1   |
|                |    | 8    | 9   | 10  | 11  | 12   | 13  | 14  | (9) Mail Transcript for fall 2014; (9-13) Online Course Selection Stage 2; (11) Online Payment Sheet Printing Service Available |
|                |    | 15   | 16  | 17  | 18  | 19   | 20  | 21  | (18-23) Chinese New Year Holidays (21-23) Dormitory Move-in Date  |
|                | 1  | 22   | 23  | 24  | 25  | 26   | 27  | 28  | (24) School Starts; (24) Add and Drop Course System Available; (28) Peace Memorial Day; (24) Registration Payment Deadline      |
| March, 2015    | 2  | 1    | 2   | 3   | 4   | 5    | 6   | 7   |   |
|                | 3  | 8    | 9   | 10  | 11  | 12   | 13  | 14  | (9) Deadline for Online Course Selection  |
|                | 4  | 15   | 16  | 17  | 18  | 19   | 20  | 21  | (16-23) Application to Dormitory Priority Stay for Students; (18) Online Credit Fees Payment Printing System Available;         |
|                | 5  | 22   | 23  | 24  | 25  | 26   | 27  | 28  | (22) NUK Sport Day  |
|                | 6  | 29   | 30  | 31  |     |      |     |     | (30) Spring Vacation Starts; (30) Deadline of Paying Credit Fees  |
| April, 2015    |    |      |     |     | 1   | 2    | 3   | 4   | (6) Spring Vacation Ends  |
|                | 7  | 5    | 6   | 7   | 8   | 9    | 10  | 11  | (10) Early Graduation Application   |
|                | 8  | 12   | 13  | 14  | 15  | 16   | 17  | 18  |   |
|                | 9  | 19   | 20  | 21  | 22  | 23   | 24  | 25  | (21-27) Mid-term Exam; (25) NUK Anniversary   |
|                | 10 | 26   | 27  | 28  | 29  | 30   |     |     | (30) Deadline for Online Application to Defense   |
| May, 2015      |    |      |     |     |     |      | 1   | 2   |   |
|                | 11 | 3    | 4   | 5   | 6   | 7    | 8   | 9   |   |
|                | 12 | 10   | 11  | 12  | 13  | 14   | 15  | 16  | (11-22) Deadline for Online Application to Withdraw Course with "W" on Transcript   |
|                | 13 | 17   | 18  | 19  | 20  | 21   | 22  | 23  | (18-6/5) Online Teacher's Evaluation System Available   |
|                | 14 | 24   | 25  | 26  | 27  | 28   | 29  | 30  |   |
|                | 15 | 31   |     |     |     |      |     |     |   |
| June, 2015     |    |      | 1   | 2   | 3   | 4    | 5   | 6   | (6) Graduation Ceremony   |
|                | 16 | 7    | 8   | 9   | 10  | 11   | 12  | 13  |   |
|                | 17 | 14   | 15  | 16  | 17  | 18   | 19  | 20  | (15-22) Application for Dormitory Stay during Summer Vacation; (20) Dragon-boat Festival  |
|                | 18 | 21   | 22  | 23  | 24  | 25   | 26  | 27  | (23) Online Graduation Application System Available; (23-29) Final Exam; (26-7/1) Dormitory Move-out Date                       |
|                |    | 28   | 29  | 30  |     |      |     |     | (30) Summer Vacation Starts   |
| July, 2015     |    |      |     |     | 1   | 2    | 3   | 4   | (1) Dormitory Move-in Date during Summer Vacation   |
|                |    | 5    | 6   | 7   | 8   | 9    | 10  | 11  |   |
|                |    | 12   | 13  | 14  | 15  | 16   | 17  | 18  |   |
|                |    | 19   | 20  | 21  | 22  | 23   | 24  | 25  | (20) Mail Transcript for Spring 2015  |
|                |    | 26   | 27  | 28  | 29  | 30   | 31  |     |   |

### 1.3. The Important Events

## The IMBA Program at National University of Kaohsiung

### Important Events Notice for Year 2014-2015

| Event  | Date and Time  | Note   |
|--|--|--|
| Submit Digital Headshot Photo  | By August 8th, 2014  | Please Email your digital headshot photo file to <a href="mailto:imba@nuk.edu.tw">imba@nuk.edu.tw</a> to allow NUK to make student's ID for you.   |
| Report to the IMBA Office , Office of Foreign Affairs and Have Medical Checkup at Library Building | 9am<br>September 9 <sup>th</sup> , 2014  | <p><b><u>Please bring items with you as follows:</u></b></p> <ol style="list-style-type: none"> <li>1. Passport,</li> <li>2. Original verified diploma and transcripts,</li> <li>3. Original acceptance letter,</li> <li>4. Original Taiwan Scholarship Program Award Certificate to the IMBA Office.</li> <li>5. 6 headshot photos for 2inches with white background,</li> <li>6. NTD 2,000,</li> <li>7. <b><u>Do not eat or drink after 12am in order to have medical checkup.</u></b></li> </ol> <p><b>Venue:</b> Room 426 at College of Management</p> |
| Checking your student ID   | By August 30 <sup>th</sup> , 2014  | Student ID will be released via Email.   |
| Registrar (Registration Payment)   | September 15 <sup>th</sup> , 2014~<br>September 19 <sup>th</sup> , 2014                    | <p>The payment sheet will be provided for new foreign students once they report to the IMBA Office.</p> <p><b>Venue:</b> Room 426 at College of Management</p>   |
| Selecting Courses Stage I  | 9 a.m., September 1 <sup>st</sup> , 2014<br>~<br>5 p.m., September 5 <sup>th</sup> , 2014. | <p><b><u>Click</u></b></p> <p>1. <a href="http://aca.nuk.edu.tw/Student2/login.asp">http://aca.nuk.edu.tw/Student2/login.asp</a><br/>log into the system with your student ID and preset password. <u>(New foreign students' courses will be selected by program secretary, and will double check with them when they report to the IMBA Office).</u></p>  |
| Selecting Courses Stage II   | 12 p.m., September 8 <sup>th</sup> , 2014 to   | <p><b><u>Click</u></b></p> <p><a href="http://aca.nuk.edu.tw/Student2/login.asp">http://aca.nuk.edu.tw/Student2/login.asp</a></p>  |

