

China Medical University



111 Academic Year Graduate Students' Handbook

Feb. 2023 revised

Contents

● Introduction.....	1
● China Medical University Calendar 2022-2023	3
● Graduate Institute of Translational Medicine and New Drug Development (Curriculum for Master Program-111 Academic Year)	7
● Graduate Institute of Translational Medicine and New Drug Development (Curriculum for Doctoral Program-111 Academic Year)	12
● Teachers	15
● CMU Course Selection Guidelines for Students	117
● Regulations for Inter-Collegiate Course Selection	119
● CMU Course Credits Transfer Regulations	20
● The Guideline of Instructing CMU Graduate Students	25
● The Information for Scholarship & Stipend	27

Commencement related form

Form 1-Application Form for Transferring Credits for Graduate Students	21
Form 2-Alternative Curriculum Application for Graduate Students.....	22
Form 3- Register for Upper-level Courses or Courses in Other Departments for Graduate Students	23
Form 4- Overdue Course Selection for Graduate Students	24
Form 5- Adviser Consent Form.....	26

Introduction

The Institute of Translational Medicine and New Drug Development (ITMNDD) combines the school's unique characteristic in Chinese and Western medicine development, and uses the school 's existing biomedical resources and devices, plus clinical care resources from medical centers and the school's hospital, strong faculty members, to combine the important development points of the biotechnology and pharmaceutical industries, in order to plan diversified and relevant courses to cultivate professionals well trained in translational medicine, drug design, new drug development, and pharmaceutical productions.

Future development—Education

- 1. We help students have solid professional disciplinary abilities and to have solid knowledge in biotech pharmaceuticals.**
- 2. Using modern molecular and cellular biotechnology as the foundation, combined with the key developments of the pharmaceutical industry, we provide students with the knowledge and desire to understand cutting-edge biotech pharmaceuticals to accommodate growing changes in the domestic and international environment.**
- 3. Professional courses include drug design, drug development, production, quality control, pharmaceutical marketing, and intellectual property rights, also taking into account theoretical studies and practical experience.**
- 4. The planning of the curriculum is based on professional practices, and cooperates with domestic cGMP, PIC/S, and ISO certified biotechnology laboratories or hospitals, in the hopes of integrating seamlessly with the education direction and the demand of related industries, as well as help innovate Taiwan's biotech pharmaceutical industry research and development and solidify the practical experience of students, so they can immediately start employment upon graduation.**

Future development—Research

The Research Center established by the university has a research team that is formed by top scholars in the fields of herbal drugs, natural herbal medicine, medicinal chemistry, synthetic drugs, and acupuncture research. In recent years, our contribution to the development of biotechnology medicine is very significant, becoming a leader in biomedical research and technology. Our school has established a cross-campus research team that covers drug research related fields and can provide students with professional training in different research fields to provide them with the professional abilities needed by the biotech pharmaceutical industry.

Core competencies

- 1. Translational medicine ability associated with new drug development**
- 2. Ability to design experiments, analyze data, and apply research results**
- 3. Professional ability to author research projects and thesis**
- 4. Ability to combine pharmaceutical development related theories and practices**

China Medical University Calendar 2022-2023

Department of Academic Affairs

Department of General Affairs

Department of Graduate Student Affairs

Office of President

Department of Student Affairs

Department of Research and Development

Office of Accounting

Holiday

Mth.	Wkdy								Event
		S	M	T	W	Th	F	Sat	
August 2022			1	2	3	4	5	6	1 st : First Semester Begins
		7	8	9	10	11	12	13	1 st : School begins to accept Student Loan Application
		14	15	16	17	18	19	20	1 st - 31 th : On-Site Registration for new students
		21	22	23	24	25	26	27	1 st -31 st : National Sci-Tech Programs Appeal
		28	29	30	31				1 st - Sep 12 th : Tuition payment & registration
									Aug 1 st -Sep 30 th : Bank of Taiwan begins to accept Student Loan Related Information
September					1	2	3	7 th : Registration for Transfer Students	
		4	5	6	7	8	9	10	9 th : Sup Holiday of Mid-Autumn Festival (Sep 11 th Supplement workday)
	1	11	12	13	14	15	16	17	12 th : Classes begin
	2	18	19	20	21	22	23	24	13 th -24 th : Scholarship Application for graduate students/excellent graduate students
	3	25	26	27	28	29	30		12 th – 26 th : Course add/drop
									12 th - 30 th : Open for CMU 2022 Fall Semester Scholarship Application
October							1	3 rd - Nov 4 th : University Property Inventory Check	
	4	2	3	4	5	6	7	8	10 th : National Holiday
	5	9	10	11	12	13	14	15	12 th : Course Committee Meeting
	6	16	17	18	19	20	21	22	15 th : Deadline for 2 nd Purchase of Office Supplies
	7	23	24	25	26	27	28	29	17 th : Purchasing Committee (Deadline of receiving applications: 7 th)
	8	30	31						19 th : Core Course Committee Meeting
								19 th : 1 st Semester 3 rd Administrative Affairs Meeting	
								31 st : Deadline for final report on Campus-wide Individual Projects	

