

NDHU Bachelor Program of Management Science and Finance Guidelines for Student Summative Assessment of Learning Outcomes

Approved by the 2nd International Student Affairs Meeting of academic year 2012 on September 24, 2012.

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Article 1 Purpose: These guidelines are established for the Bachelor Program of Management Science and Finance, College of Management, National Dong Hwa University (hereinafter referred to as “the Program,” “the College,” and “the University” respectively) to establish the mechanism for reviewing the students’ learning outcomes of professional competence education in the Program.

Article 2 Responsible Unit: Student Learning Outcome Assessment Committee.

1. **Major Responsibilities:** (1) Organize and carry out the summative assessment of students’ learning outcomes in the Program. (2) Regularly analyze the effectiveness of and prepare summative reports on the assessment in every academic year. (3) Review and amend the assessment mechanism according to the analysis results in every academic year; an amended mechanism shall be reported to the Committee for the Program for approval before implementation.
2. **Composition of Committee Members:** The committee members shall be as follows: one full-time faculty member of each department of the College (therefore six in total), two expert/scholar members outside the University (at least one from industry), and two student representatives.

Article 3 Professional Competence and Summative Assessment: Based on the education objectives of the Program, the professional competence and the summative assessment methods are as follows:

1. **Professional Competence:** (A) Using quantitative methods to analyze and solve problems. (B) Equipped with the ability to analyze finance. (C) Using information technology to analyze, integrate, and present data. (D) Equipped with a global vision and specialized foreign language proficiency. (E) Equipped with the ability to master topics of finance, economy, and other current news as well as to diagnose financial and economic tendencies. (F) Equipped with basic knowledge of management in general.
2. **Correspondence between Professional Competence and Learning Outcomes:** Student Learning Outcome Assessment Committee shall

establish two to four learning outcome indicators for each professional competence so as to perform summative assessment. The establishment of indicators shall be based on the following principles: (1) Comprehensive coverage of the competence's nature, (2) clear definition, and (3) specific measurability.

3. **Summative Assessment Methods:** Each of the six professional competences shall be reviewed based on its respective learning outcome indicators. The assessment methods include the six professional competences (A-F) along with English proficiency test, grades in specific courses, and portfolio evaluation.

Article 4 **English Proficiency Test:** Professional Competence D refers to any of the required results of the following English proficiency tests, on which students attain 61 or above for TOEFL iBT (500 or above for TOEFL ITP), 600 or above for TOEIC, a pass score for the Second Test of GEPT Intermediate Level, the First Test of GEPT High-Intermediate Level, or any other accepted proficiency test of equivalent level.

Article 5 **Grades in Specific Courses:** Professional Competences A, B, and D are assessed along with students' grades in specific courses. For Professional Competence A, students shall get a C grade or above in the required Statistics (II). For Professional Competence B, students shall get a C grade or above in the required Financial Management. For Professional Competence D, students shall take six credits of the Level-3 required English courses offered by the Language Center of the University (Online English Learning, English Communications, and English Reading and Writing) and get a C grade or above in each of the three courses aforementioned.

Article 6 **Portfolio Evaluation:** Professional Competences B, C, E, and F are assessed along with students' portfolio evaluation. For each professional competence, students shall submit a portfolio of three term papers from courses taken in their third-year or later and highly-related to each professional competence. The portfolio will be reviewed and evaluated by Student Learning Outcome Assessment Committee.

Article 7 **Implementation Schedule:**

1. A first stage assessment occurs in the second semester of students' third year of study; a second stage assessment occurs in the first semester of students' fourth year of study.

2. These guidelines will be tested on students to be graduated in the Academic Year 2014-2015 and officially applied to students enrolled since the Academic Year 2014-2015. The enrollment year of students transferring from other universities or departments will be recognized based on their University ID numbers.

Article 8 Passing Standards, Guidance, and Remedial Measures

1. Students shall pass at least one assessment item if a professional competence (such as Professional Competence A of the Program) includes more than one assessment items.
2. Students who fail to pass the first stage assessment will be guided in terms of course taking and learning based on the guidance plan devised by Student Learning Outcome Assessment Committee and instructors of the students.

Article 9 Review and Amendment of the Assessment Mechanism: Student Learning Outcome Assessment Committee shall analyze the effectiveness of and prepare summative reports on the assessment in every academic year.

1. A summative report shall contain the following elements: (1) review results of student learning outcomes, (2) guidance record of failing students, and (3) reviews of the current status and proposed resolutions for amendment of the assessment mechanism.
2. An amendment of the assessment mechanism shall be implemented after the resolution being submitted to the Committee for the Program in every March and receiving approval at the Committee meeting.

Article 10 These guidelines are to be implemented and amended upon approval at the Committee for the Program meeting.