|  |   |  |
|--|---|--|
|  | 12 p.m., September 12 <sup>th</sup> , 2014.   | log into the system with your student ID and preset password. <u>(If new students wish to drop or add courses during this week, you may visit the IMBA Office for further assistance).</u>   |
| <b>To receive your student ID Card</b>   | After report to the Office of Foreign Affairs   | <b>Venue:</b> 4 <sup>th</sup> Floor of Administration Building (Office of Foreign Affairs).  |
| <b>Medical inspection<br/>(Mandatory to all students)</b>                            | 9 am to 12pm.,<br>September 10 <sup>th</sup> , 2014   | Please do fast at least 8 hours prior to having medical checkup and download Medical Inspection Record Form with a headshot photo on it when you have it.<br><b>Fees:</b> NT\$550<br><b>Venue:</b> 1st floor of Library Building   |
| <b>Chung-Hua Telecom Company (Cell Phone Register)</b>                               | From 09:00~12:00 a.m.,<br>14:00~16:00 p.m.,<br>September 10 <sup>th</sup> , 2014 &<br>September 11 <sup>th</sup> , 2014 | <b>Please bring your passport and your student ID.</b><br><b>Venue:</b> 4 <sup>th</sup> Floor of Administration Building (Office of Foreign Affairs).  |
| <b>Orientation ceremony<br/>(Mandatory to overseas Chinese and foreign students)</b> | 09:00~15:00,<br>September 13 <sup>th</sup> , 2014   | <b>Foreign Students must participate in this orientation for essential announcement will be given from Immigration Bureau.</b><br><b>Venue:</b> 1 <sup>st</sup> Floor of College of Engineering (Auditorium).  |
| <b>Open Bank Account</b>   | From 14:00~15:30 p.m.,<br>September 9 <sup>th</sup> to<br>September 19 <sup>th</sup> , 2014                             | <b>Venue:</b> 1 <sup>th</sup> Floor of Administration Building (Office of Cashier).  |
| <b>School Begins</b>   | September 15 <sup>th</sup> , 2014   | See course schedule  |
| <b>Filling out online Students' Administrative System</b>                            | By 5 p.m. September 23 <sup>rd</sup> , 2014.  | <b><u>Click</u></b><br><a href="http://aca.nuk.edu.tw/Student2/login.asp">http://aca.nuk.edu.tw/Student2/login.asp</a> , fill out your personal information, print it out and then submit it to the IMBA Office.<br><b>Venue:</b> 4 <sup>th</sup> Floor of College of Management Building. |
| <b>National Holiday<br/>(Independence Day)</b>                                       | October 10 <sup>th</sup> , 2014.  |  |
| <b>Paying credit fees</b>  | By October 20 <sup>th</sup> , 2014  | <b><u>Click</u></b><br><a href="http://webap.nuk.edu.tw/PaidQuery/index.aspx">http://webap.nuk.edu.tw/PaidQuery/index.aspx</a> , insert your student ID and then print it out to pay. Students may use ATM or go   |

|  |  |  |
|--|--|--|
|  |  | to the Landbank to pay for it.   |
| <b>Mid-term Exam Week</b>                                    | From November 10 <sup>th</sup> to November 16 <sup>th</sup> , 2014.      |  |
| <b>Withdraw courses without “W”</b>                          | From December 1 <sup>st</sup> to December 12 <sup>th</sup> , 2014.       | Please go to Student’s Administrative System and then print out the form for withdrawing the course.   |
| <b>Online Teacher’s Evaluation System</b>                    | From December 15 <sup>th</sup> , 2014 to January 2 <sup>nd</sup> , 2015. | <b><u>Click</u></b><br><a href="http://course.nuk.edu.tw/Inquiry/login.asp">http://course.nuk.edu.tw/Inquiry/login.asp</a><br>and then insert your student ID and password to complete it online.  |
| <b>National Holiday (New Year’s Day)</b>                     | January 1 <sup>st</sup> , 2015   | One Day Off  |
| <b>NUK Dormitory Application</b>                             | From January 5 <sup>th</sup> , 2015 to January 11 <sup>th</sup> , 2015.  | Please download the form from <a href="http://www.imba.nuk.edu.tw/files/11-1000-90.php">http://www.imba.nuk.edu.tw/files/11-1000-90.php</a> , fill it out, print it out and then submit it to the IMBA Office.   |
| <b>Final Exam Week</b>                                       | From January 12 <sup>th</sup> to January 18 <sup>th</sup> , 2015.        |  |
| <b>Spring 2015</b>   |  |  |
| <b>Selecting Courses Stage I (Spring Term)</b>               | From February 2 <sup>nd</sup> to February 6 <sup>th</sup> , 2015.        | <b><u>Click</u></b><br><a href="http://aca.nuk.edu.tw/Student2/login.asp">http://aca.nuk.edu.tw/Student2/login.asp</a><br>log into the system with your student ID and preset password.  |
| <b>Online payment sheet printing available (Spring Term)</b> | From February 11 <sup>th</sup> , 2015.                                   | <b><u>Click</u></b><br><a href="http://webap.nuk.edu.tw/PaidQuery/index.aspx">http://webap.nuk.edu.tw/PaidQuery/index.aspx</a> and insert your student’s ID and password to access the system.<br><b><u>*Foreign students must fetch payment sheet from the secretary of IMBA Program.</u></b> |
| <b>Selecting Courses Stage II (Spring Term)</b>              | From February 9 <sup>th</sup> to February 13 <sup>th</sup> , 2015.       | <b><u>Click</u></b><br><a href="http://aca.nuk.edu.tw/Student2/login.asp">http://aca.nuk.edu.tw/Student2/login.asp</a><br>log into the system with your student ID and preset password.  |
| <b>Dormitory Move-in Date</b>                                | February 21 <sup>st</sup> , 2015   |  |
| <b>Chinese New Year Holidays</b>                             | From February 18 <sup>th</sup> to February 23 <sup>rd</sup> , 2015.      | No Class   |
| <b>Registrar (Registration Payment) and School Starts</b>    | By February 24 <sup>th</sup> , 2015                                      | Foreign students must visit IMBA Office to retrieve your payment sheet.<br><b>Venue:</b> Room 426 at College of Management   |