Wkdy Mth.	S	M	T	W	Th	F	Sat	Events	
November			1	2	3	4	5	2 nd : Academic Affairs Meeting	
	9	6	7	8	9	10	11	12	4 th - 5 th : International Conference on Advanced Biomedical Sciences
	10	13	14	15	16	17	18	19	7 th - 11 th : Mid-term examination
	11	20	21	22	23	24	25	26	7 th - 20 th : Grade submission for Mid-term examination
	12	27	28	29	30				16 th : 1 st Semester 4 th Administrative Affair Meeting 19 th : School swimming competition 21 th - Dec 9 th : Application for scooter parking 28 st -Dec 9 th : Application for course withdrawal
December					1	2	3	1 st -31 st : Annual National Sci-Tech Program Application	
	13	4	5	6	7	8	9	10	5 th : Purchasing Committee (Deadline of receiving applications: Nov 28 th)
	14	11	12	13	14	15	16	17	9 st : Application for Master's/ Doctoral thesis defense ends
	15	18	19	20	21	22	23	24	10 th : Sports Day
	16	25	26	27	28	29	30	31	15 th : Deadline for 3 rd Purchase of Office Supplies 19 th - 30 th : Application for undergraduate students' minors/double majors programs 21 th : 1 st Semester 5 th Administrative Affairs Meeting 25 th : Annual Research Project Animal Experiment Auditing Application Deadline 26 th - 30 nd : 2023 Spring Semester 1 st course selection begins
January 2023	17	1	2	3	4	5	6	7	1 st : New Year's Day
	18	8	9	10	11	12	13	14	2 nd : Sup Holiday of New Year's Day
		15	16	17	18	19	20	21	2 nd - 22 th : Grade submission
		22	23	24	25	26	27	28	9 th -13 th : Final-term examination
		29	30	31					15 th - Feb 13 th : Tuition payment 15 th - Feb 28 th : Bank of Taiwan begins to accept Student Loan Related Information 16 th : School begins to accept Student Loan Application 18 th : 1 st Semester 6 th Administrative Affairs Meeting 20 th - Feb 28 th : 112 Academic Year Budget Estimate 21 th -24 th : Chinese New Year 31 th : Deadline for Master's/ Doctoral thesis defense grade submission to the Office of Graduate Student Affairs 31 th : Deadline of completing leaving school procedure for 2020 Fall graduatestudents

Mth.	Wkdy	S	M	T	W	Th	F	Sat	Events
February					1	2	3	4	1 st : Second Semester begins
		5	6	7	8	9	10	11	1 st : On-Site registration for new Spring graduate students
	1	12	13	14	15	16	17	18	1 st -28 st : College Student Participation in Special Research Project (MOST) Application
	2	19	20	21	22	23	24	25	4 th : Main Campus high voltage power system maintenance 5 th : Yingcai Campus high voltage power system maintenance
	3	26	27	28					6 th : Purchasing Committee (Deadline of receiving applications: Jan 30 th) 8 th : Registration for 2021 Spring Semester transfer students 13 th : Classes begin 13 th - 24 th : Course add/ drop 13 th -24 th : Scholarship Application for graduate students 13 th - Mar 3 th : Open for CMU second semester Scholarship application 15 th : 2 nd Semester 1 st Administrative Affairs Meeting 16 th : Deadline for 4 th Purchase of Office Supplies 28 th : Peace Memorial Day (Holiday)
March					1	2	3	4	3 th : 2 nd Semester Animal Center Utilization and Management Training Course (TBD)
	4	5	6	7	8	9	10	11	6 th - May 5 th : Property Inventory Random Check
	5	12	13	14	15	16	17	18	15 th : 2 nd Semester 2 nd Administrative Affairs Meeting
	6	19	20	21	22	23	24	25	15 th : Course Committee Meeting
	7	26	27	28	29	30	31		22 st : Core Course Committee Meeting 31 th : 2022 Academic Paper Award Application Deadline
April								1	4 th : Children's Day
	8	2	3	4	5	6	7	8	5 th : Tomb-Sweeping Holiday
	9	9	10	11	12	13	14	15	10 th : Purchasing Committee (Deadline of receiving applications: Mar 27 th)
	10	16	17	18	19	20	21	22	10 th -14 th : Mid-term examination
	11	23	24	25	26	27	28	29	10 th - 23 th : Grade submission for Mid-term examination 12 th : Academic Affairs Meeting 16 th : Deadline for 5 th Purchase of Office Supplies 19 th : 2 nd Semester 3 rd Administrative Affairs Meeting
May	12	30							
			1	2	3	4	5	6	1 st -12 th : Application for course withdrawal
	13	7	8	9	10	11	12	13	1 st - Jul 31 st : Subsidy for Scientist and Technician Short Term Research Application
	14	14	15	16	17	18	19	20	8 th -12 th : Final examination for graduating class
	15	21	22	23	24	25	26	27	8 th -15 st : Semester grade submission for graduating class 15 th - Jun 2 th : Application for 112 Academic Year Car Parking 17 th : 2 nd Semester 4 th Administrative Affairs Meeting 22 th -Jun 2 nd : Application for undergraduate students' minors/ double majors programs 29 th - Jun 2 nd : 112 Academic Year Semester 1 st course selection begins
16	28	29	30	31					

Wkdy Mth.		S	M	T	W	Th	F	Sat	Events
June						1	2	3	2nd: Application for Master's/Doctoral thesis defense ends 3rd: Commencement 5th: Purchasing Committee (Deadline of receiving applications: May 29th) 5th- 25th: Grade submission 12th-16th: Final-term examination 15th: Deadline for 6th Purchase of Office Supplies 15th- 30th: Young Research Talent Program Application 15th- 30th: Senior Laurel Research Program Application 21th: 2nd Semester 5th Administrative Affairs Meeting 22th: Dragon Boat Festival
	17	4	5	6	7	8	9	10	
	18	11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	
		25	26	27	28	29	30		
July								1	1st-15th: University Special Topic Research Proposal Application 19th: 2nd Semester 6th Administrative Affairs Meeting 30th: Deadline for Master's/Doctoral thesis defense grade submission to the Office of Graduate Student Affairs 31th: 2021 Spring Semester ends
		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	31							

中國醫藥大學 轉譯醫學暨新藥開發研究所碩士班 必選修課程學分表111學年度入學適用
Graduate Institute of Translational Medicine and New Drug Development (Curriculum for Master Program-111 Academic Year)

必修課 Required Course							
科目名稱 Course Name	修別 R/E	規定學分 Credits	1st year		2nd year		備註 Note
			1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	
分子醫學 (Molecular medicine)	必 R	4	4	0	0	0	院級必修 College-level 全英授課 English course
專題討論(一) (Seminar (I))	必 R	1	1	0	0	0	全英授課 English course
專題討論(二) (Seminar (II))	必 R	1	0	1	0	0	全英授課 English course
製藥科技講座(一) (Lecture on pharmaceutical technology (I))	必 R	1	0	0	1	0	
製藥科技講座(二) (Lecture on pharmaceutical technology (II))	必 R	1	0	0	0	1	
碩士論文 (M.S. Thesis)	必 R	6	0	0	0	6	
合計 total		14	5	1	1	7	

選修課 Elective Course							
科目名稱 Course Name	修別 R/E	規定學分 Credits	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	備註 Note
蛋白質結構與藥物設計 (Protein structure and drug design)	選 E	3	3	0	0	0	
蛋白質藥物學 (Protein drugs)	選 E	3	3	0	0	0	
天然有機產物 (Molecular structure, properties and biosynthesis of organic natural products)	選 E	2	2	0	0	0	全英授課 English course
分子與醫學應用的描述 (Description of molecules with medical applications)	選 E	2	2	0	0	0	全英授課 English course
真核生物基因轉錄與表觀調控 (Mechanisms of transcriptional regulation and epigenetic control)	選 E	1	1	0	0	0	全英授課 English course (Depend on Prof. Cheng-Ming Chiang arrive to Taiwan)
光電儀器與系統 (Photonic instruments & systems)	選 E	3	3	0	0	0	
細菌防禦機制與新型抗生素開發 (Bacterial Defense System and Development of Novel Antibiotics)	選 E	2	2	0	0	0	
雷射醫療應用 (Lasers for medical applications)	選 E	2	2	0	0	0	
次世代定序分析特論 (Special topics on next-generation sequencing analysis)	選 E	2	2	0	0	0	全英授課 English course

選修課 Elective Course							
科目名稱 Course Name	修別 R/E	規定學分 Credits	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	備註 Note
分子生物學研究法特論 (I) (Special topics on molecular biomethodology (I))	選 E	2	2	0	0	0	
生醫材料與組織工程特論 (Special topics on biomaterials and tissue engineering)	選 E	2	2	0	0	0	全英授課 English course
藥物動力學特論 (Special topics on pharmacokinetics)	選 E	2	0	2	0	0	全英授課 English course
生物有機化學 (Bioorganic chemistry)	選 E	2	0	2	0	0	全英授課 English course
分子生物學研究法特論 (II) (Special topics on molecular biomethodology (II))	選 E	2	0	2	0	0	
製藥工程與劑型設計特論 (Special topics on pharmaceutical engineering and drug)	選 E	2	0	2	0	0	全英授課 English course
生醫光電特論 (Special topics on biophotonics)	選 E	3	0	3	0	0	
生醫光學顯微技術 (Biomedical Optical Imaging Techniques)	選 E	3	0	3	0	0	
蛋白質 X 光晶體繞射學 (Protein X-ray crystallography)	選 E	3	0	3	0	0	

選修課 Elective Course							
科目名稱 Course Name	修別 R/E	規定學分 Credits	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	備註 Note
以結構生物學解碼新興傳染病 (Decoding emerging infectious diseases by structural biology)	選 E	3	0	3	0	0	
藥用植物的結構與特徵 (Structure & properties of medical plant components)	選 E	2	0	2	0	0	全英授課 English course
進階螢光顯微術：實作與分析 (Advanced fluorescence microscopy: practice & analysis)	選 E	2	0	2	0	0	全英授課 English course
癌症生物學 (Cancer Biology)	選 E	2	0	2	0	0	全英授課 English course
藥理學特論 (Special topics on pharmacology)	選 E	2	0	0	2	0	全英授課 English course
藥物分子設計 (Drug molecule design)	選 E	2	0	0	2	0	全英授課 English course
新藥開發實習 (New drug development internship program)	選 E	1	0	0	1	0	
專題討論(三) (Seminar (III))	選 E	1	0	0	1	0	全英授課 English course
專題討論(四) (Seminar (IV))	選 E	1	0	0	0	1	全英授課 English course

選修課 Elective Course									
科目名稱 Course Name	修別 R/E	規定學分 Credits	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	備註 Note		
合計 total		57	24	26	6	1			

Note :

1. “Lecture on pharmaceutical technology (I) 、 (II) ” are NOT full English course. Providing foreign students 2 credits of electives instead of this course.
2. The Master's program is a one-to-four-year course. Minimum credits required for graduation is 30 credits, including 12 credits from required courses (4 credits from Molecular medicine, 2 credits from Seminar and 6 credits of Master's thesis research) and 18 credits from elective courses (at least 2 credits of courses from TMNDD).
3. Besides taking the required courses as stipulated by each department in the study period, graduate students shall complete the training of the following courses as stipulated by the school:
 - (1) “Laboratory safety” – A school-level required course in the Master’s Program and Doctoral Program with 0 credits.
 - (2) “Research Ethics” - A school-level required course in the Master’s Program and Doctoral Program with 0 credits
 - (3) “Molecular medicine” - A college-level required course in the Master’s Program and Doctoral Program with 4 credits.

中國醫藥大學 轉譯醫學暨新藥開發研究所博士班 必選修課程學分表 111 學年度入學適用
 Graduate Institute of Translational Medicine and New Drug Development (Curriculum for Doctoral Program-111 Academic Year)

必修課 Required Course							
科目名稱 Course Name	修別 R/E	規定學分 Credits	1st year		2nd year		備註 Note
			1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	
現代生物醫學講座 (一)(二)(三)(四) Lecture on Modern Biomedicine (I) (II) (III) (IV)	必 R	4	1	1	1	1	校級必修 School-level 全英授課 English course
分子醫學 (Molecular medicine)	必 R	4	4	0	0	0	院級必修 College-level 全英授課 English course
專題討論(一) (Seminar(I))	必 R	1	1	0	0	0	全英授課 English course
製藥科技講座(一) (Lecture on pharmaceutical technology (I))	必 R	1	1	0	0	0	
專題討論(二) (Seminar(II))	必 R	1	0	1	0	0	全英授課 English course
製藥科技講座(二) (Lecture on pharmaceutical technology (II))	必 R	1	0	1	0	0	
專題討論(三) (Seminar(III))	必 R	1	0	0	1	0	全英授課 English course
專題討論(四) (Seminar(IV))	必 R	1	0	0	0	1	全英授課 English course
博士論文 (Ph.D.Dissertation)	必 R	12				12	
合計 total		26	7	3	2	14	