|   |   |   |
|---|---|---|
| <b>Application to Dormitory</b>                     | March 16 <sup>th</sup> to March 23 <sup>rd</sup> , 2015       | Students who wish to stay at dormitory have to submit online application. Foreign students may ask for assistance at IMBA Office.   |
| <b>Peace Memorial Day</b>                           | February 28 <sup>th</sup>                                     | No Class  |
| <b>Paying credit fees</b>                           | From March 18 <sup>th</sup> to March 23 <sup>rd</sup> , 2015. | <b><u>Click</u></b><br><a href="http://webap.nuk.edu.tw/PaidQuery/index.aspx">http://webap.nuk.edu.tw/PaidQuery/index.aspx</a> , insert your student ID and then print it out to pay. Students may use ATM or go to the Landbank to pay for it. |
| <b>Graduation Ceremony</b>                          | June 6 <sup>th</sup> , 2015                                   |   |
| <b>Application to Dormitory for Summer Vacation</b> | From June 15 <sup>th</sup> to June 22 <sup>nd</sup> , 2015    | Students who wish to stay at dormitory have to submit online application. Foreign students may ask for assistance at IMBA Office.   |
| <b>Dorm Move-out Date</b>                           | From June 26 <sup>th</sup> to July 1 <sup>st</sup> , 2015     |   |
| <b>Dorm Move-in Date for Summer Vacation</b>        | July 1 <sup>st</sup> , 2015                                   |   |
| <b>Mail Transcript for spring 2015</b>              | July 20 <sup>th</sup> , 2015                                  |   |

## **1.4. The IMBA Graduation Requirement**

### **Graduation Requirements for the International MBA, Program for the College of Management of National University of Kaohsiung ( NUK ) ( Applicable for students enrolled after academic year of 2014 )**

Passed by the Executive Committee on January 13<sup>th</sup>, 2014

Passed by the College of Management on March 25<sup>th</sup>, 2014

Referenced by the Executive Meeting of Division of Academic Affairs in May 20<sup>th</sup>, 2014

Article 1 : These regulations were formulated in accordance with The School Constitution and National University of Kaohsiung Regulations of Transferable Credits.

Article 2 : Students enrolled in International MBA program of College of Management of National University of Kaohsiung may accomplish IMBA master-degree studying within one to four years.

Article 3 : The Graduation Requirements of International MBA are as follows:

- a. Students must complete thirty-six (36) credit hours,
- b. Curriculum table of International MBA is attached see Appendix A,
- c. An Advisor's permission is required before the selection of elective courses. If the advisor has not been selected, permission of the mentor is then required prior to course selection.

Article 4 : Each faculty member may advise only two IMBA masters' students from the beginning of the academic term.

Article 5 : Approval from the Director of IMBA and Office of Administration registration is required:

- a. Students should choose a major professor no later than the beginning of the second semester in the first-year of study.
- b. If the major advisor is not in the faculty of College of Management or National University of Kaohsiung. (Students must have a co-instructional major advisor who is the faculty of College of Management)
- c. Choosing or Changing of major advisor must be approved by the Director of IMBA.
- d. Students should submit "Academic Advisor Consent Form" to the IMBA Office no later than the beginning of the second semester in the first-year of study for further reference.

Article 6 : Requirements for graduation :

- a. Students are first required to complete Thirty-six (36) credit hours.
- b. Students are required to write thesis (in English) and attend a master's degree qualifying examination.
- c. Students must earn a grade of "C," or better, for each course completed.

d. Local students must meet one of listed language proficiency tests requirement :

1. Internet- based TOEFL : 80 points or above,
2. GEPT : Skilled-Level of High-Intermediate Level passed or General Level of Advanced Level passed,
3. New TOEIC : 750 points or above,
4. IELTS : 5.5 Points or above,
5. Received the director's approval to take Advanced English Class and earned "B," or better.

Article 7 : The Committee of master's degree qualifying examination is comprised of 3 to 5 professors, in which committee members of other universities must make comprise one-third of the committee membership. The committee of master's degree qualifying examination should be assigned by the major professor. When there are two major professors, four committee members for master's degree qualifying examination are then required. Approval from the Director of IMBA and principle will be also required in such an event.

Article 8 : Approval of thesis topic:

- a. Approval of thesis topic from major advisor is first required before research and applying for the master's degree qualifying examination is accepted.
- b. Students should submit their thesis topics during the first two weeks of last semester. After receiving approval, students must have Office of IMBA Department register for the topic acceptance and term for graduation.
- c. Students who plan to have early graduation (less than two years of study) should apply for the master's degree qualifying examination in the spring term of the first-year of study.
- d. Students should schedule time for having the master's degree qualifying examination to the IMBA Department two weeks prior to examination.

Article 9 : Transfer Credit Policy:

- a. The program of International MBA will only accept transfer credit hours taken by a student who received pre-acceptances from the National University of Kaohsiung. In addition, those credits can be recognized only when the students take credits under the aegis of the IMBA program, and when a grade of "C" or better was first earned. Approval from the Director of the IMBA program is first required. Transferable credit hours should make up to two-thirds of the total graduation credit hours.
- b. The program of International MBA will accept transfer credit hours from the IMBA Program at other national universities in Taiwan only when a student who failed core courses once and cannot take the same courses at NUK for the IMBA Program is not able to open the certain courses for the student before graduation. In addition, the transfer credits will be recognized only when the courses taken at other national universities are provided with instructing medium fully in English and are with both exact same Chinese and English courses name as the one provided at NUK. Approval from both instructor and

director is required. Transferable credit hours should make up to one-third of the total graduation credit hours.

Article 10 : Matters not specified in these articles shall be discussed by the IMBA Program Committee Meeting first and regulated by relevant regulations of National University of Kaohsiung.

Article 11 : These articles were passed by the IMBA executive committee, ratified by the College of Management, and referenced by the Executive Meeting of Division of Academic Affairs before coming into effect. Revisions to these articles is to be handled in a like manner before their implementation.

## **1.5. Student's Fundamental Literacy and Core Capability**

### **International MBA Program of National University of Kaohsiung, Regulations for Making and Checking Student's Fundamental Literacy and Core Capability**

Passed by Executive Meeting on October 6<sup>th</sup>, 2011

Passed by College of Management on November 22<sup>nd</sup>, 2011

Article 1 : This regulation was formulated in accordance with “The College of Management of National University of Kaohsiung, Regulations for Making and Checking Student's Fundamental Literacy and Core Capability.”

Article 2 : This regulation followed the NUK's mottos: Erudition, Virtue, Responsibility, and Innovation, and was made based on the mission, vision, educational goals, social responsibility of the National University of Kaohsiung and mission of self-development of the International MBA Program.

Article 3 : The International MBA Program made the fundamental literacy and core capability based on the goals and features of the National University of Kaohsiung and College of Management's development. Considering the student's future career life development, the International MBA Program made the fundamental literacy and core capability as listed below :

a. Fundamental Literacy :

1. To possess qualities of humanism and ethics in professional field.
2. To possess contemporary thinking, global vision and social caring.
3. To possess firm stamina to surpass self-limits in professional field and continuous growth.

b. Core Capability :

1. Capability of analyzing data related to financial management.
2. Capability of reforming system via using information technology.
3. Capability of determining development of contemporary international political and economic circumstances.
4. Capability of communicating, active learning and team work.
5. Capability of making a strategic decision on organizing and solving operational problems.

Article 4 : All fundamental literacy and core capability listed in this regulation should be adapted in teaching by referencing real teaching circumstances in order to carry them out in curriculum plan, and can be combined with curriculum plan of National University of Kaohsiung to display in the NUK Curriculum Map System or the NUK Curriculum Plan in order to be a channel for guiding student's career life development.

Article 5 : The International MBA Program may make direction of self-evaluation by referencing "The Plan of Second-cycle Program Evaluation," "The Plan of University Evaluation," and "The NUK's Directions for Teaching and Research Evaluation." Through self-evaluation process, the International MBA Program is able to realize current situation, build teaching features, and form a quality reforming-mechanism in order to promote teaching quality and teaching service standard.

Article 6 : These articles were passed by the IMBA executive committee, and passed by the College of Management before coming into effect. Revisions to these articles is to be handled in a like manner before their implementation.

## 1.6. Useful Information

聯絡電話表 Useful Contact List

| 類別 Category                       | 單位 unit                                      | 聯絡電話 phone             | 分 機 ext. |
|-----------------------------------|--|------------------------|----------|
| 學校單位<br>School Unit               | 總機 Operator                                  | 07-5919000~9004        |          |
|                                   | 軍訓室(24hr) Drillmaster                        | 07-5919054             | 8301     |
|                                   | 僑外組 Office of Foreign Affairs                | 07-5916662(Mr. Chen)   | 8882     |
|                                   | 教務處 Office of Academic Affairs               | 07-5919038             |          |
|                                   | 總務處 Office of General Affairs                | 07-5919053             |          |
|                                   | 圖書資訊館 Library & Information                  | 07-5919481             |          |
|                                   | 生輔組 Office of Life Guidance                  | 07-5919066             | 8324     |
|                                   | 學生宿舍 Student Dormitory                       | 07-5919596             |          |
|                                   | IMBA Program Office                          | 07-5916281             |          |
|                                   | 高大影印 Xerox Shop                              | 07-5918547             |          |
|                                   | 高大書坊 Bookstore                               | 07-5918495             |          |
|                                   | 校警室 Office of Campus Police                  | 07-5919009             | 8690     |
| 警政單位<br>Public Security<br>Unit   | 報警台 Police Department                        | 110                    |          |
|                                   | 消防隊 Fire Station                             | 119                    |          |
|                                   | 楠梓派出所 Nan-Zi P.D.                            | 07-3653190             |          |
|                                   | 右昌派出所 Yu-Chang P.D.                          | 07-3612977             |          |
|                                   | 加昌派出所 Cha-Chang P.D.                         | 07-3655961             |          |
| 醫療單位<br>Medical<br>Treatment Unit | 健仁醫院 Jian-Ren Hospital                       | 07-3517166 07-3511119  |          |
|                                   | 海軍總醫院 Armed Forces General Hospital          | 07-5817121 07-5812120  |          |
|                                   | 長庚醫院 Chang-Gung Hospital                     | 07-7317123 07-7312118  |          |
|                                   | 榮民總醫院 Veteran Hospital                       | 07-3422121 07-3427009  |          |
|                                   | 高醫附屬醫院 Kaohsiung Medical University Hospital | 07-3121101             |          |
|                                   | 警察局代叫計程車專線<br>Police-Operated Taxi Line      | 080001006              |          |
| 無線電計程車/<br>電話<br>Taxi/Minicab     | 夏威夷計程車行<br>Hawaii Taxi Company               | 07-3661121 (德民路 644 號) |          |
|                                   | 博愛計程車行 Boa-Ai Taxi Company                   | 07-3613388 (後昌新路 31 號) |          |
|                                   | 佳雨無線電台 Cha-Yu Taxi Company                   | 07-3653366 (加昌路 647 號) |          |