選修課 Elective Course							
科目名稱 Course Name	修別 R/E	規定學分 Credits	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	備註 Note
人工器官與組織工程 (Artificial Organ and Tissue Engineering)	選 E	2	2	0	0	0	全英授課 English course
高等腫瘤生物學 (I) (Advanced tumor biology (I))	選 E	2	2	0	0	0	
臨床癌症與轉譯醫學 (Clinical oncology & translation medicine)	選 E	2	2	0	0	0	
超分子化學之生物應用 (Biological Applications of Supramolecular Chemistry)	選 E	2	2	0	0	0	全英授課 English course
分子癌症生物學 (Molecular Cancer Biology)	選 E	2	2	0	0	0	全英授課 English course
真核生物基因轉錄與表觀調控 (Mechanisms of transcriptional regulation and epigenetic control)	選 E	1	0	1	0	0	全英授課 English course (Depend on Prof. Cheng-Ming Chiang arrive to Taiwan)
醫學影像系統 (Medical imaging system)	選 E	2	0	2	0	0	
高等腫瘤生物學 (II) (Advanced tumor biology (II))	選 E	2	0	2	0	0	
新藥臨床前開發實務 (Practice of Preclinical Drug Development)	選 E	2	0	0	2	0	全英授課 English course

選修課 Elective Course							
科目名稱 Course Name	修別 R/E	規定學分 Credits	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	備註 Note
非編碼核糖核酸學:生物功能及治療應用 (Non-coding RNAs: biological functions and therapeutic applications)	選 E	2	0	0	2	0	全英授課 English course
進階藥物製劑與劑型開發 (Advanced drug formulation development)	選 E	2	0	0	0	2	全英授課 English course
進階藥物動力學 (Advanced applied pharmacokinetics)	選 E	2	0	0	0	2	全英授課 English course
表觀遺傳學:生物機制及應用 (Epigenetics:mechanisms and applications)	選 E	2	0	0	0	2	全英授課 English course
合計 total		25	10	5	4	6	

Note:

1. “Lecture on pharmaceutical technology (I) 、(II) ” are NOT full English course. Providing foreign students 2 credits of electives instead of this course.
2. The doctoral program is a two-to-seven-year course. Minimum credits required for graduation is 32 credits, including 24 credits from required courses (4 credits from Lecture on Modern Biomedicine, 4 credits from Molecular medicine, 4 credits from Seminar and 12 credits of doctoral thesis research) and 8 credits from elective courses (at least 2 credits of courses from TMNDD).
3. Besides taking the required courses as stipulated by each department in the study period, graduate students shall complete the training of the following courses as stipulated by the school:
 - (1) “Laboratory safety” – A school-level required course in the Master’s Program and Doctoral Program with 0 credits.
 - (2) “Research Ethics” - A school-level required course in the Master’s Program and Doctoral Program with 0 credits
 - (3) “Lecture on Modern Biomedicine” - A school-level required course in the Doctoral Program with 4 credits.
 - (4) “Molecular medicine” - A college-level required course in the Master’s Program and Doctoral Program with 4 credits.

Teachers

Faculty

	<p><u>Yung-Luen Yu</u> Professor and Director</p> <p>Education : PhD, National Defense Medical Center Expertise : Cancer epigenetics and epigenome; Translational medicine TEL : +886-4-22052121 EXT.7933 E-mail : ylyu@mail.cmu.edu.tw</p>
	<p><u>Shih-Chieh Hung</u> Distinguished Professor</p> <p>Education : MD. PhD, The University of Tokyo Expertise : Nanotechnology in theranostics; Organoid culture; MSC TEL : +886-4-22052121 EXT.7728.7718 E-mail : hung3340@gmail.com</p>
	<p><u>Suh-Hang Juo</u> Distinguished Professor</p> <p>Education : MD. PhD, Johns Hopkins University Expertise : Epigenomics; Stroke; miRNA TEL : +886-4-22053366 EXT.2211.2168 E-mail : hjuo@mail.cmu.edu.tw</p>
	<p><u>Yeh Chen</u> Associated Professor</p> <p>Education : PhD, National Chung Hsing University Expertise : Protein chemistry; Structure Biology; Drug design TEL : +886-4-22053366 EXT.6513.6512 E-mail : bluecrystalprotein@gmail.com</p>
	<p><u>Guan-Yu Zhuo</u> Associated Professor</p> <p>Education : PhD, National Taiwan University Expertise : Bio-detector; 2-Photon microscope TEL : +886-4-22053366 EXT.6508 E-mail : zhuo0929@mail.cmu.edu.tw</p>



Chin-Yu Lin
Associated Professor

Education : PhD, National Tsing Hua University
Expertise : Vaccine development; RNA based gene therapy
TEL : +886-4-22053366 EXT.8108
E-mail : geant@mail.cmu.edu.tw



Kai-Wen Hsu
Associated Professor

Education : PhD, Taipei Medical University
Expertise : Cancer biology; Nanomedicine; Biotechnology
TEL : +886-4-22052121 EXT.7817
E-mail : kwhsu@mail.cmu.edu.tw



Carmine Coluccini
Assistant Professor

Education : PhD, University of Bologna
Expertise : Organic synthesis
TEL : +886-4-22053366 EXT.2534
E-mail : carmine.coluccini@mail.cmu.edu.tw



Yung-Chih Lai
Assistant Professor

Education : PhD, National Taiwan University
Expertise : Bioinformatics; Ecological Evolutionary Developmental biology (Eco-Evo-Devo)
TEL : +886-4-22053366 EXT.2534
E-mail : yungchihlai@gmail.com



Yu-Ting Yen
Assistant Professor

Education : PhD, National Taiwan University
Expertise : Basic and translational research of immune cells in infectious diseases and cancer
TEL : +886-4-22052121 EXT.7715
E-mail : yty@mail.cmu.edu.tw

CMU Course Selection Guidelines for Students

A. CMU students shall complete their course enrollments in the two stages of “preliminary selection” and “add and drop period” as designated and published by the Office of Academic Affairs.

B. The course selection process is as follows:

1. Preliminary selection: Starts from the 16th week of previous semester.
2. Applicable for transfer students and new students: around two weeks before the beginning of the semester.
3. Add and Drop Period: the first and second week after the beginning of the semester.

C. There is no upper or lower credit limit in each semester of Master's and Ph.D. programs.

D. Students shall complete their course selection in compliance with the following rules:

1. Students are encouraged to take the required courses offered in this institute.
2. Courses with prerequisite restrictions may be taken only after the completion of the prerequisite courses with passing grades.
3. Please do NOT re-select courses which have been passed. The same courses which have been studied and the grades have been earned more than once, the institute admits only the first grade which is passed.
4. The selection of two schedule-conflicting courses is not allowed.