## **2. Library & Computing Resources**

### **2.1. Library Resources**

圖書資訊館設備

**Library Introduction (Chinese Version) 圖資摺頁簡介-中文：**

<http://licweb.nuk.edu.tw/ezfiles/0/1000/img/16/chi.pdf>

**Library Introduction (English Version) 圖資摺頁簡介-英文：**

<http://lic.nuk.edu.tw/ezfiles/0/1000/img/16/eng.pdf>

### **2.2. Computer Labs & Study Room**

#### **a. 圖書資訊館一樓 (107、108 室) Room 107 & 108 at the Library Information Building**

電腦教室為全校師生共同使用之多媒體教室，位於本校圖書資訊館一樓 107 及 108 室，設有高級電腦、印表機、投影機以及教學用電腦，並提供 Microsoft Office 及 PhotoImpact 等軟體供教學及學術活動使用。

Computer Labs, also called Multimedia Classroom, are for the faculty and students of National Kaohsiung University. They are located at Library Information Building rooms 107 and 108. Both are equipped with desk-top computers, printers, over-head projector, and teacher's computer. Computers are installed software such as Microsoft Office and PhotoImpact and so on in order to meet students' and the teaching needs.

#### **b. 管理學院一樓 107 室(學生研究室) Room 107 at the College of Management Building**

本碩士學位學程學生研究生室位於管理學院 107 室，研究生室備有席位約 15 個，並提供免費無線上網之功能。

Graduate Student Study Room for IMBA students is located at the first floor (M-107) of the College of Management. It is equipped with 15 seats and wireless system.



**c. 管理學院地下一樓 106 室(學生研究室) Basement Floor Room 106 at the College of Management Building**

本碩士學位學程學生研究生室位於管理學院 B-106 室，研究生室備有席位約 24 個，並提供免費無線上網之功能。

Graduate Student Study Room for IMBA students is located at the first floor (B-106) of the College of Management. It is equipped with 24 seats and wireless system.

### 3. International MBA Program Curriculum

#### 國立高雄大學國際商業管理碩士學位學程畢業學分配當表

## The Curriculum of International Master of Business Administration (IMBA), National University of Kaohsiung

103 學年度入學後新生適用

(For students admitted after Academic Year 2014)

本碩士學位學程研究生修課須滿 36 學分(含畢業門檻英文論文)始可畢業。The International Master of Business Administration program comprises core courses (24 credits) and 4 elective courses (12 credits). To obtain the MBA degree, an IMBA student must fulfill all the IMBA program requirements to have 36 credits (including Completing MBA thesis).

#### a. 專業必修 24 學分 Core courses: 24 credits

| 課程名稱 Course Name  | 必/選修<br>Type | 學分數<br>Credits | 一上<br>S1<br>Year 1 | 一下<br>S2<br>Year 1 | 二上<br>S1<br>Year 2 | 二下<br>S2<br>Year 2 |
|---|--------------|----------------|--------------------|--------------------|--------------------|--------------------|
| 國際企業管理<br>( International Business Management )                               | 必<br>core    | 3              | ✓                  |                    |                    |                    |
| 數量方法<br>( Quantitative Methods in Management )                                | 必<br>core    | 3              | ✓                  |                    |                    |                    |
| 商用英文寫作與簡報<br>(Business and Management English Writing<br>and Presentation)    | 必<br>core    | 3              | ✓                  |                    |                    |                    |
| 企業資訊及知識系統管理<br>( Enterprise Information and Knowledge<br>Systems Management ) | 必<br>core    | 3              |                    | ✓                  |                    |                    |
| 財務管理<br>( Financial Management )  | 必<br>core    | 3              |                    | ✓                  |                    |                    |
| 國際行銷管理<br>( International Marketing Management )                              | 必<br>core    | 3              |                    | ✓                  |                    |                    |
| 專題研究 (一、二、三)<br>( Independent Study (I), (II), (III) )                        | 必<br>core    | 1,1,1          | ✓                  | ✓                  | ✓                  |                    |

|                            |           |   |   |  |  |  |
|----------------------------|-----------|---|---|--|--|--|
| 研究方法<br>(Research Methods) | 必<br>core | 3 | ✓ |  |  |  |
|----------------------------|-----------|---|---|--|--|--|