E. For students who are not able to complete the selection in the add-and-drop period, due to any of the following circumstances, he/she must submit a request to the Academic Affairs by completing the "Register for Upper-level Courses or Courses in Other Departments".

1. Restrictions set by other departments (institutes).
2. Students who have not selected a course during the preliminary selection stage.

The above is based on the presumption that the number of students in the course does not exceed the limit and the capacity of the classroom.

F. If there is any situation of force majeure or any special situation not attributable to students, such that students cannot add courses online on time, the students may file a “Overdue Course Selection” together with relevant evidence document to obtain the approval/signature from the departmental office.

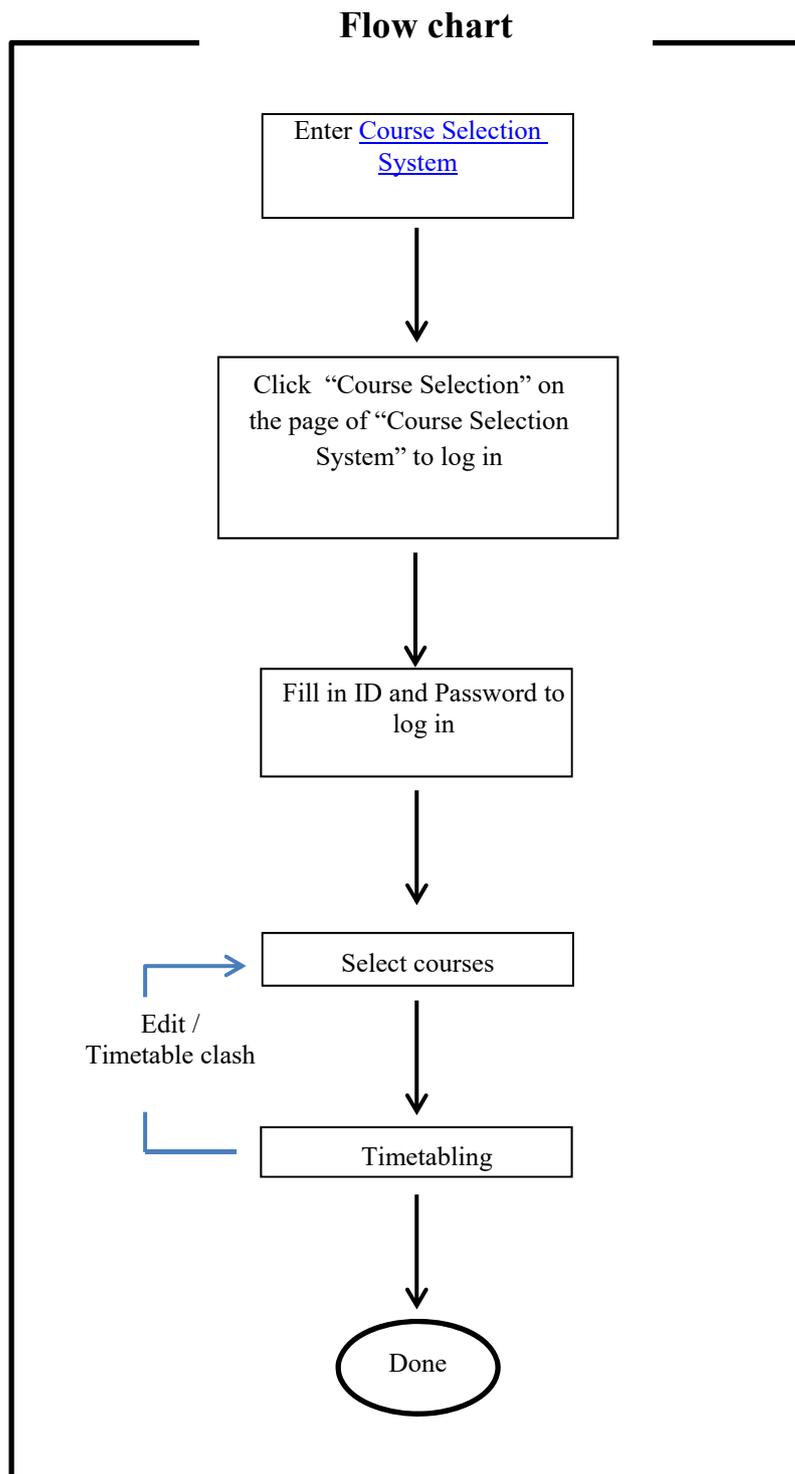
G. Students can suspend up to two courses through the online Student Information System during the 12th to 13th week of each semester due to maladjustment or other special reasons. After approval from the departmental office, the course will be marked as "Suspended" on the transcripts, and the total number of credits taken in the semester should still need to meet the minimum limit credits requirement. No refunds will be given for suspended courses.

H. Master's students take the courses from the Ph.D. program with a grade of 70 (B-) or higher may apply for credit transfer after entrance to the Ph.D. program if the course credits are not counted toward graduation in master's degree. Similarly, if undergraduate students take the courses from the Master's/Ph.D. program with a grade of 70 (B-) or higher may apply for credit transfer after entrance to the Master's/Ph.D. program if the course credits are not counted toward graduation in bachelor degree.

I. If the number of registered students is below the minimal course size, the course will not be offered:

- Master's courses must have at least three students
- Doctoral courses must have at least two students

Course Registration Process Flowchart for Students



Regulations for Inter-collegiate Course Selection

A.

This department implements inter-college course selection as the scope of which is determined by curriculum adopted by universities and independent colleges and based on the principle of cooperation and mutual benefit in exchanging course selections.

B.

In principle, inter-collegiate course-taking is permitted for those courses not offered in CMU in a particular semester. The total credit units of inter-collegiate course-taking shall be no more than one-third of the maximum credits in that semester, except for the delay graduation students.

C.

The students have to fill in the “Inter-collegiate Course Taking Application Form” and finish the process before the second week after the beginning of the semester. CMU shall charge students from other universities for credits, computer usage, language teaching practice, or other individual instructional fees when accepting elective courses. However, based on the equal and reciprocal principle, CMU and the Mid-Taiwan University System (M6) may not charge any fees from students within the System.

D.

Transcripts should be sent back to the original schools at the end of each semester. If the student does not complete the application process in accordance with the regulations, his or her credits will not be recognized.

E.

Students taking inter-collegiate courses must observe the rules and regulations of both schools. The examination of inter-collegiate courses will be conducted in accordance with the relevant provisions of the school's or other school's academic regulations.

G.

Inter-collegiate course selection must be agreed upon by the department/institute or college supervisor and mutually agreed upon with the other school, but summer course selection is governed by the relevant provisions of the Academic Regulations in CMU.

CMU Course Credits Transfer Regulations

A. Those who have completed any courses on a master's/doctoral program with a grade of 70 (B-) or higher, and the credits are not counted in graduation degree, can apply for credit transfer. Conversely, if the credits are counted in graduation degree, students can't apply for credit transfer, but can apply for exemption, which means that there is no need to retake the course, but other courses must be taken to make up the credits.

B. Credit Transfer Rules:

1. The common subjects or transfer examination subjects will be transferred first, followed by major subjects.
2. Courses with the same name, credits, and content will be recognized. If the courses with the same credits and similar content but different names, the student should provide relevant course information for review and approval by the instructor and department chair.
3. If the original course credits are more than the transfer credits, only credits recognized in CMU (fewer credits) will be given.
4. If the subject applied for transfer is an academic year course, students may apply the credit transfer for one semester, and the credit will be approved by the course provider and the department chair based on the content of the course taken.
5. If the name of the subject or credit is changed during the course, it may be recognized by taking the new course. If the number of credits is insufficient, the addition of credits from other courses of similar contents is needed; and should be approved by the department chair. However, the excess number of credits cannot be recognized as graduation credits.

C. Application procedure for course credit transfer:

1. Applications for credit transfer will be processed after the student has registered for new enrollment or transfer.
2. Students should fill out the credit transfer form and attach relevant documents. Graduate students should attach their academic transcripts from previous years (for undergraduates, the certificate of transfer or completion of studies are needed) or the certificate of credits from the Center of Continuing Education for application.
3. Upon completion of the preliminary review, each department will assemble and submit the credit forms to the Academic Affairs for secondary review. After the secondary review is completed and approved by the Dean of Academic Affairs, the student's academic record will be recognized.



中國醫藥大學 China Medical University
學年度_____學期研究生學分:免修/抵免申請書
Application Form for Transferring Credits for Graduate Students
(_____Academic Year_____semester)

免修：不用重覆修習該課程，學生須另修課程補齊畢業學分。

抵免：不用修該課程，可取得該課程學分。

申請日期 date： 年 月 日

學號 Student ID				姓名 Name					
學院 College				聯絡電話 Phone No.					
系所 Institute				年級 Year in the Program					
申請科目/課號 Course(s) Name for Transfer/Course Code	學分數 Credits	修別 R/E	原已修習 科目/課號 Completed Course(s)/ Code	學分數 Completed Credits	成績 Course(s) Grade	審核結果 是否通過 Review	審核意見 (請簽章) Comments (signature)	備註 Remarks	
						<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
						<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
						<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
						<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
						<input type="checkbox"/> 是 Y <input type="checkbox"/> 否 N			
審核結果 Result	合計准予科目數 Approved number of course(s) for transfer :								
	學分數 Approved credit(s) for transfer :								
	系所承辦人 簽章 Department personnel			系所主管 簽章 Head of the Department			環安室審核人 簽章 Office of Environmental Safety and Health personnel		
	研究生事務處承辦人 Personnel of Graduate Student Affairs			研究生事務處 副事務長 Associate Dean of Office of Graduate Student Affairs			※辦理「實驗室安全」抵免請加會「環安室」，並檢附環安教育訓練課程研習證明書影印本 1 份。 Please bring a copy of the certificate for Laboratory Safety course if you are applying to transfer "Laboratory Safety and Health Training course".		

110.11.24 修訂



中國醫藥大學 China Medical University

___學年度___學期 研究生 課程變動替代方案申請書

Alternative Curriculum Application for Graduate Students

(___ Academic Year ___ Semester)

系所/Institute : _____

說明/Explanation :

- 一、因各系所課程變動而致無法重、補修原訂科目名稱或所缺部份學分者，需填寫本申請表辦理選課以抵免之。

Students who are unable to retake courses (under specific designations) in order to obtain the required credits for graduation due to curriculum changes in their departments are required to fill out this application to have the relevant course requirements waived and alternative course requirements established.

- 二、各系所對課程之學分數皆有不同規範，為顧及學生權益，請系(所)務必先行瞭解相關規定。

Each department and graduate institute has its own credit hour requirements. The relevant department or graduate institute is asked to take these requirements into careful consideration to ensure that the students' interests are served.

學 號 Student ID	學生姓名 Student Name	已修課程(學分) Completed Courses (credits)	替代原因 Reason(s) for Alternative	應修課程(學分) Required Courses (credits)	授課教師 簽 名 Instructor's signature
系/所承 辦人 Department personnel			系/所 主管 Head of the Department		
研究生事務處 承辦人 Personnel of Graduate Student Affairs		研究生事務處 副事務長 Associate Dean of Office of Graduate Student Affairs		研究生事務處事務長 Dean of Office of Graduate Student Affairs	

110.11.24 修訂



中國醫藥大學 China Medical University

學年度_____學期 研究生 上修/外系所選修課程申請書

Register for Upper-level Courses or Courses in Other Departments for Graduate Students

申請日期 Date: _____年_____月_____日 系所 Institute _____

學號 Student ID: _____ 姓名 Name: _____ 聯絡電話 Phone: _____

申請原因 Reason: <input type="checkbox"/> 上修 Register for upper-level courses <input type="checkbox"/> 外系所選修 Register for courses from other departments <input type="checkbox"/> 其他,請詳述 Other, please specify _____ 擬修課程 Course: <input type="checkbox"/> 列入畢業學分 counted as credits for graduation <input type="checkbox"/> 不列入畢業學分 not counted as credits for graduation 開課系所 Course Institute : _____ 開課年級 grade : _____ 課號 Course code : _____ (<input type="checkbox"/> A/ <input type="checkbox"/> B/ _____ 班) 課名 Course name : _____ (<input type="checkbox"/> 選修 Elective/ <input type="checkbox"/> 必修 Required)				主授課教師簽章 Instructor Signature
主指導教授簽章 Advisor Signature	就讀系所承辦人簽章 Student's Department personnel <input type="checkbox"/> 列入畢業學分 <input type="checkbox"/> 不列入畢業學分	就讀系所主管簽章 Head of the Department of your Program	研究生事務處簽章 Personnel of Graduate Student Affairs	研究生副事務長 Associate Dean of Office of Graduate Student Affairs