b.專業選修 12 學分 Elective courses: 12 credits

| 課程名稱 Course Name |   | 必/選修<br>Type  | 學分數<br>Credits | 一上<br>S1<br>Year 1 | 一下<br>S2<br>Year 1 | 二上<br>S1<br>Year 2 | 二下<br>S2<br>Year 2 |
|------------------|---|---------------|----------------|--------------------|--------------------|--------------------|--------------------|
| 經營<br>管理<br>類    | 科技人文與商業經營<br>(Technology, Humanity and Business Management) | 選<br>elective | 3              | ✓                  |                    |                    |                    |
|                  | 國際企業個案研討<br>(International Business Case Study)             | 選<br>elective | 3              |                    | ✓                  |                    |                    |
|                  | 創新管理專題<br>(Topics in Innovation and Creativity Management)  | 選<br>elective | 3              |                    |                    | ✓                  |                    |
|                  | 進階商業研究專題<br>(Advanced Research Topics in Business)          | 選<br>elective | 3              |                    |                    |                    | ✓                  |
|                  | 企業經營管理實習<br>(Business Management Internship)                | 選<br>elective | 3              |                    |                    | ✓                  |                    |
|                  | 全球人力資源管理<br>(Global Human Resources Management)             | 選<br>elective | 3              |                    |                    | ✓                  |                    |
|                  | 廣告與促銷<br>(Advertising and Promotion)                        | 選<br>elective | 3              | ✓                  |                    |                    |                    |
| 國際<br>貿易<br>類    | 管理經濟學<br>(Managerial Economics)                             | 選<br>elective | 3              | ✓                  |                    |                    |                    |
|                  | 全球商務與資本市場<br>(Global Commerce and Capital Markets)          | 選<br>elective | 3              | ✓                  |                    |                    |                    |
|                  | 國際競爭力分析<br>(Analysis of International Competitiveness)      | 選<br>elective | 3              |                    | ✓                  |                    |                    |
|                  | 國際智慧財產權法專題研究<br>(International Intellectual Property)       | 選<br>elective | 3              |                    |                    | ✓                  |                    |

|               |   |               |   |   |   |   |   |
|---------------|---|---------------|---|---|---|---|---|
|               | Rights )  |               |   |   |   |   |   |
|               | 國際商法與紛爭處理<br>( International Commercial Law and<br>Dispute Resolution ) | 選<br>elective | 3 |   |   |   | ✓ |
| 資訊<br>管理<br>類 | 全球電子商務<br>( Global E-Commerce )   | 選<br>elective | 3 | ✓ |   |   |   |
|               | 供應鏈管理<br>( Supply Chain Management )                                    | 選<br>elective | 3 |   | ✓ |   |   |
|               | 消費者行為<br>( Consumer Behavior )  | 選<br>elective | 3 |   |   | ✓ |   |
|               | 知識管理<br>( Knowledge Management )  | 選<br>elective | 3 |   |   |   | ✓ |
| 財務<br>金融<br>類 | 投資與風險管理<br>( Investment and Risk Management )                           | 選<br>elective | 3 |   | ✓ |   |   |
|               | 國際金融<br>( International Finance )                                       | 選<br>elective | 3 |   |   | ✓ |   |
|               | 公司治理<br>( Corporate Governance )  | 選<br>elective | 3 |   | ✓ |   |   |
|               | 財務報告分析<br>( Financial Statement Analysis )                              | 選<br>elective | 3 |   |   | ✓ |   |

#### 4. Provisional Timetable

### IMBA Course Schedule ( fall 2014 )

| Time                    | Se.    | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   |
|-------------------------|--------|--|--|--|--|--|
| 8 : 05<br>}<br>8 : 55   | 1      |  |  | 碩士論文<br>Thesis<br>Chi-Min She  | 碩士論文<br>Thesis<br>Chi-Min She  | 碩士論文<br>Thesis<br>Chi-Min She  |
| 9 : 05<br>}<br>9 : 55   | 2      | 專題研究(三)<br>Independent<br>Study III<br><u>Jung-Hua</u><br><u>Chang</u><br><u>M-108</u> | 數量方法<br>Quantitative<br>Methods in<br>Management<br><u>Shao-Husn</u><br><u>Keng</u><br>M-108 | 國際智慧財產<br>權法專題<br>International<br>Intellectual<br>Property<br>Rights<br><u>Kuo-Lian Hsih/</u><br><u>Jung-Hua</u><br><u>Chang</u><br><u>L-02-307</u> | 創新管理專題<br>Topics in<br>Innovation &<br>Creativity<br>Management<br><u>Chia-Chi Ou</u><br>M-108 | 商用英文寫作<br>與簡報<br>Business and<br>Management<br>English<br>Writing and<br>Presentation<br><u>Yu-Wen Fu</u><br><b>H1-104</b> |
| 10 : 10<br>}<br>11 : 00 | 3      |  |  |  |  |  |
| 11 : 10<br>}<br>12 : 00 | 4      |  |  |  |  |  |
| 12 : 10<br>}<br>13 : 00 | 午<br>休 |  |  | 企業經營管理<br>實習 III   | 企業經營管理實<br>習 III   | 企業經營管理<br>實習 III   |
| 13 : 10<br>}<br>14 : 00 | 5      |  |  | 投資與風險管<br>理  |  |  |
| 14 : 10<br>}<br>15 : 00 | 6      | 專題研究(一)<br>Independent<br>Study I<br><u>Jung-Hua</u><br><u>Chang</u><br><u>M-108</u>   | 管理經濟學<br>Managerial<br>Economics<br><u>Po-Chih Lee</u><br>M-108                              | Investment and<br>Risk<br>Management<br><u>David Wang</u><br>M-111   | 廣告與促銷<br>Advertising and<br>Promotion<br><u>Jung-Hua</u><br><u>Chang</u><br><u>M-108</u>       | 國際企業管理<br>International<br>Business<br>Management<br><u>Yung-Kai Yang</u><br>M-108   |
| 15 : 15<br>}<br>16 : 05 | 7      |  |  |  |  |  |
| 16 : 20<br>}<br>17 : 10 | 8      |  |  |  |  |  |
| 17:20<br>}<br>18:10     | 9      |  |  |  |  |  |
| 18:20<br>}<br>19:10     | 10     |  |  |  |  |  |
| 19:20<br>}<br>20:10     | 11     |  |  |  |  |  |

## 5. Expected Schedule

### IMBA Course Schedule (Year: 2015)

| Term/Year   | Course Name   | C/E      | Credit | Note  |
|-------------|---|----------|--------|---|
| 2015/Spring | Independent Study II                                    | Core     | 1      | Time will be arranged depending on each instructor's provided schedule. |
| 2015/Spring | International Marketing Management                      | Core     | 3      |   |
| 2015/Spring | Enterprise Information and Knowledge Systems Management | Core     | 3      |   |
| 2015/Spring | Financial Management                                    | Core     | 3      |   |
| 2015/Spring | Research Methods  | Core     | 3      |   |
| 2015/Spring | Analysis of International Competitiveness               | Elective | 3      |   |
| 2015/Spring | International Commercial Law and Dispute Resolution     | Elective | 3      |   |
| 2015/Spring | Supply Chain Management                                 | Elective | 3      |   |
| 2015/Spring | Consumer Behavior                                       | Elective | 3      |   |

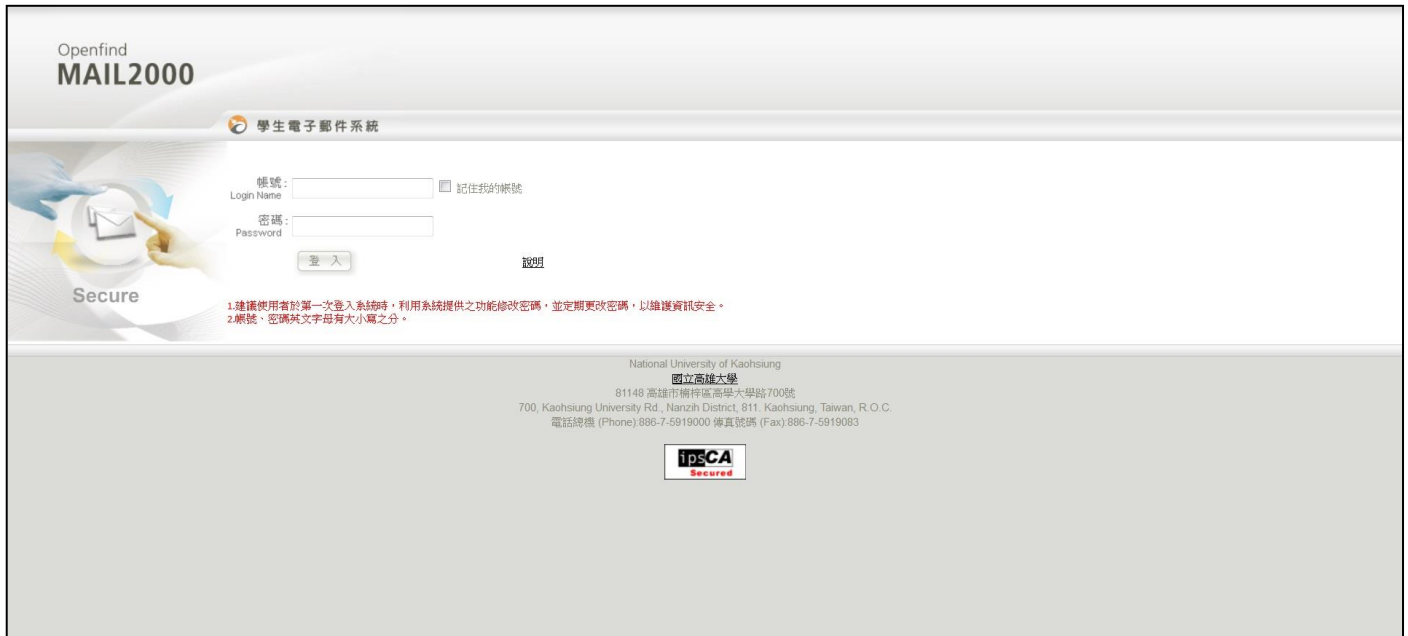
## **IMBA Course Schedule (Year: 2015)**

| <b>Term/Year</b> | <b>Course Name</b>                                       | <b>C/E</b> | <b>Credit</b> | <b>Note</b>   |
|------------------|--|------------|---------------|---|
| 2015/Fall        | Independent Study I                                      | Core       | 1             | Time will be arranged depending on each instructor's provided schedule. |
| 2015/Fall        | Independent Study III                                    | Core       | 1             |   |
| 2015/Fall        | Thesis (only for students enroll before Year 2014)       | Core       | 3             |   |
| 2015/Fall        | Quantitative Methods in Management                       | Core       | 3             |   |
| 2015/Fall        | Business and Management English Writing and Presentation | Core       | 3             |   |
| 2015/Fall        | International Business Management                        | Core       | 3             |   |
| 2015/Fall        | Managerial Economics                                     | Elective   | 3             |   |
| 2015/Fall        | Investment and Risk Management                           | Elective   | 3             |   |
| 2015/Fall        | Advertising and Promotion                                | Elective   | 3             |   |
| 2015/Fall        | Topics in Innovation & Creativity Management             | Elective   | 3             |   |
| 2015/Fall        | International Intellectual Property Rights               | Elective   | 3             |   |

## 6. Systems

### 6.1 The NUK Student's Email Account

Please click <https://mail.nuk.edu.tw/> and insert your student's ID and password to access your NUK Student's Email Account.