110.11.24 修訂

第一聯 研究生事務處存查



中國醫藥大學 China Medical University

學年度_____學期 研究生 上修/外系所選修課程申請書

Register for Upper-level Courses or Courses in Other Departments for Graduate Student

申請日期 Date: _____年_____月_____日 系所 Institute _____

學號 Student ID: _____ 姓名 Name: _____ 聯絡電話 Phone: _____

申請原因 Reason: <input type="checkbox"/> 上修 Register for upper-level courses <input type="checkbox"/> 外系所選修 Register for courses from other departments <input type="checkbox"/> 其他,請詳述 Other, please specify _____ 擬修課程 Course: <input type="checkbox"/> 列入畢業學分 counted as credits for graduation <input type="checkbox"/> 不列入畢業學分 not counted as credits for graduation 開課系所 Course Institute : _____ 開課年級 grade : _____ 課號 Course code : _____ (<input type="checkbox"/> A/ <input type="checkbox"/> B/ _____ 班) 課名 Course name : _____ (<input type="checkbox"/> 選修 Elective/ <input type="checkbox"/> 必修 Required)				主授課教師簽章 Instructor Signature
主指導教授簽章 Advisor Signature	就讀系所承辦人簽章 Student's Department personnel <input type="checkbox"/> 列入畢業學分 <input type="checkbox"/> 不列入畢業學分	就讀系所主管簽章 Head of the Department of your Program	研究生事務處簽章 Personnel of Graduate Student Affairs	研究生副事務長 Associate Dean of Office of Graduate Student Affairs

第二聯 學生存查 Copy for Student

1. 申請條件：課程設定限制條件而無法於網路上選課者。For students who cannot select the course online due to course-taking restrictions.
2. 申請期限：網路加退選截止日前。Deadline: Before online courses add/drop section ends.
3. 請先向所屬系所確認，修讀他系所課程是否認列為畢業學分，以免影響自身權益。Please check with your department if taking courses offered by other department will be counted as credits for graduation.



中國醫藥大學 China Medical University
學年度(Academic Year)_____學期(semester)

研究生 逾期選課 申請書

Overdue Course Selection for Graduate Students

申請日期(date)： 年(y) 月(m) 日(d)

系所/年級 Institute / Year in the Program		學號 Student ID	姓名 Name	連絡電話 Phone Number		
加選課程代碼 Course Code	開課年級/班別 Course Grade/ Class	開課單位 Department	課程名稱 Course Title	學分數 Credits	修別 R/E	授課教師簽章 Instructor Signature
請說明原由/ Reason(s) for the request:						
申請人簽章 Applicant Signature		導師或主指導教授簽章 Advisor Signature		系主任簽章 Department Chair's approval		
研究生事務處承辦人 Personnel of Graduate Student Affairs			研究生事務處副事務長 Associate Dean of Office of Graduate Student Affairs			

110.11.24 更新

說明 Notice:

1. 第三~四週加選課程請填寫此申請單，依表格流程核簽，送至研究生事務處由副事務長核可後，才予通過。This application is only for 3rd~4th week of the semester. The application will be effective after the approval of the Associate Dean of Graduate Student Affairs.
2. 於第四週起提出申請者，授課教師需檢附相關佐證證明(eg. 簽到單、小考、作業及報告等)。From the 4th week, the instructor should provide the student's enrollment proof (sign-up sheet, test, homework, etc.) to make the application effective.
3. 此申請單適用於第三~四週。This application is only for 3rd~4th week of the semester.

The Guideline of Instructing CMU Graduate Students

A. All graduate students must have a Primary Adviser that meets the following qualifications:

1. Only CMU faculty members above the rank of Assistant Professors (including Associate Professors and Professors) or an Academician of Academia Sinica who is employed at CMU can be the Primary Adviser.

2. Research projects (must be a sponsor or co-sponsor of a project with project-related funding registered in the Academic Research Management System): Only those who had carried out a research project with a review process within 2 year can mentor Master's students; and those who have an ongoing research projects or industry-academia collaboration projects can mentor Doctoral students.

3. Research papers: The total Impact Factor (IF) of papers published in official journals in the past three years must meet the following requirements. This restriction shall not apply to the chair professors.

(1) The advisor should have an IF of at least 2.0 for advising Master students

(2) The advisor should have an IF of at least 6.0 for advising Ph.D. students. The required IF for professors in the College of Public Health, Collehe of Health Care, History of Medicine in College of Chinese Medicine, and General Education must be at least 4.0.

(3) For advisors in the fields of Chinese medical history and general education, the papers published in journals accepted by ACI in addition to SCI, SSCI, and AHCI journals, are recognized as well. For faculty members who are not qualified to supervise graduate students, their monographs may be recognized and scored after professional external review.

B. Each graduate student will be supervised by at most three professors, one of whom should be the Primary Adviser. Relatives within the third degree of kinship or persons of significant interest of a graduate student can not serve as his or her advisors.

If the Primary Adviser is not from our Institute, students should have a co-advisor from our Institute.

To increase the breadth and depth of their research, students in the Ph.D. program may select at least one co-advisor in CMU to assist the student together with the Primary Adviser before the qualification, and the research results will be shared.

C. Qualifications for a co-advisor:

Assistant professor or assistant researcher or above in CMU or in other public/private academic research institutions with the recommendation of the supervisor and approval of the Department Chair and the Dean, may jointly supervise graduate students.

D. The total number of graduate students (including those with temporary leave from school) an adviser can have is: 12 people for a Prof., 10 for an Associate Prof., and 6 for an Assistant Prof. Students are equally divided to co-advisers if there is any.

E. The progress report is needed at least once a year, and the advisor should be the moderator under the supervision of the Department Chair.