### 6.2 The NUK Student's Administrative System

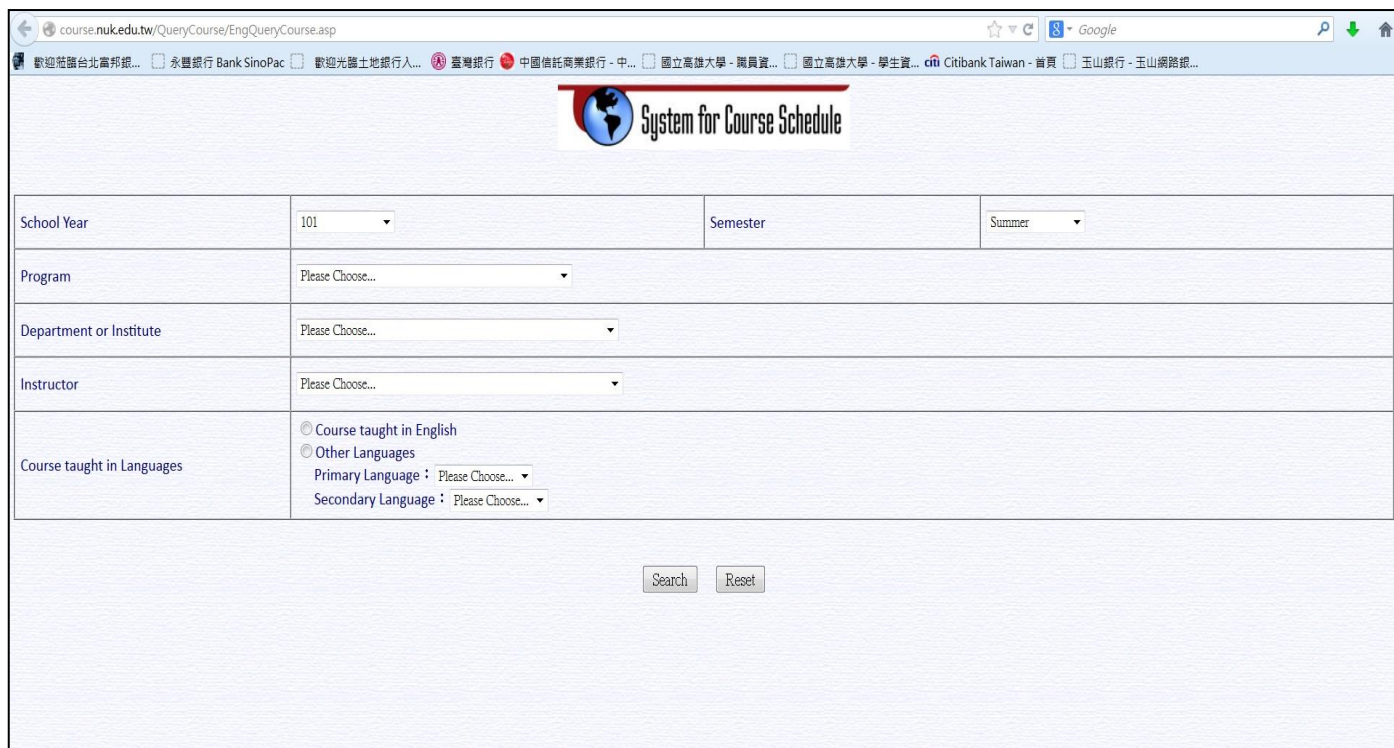
Please click <http://aca.nuk.edu.tw/Student2/login.asp> and insert your student's ID and password to access the system.





## 6.3 The NUK System For Course Schedule

Please click <http://course.nuk.edu.tw/QueryCourse/EngQueryCourse.asp> to look up course schedule for each term.



The screenshot shows a web browser window with the URL [course.nuk.edu.tw/QueryCourse/EngQueryCourse.asp](http://course.nuk.edu.tw/QueryCourse/EngQueryCourse.asp). The page features a header with a globe icon and the text "System for Course Schedule". Below the header is a form with the following fields:

|                            |   |          |        |
|----------------------------|---|----------|--------|
| School Year                | 101   | Semester | Summer |
| Program                    | Please Choose...  |          |        |
| Department or Institute    | Please Choose...  |          |        |
| Instructor                 | Please Choose...  |          |        |
| Course taught in Languages | <input type="radio"/> Course taught in English<br><input type="radio"/> Other Languages<br>Primary Language : Please Choose...<br>Secondary Language : Please Choose... |          |        |

At the bottom of the form are two buttons: "Search" and "Reset".

## 6.4 The NUK Teacher's Evaluation System

Please click <http://course.nuk.edu.tw/Inquiry/login.asp> and insert your student's ID and password to access the system.



The screenshot shows a login page for the "國立高雄大學教學意見調查登入" (National Kaohsiung University Teaching Opinion Survey Login). The page has a light blue background. The login fields are:

學 號 :

密 碼 :

Below the fields are two buttons: "確定登入" (Confirm Login) and "重新設定" (Reset).

Below the login section, there is a section titled "※注意事項：" (Notes) with the following items:

1. 課程授課老師與系所主管僅能得知教學意見調查結果，教師與系所主管皆無法得知填寫者的資料，請同學放心填寫！
2. 本系統適用於Internet Explorer 4.x以上之版本，FireFox（火狐）暫不支援。
3. [填寫教學意見調查活動辦法及獎品](#)

## 7. Campus Map