F. If a student applies for change of the adviser (including the primary adviser or the co-adviser), s/he needs to get the consent signature of the original adviser and the new adviser.

An advisor who intends to terminate the advisor-advisee relationship with his or her student for any reasons should inform the department and apply for termination by written statements. The department shall thereafter notify the student and provide necessary assistance.



中國醫藥大學 China Medical University
研究生指導教授同意書
Adviser Consent Form

申請日期 date : 年(Y) 月(M) 日(D)

學年度/學期	學年度 _____ 學期 _____ Academic Year _____ Semester _____	系所 Institute	
類別 Category	<input type="checkbox"/> 首次選定指導教授 Select Adviser First Time <input type="checkbox"/> 變更指導教授 Change of Adviser		
班別 Program	<input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 博士班 Doctoral Program	_____ 年級 Grade	學號 Student ID
學生簽名 Applicant Signature			聯絡電話 Phone No.
實驗室安全 Laboratory safety	<input type="checkbox"/> 已修畢 course completed <input type="checkbox"/> 尚未修習 course not yet completed		
研究倫理 Research ethics	<input type="checkbox"/> 已修畢 course completed <input type="checkbox"/> 尚未修習 course not yet completed		

本人同意指導上列研究生進行論文研究，協助其完成畢業論文。 I agree that I would advise the applicant to do his/her research study and assist him/her to finish his/her master' s thesis/doctoral dissertation.					
首次選定 Select First Time	主指導教授 ¹ Advisors signature	Date:	A	共同指導教授 ² Co-Adviser signature	Date:
			B	共同指導教授 ² Co-Adviser signature	Date:
變更後 ³ (無者免填) After Change (If Any)	主指導教授 ¹ Advisors signature	Date:	A	共同指導教授 ² Co-Adviser signature	Date:
			B	共同指導教授 ² Co-Adviser signature	Date:
單位簽核 Approval Process	系所主管 Head of the Department	Date:	院長 Dean	Date:	

備註 Notice :

110.11.24 修訂

- 主指導教授須由本校專任助理教授(含)以上之教師擔任，其指導資格及指導研究生總人數限制，依本校「指導教授指導研究生實施要點」規定辦理。
Only CMU Assistant Professors (including Associate Professors and Professors) could be the Primary Adviser. The qualification of advisers and the number of graduate students are regulated by "the Guideline of Instructing CMU Graduate Students."
- 教師指導碩、博士生之總人數(含休學生)，以教授 12 人、副教授 10 人、助理教授 6 人為上限，若有共同指導情形，其指導學生數均分。
The total number of graduate students (including those with temporary leave from school) an adviser can have is: 12 people for a Prof., 10 for an Associate Prof., 6 for an Assistant Prof. Students are equally divided to co-advisers if there is any.
- 申請變更指導教授(含主指導及共同指導)，須經原指導教授及變更後指導教授雙方簽名同意。
If a student applies for change of the adviser (including the primary adviser or the co-adviser), s/he needs to get the consent signature of the original adviser and the new adviser.
- 法規依據：[指導教授指導研究生實施要點](#)、[教師指導博士生之助學金配套措施](#)

The Information for Scholarship & Stipend

1. Graduate Student Stipend:

(1) Qualification of Applicants:

a. Full-time students studying in the 1st ~2nd year of Master's Program or in the 1st~5th year of Doctoral Program.

b. Finish the registration process for the semester.

(2) Notes on Application:

The Graduate Student Stipend can be applied once per semester. The amount differs each year based on the number of applicants. Please complete the application within the first two weeks of the semester. Applicants shall log in to the "Student Information System" and fill out the survey of student status (e.g., full-time student or not) each semester. The Stipend will be issued after your student status has been verified by your graduate advisor, the department chair, and the Graduate Education Council.

(3)Steps for Application:

Log in to "Student Information System"→Student Information→Survey of Student Status

2. Foreign Students Scholarship (you will need to compete with other applicants), students can contact Office of Global Affairs (isc@mail.cmu.edu.tw), or wait for the Office to inform students when the application date is near.

(1) Qualification of Applicants:

a. Complete 1-semester study at CMU

b. GPA > 3.7

c. Behavior Grade > 80

d. No "Demerit Record"

e. Students should apply within 1 month after new semester starts.

Content of the Scholarship: A termly Stipend of NT\$10,000~50,000 for 15~25 graduate students.

3. Outstanding Scholarship for PhD Students (you will need to compete with other applicants)

(1) Qualification of Applicants: The 1st -year doctoral students. Must be a full-time student and must have an advisor.

(2) Scholarship amount : NTD40,000 per month for 4 years.

(3) Application form link: <https://gsa.cmu.edu.tw/?q=zh-hant/node/52> (D Scholarship>>1. Outstanding Scholarship)

4. Whetstone Scholarship for PhD Students (you will need to compete with other applicants).

(1) Qualification of Applicants: The 2nd - to 5th -year doctoral students. Must be a full-time student.

(2) Scholarship amount : NTD10,000 per month for 1 year.

(3) Application form link: <https://gsa.cmu.edu.tw/?q=zh-hant/node/52> (D Scholarship>>2. Whetstone Scholarship)

5. Elite Doctoral Student Award Competition -Group A

(1) Qualification: All currently enrolled CMU 1st to 5th year doctoral students.

Contestants must be nominated by their advisors. Recommendation letter from their advisor and statement of research accomplishment should be submitted for Initial Selection held by each college.

(2) Initial Selection

The contestants who are selected and recommended by each college after the Initial Selection (i.e., Semi-finalists) are qualified to participate in the secondary Poster Presentation Contest.

(3) Final Oral Contest

For the Final Oral Contest, finalists shall prepare slides and abstract (PDF format) in English and submit to the Office of Graduate Student Affairs in advance. The Oral Contest consists of 10 minutes of oral presentation about research plus 3 minutes of Q&A.

***The venue and the exact dates for Poster Presentation Contest and Oral Presentation will be announced via email.**

(4) Prizes for Final Oral Contest

- The First place: NTD\$ 50,000
- The Second place: NTD\$ 30,000
- The Third place: NTD\$ 10,000

6. Graduate Poster Competition- Group B

(1) Qualification: All currently enrolled CMU Master's students or Doctoral students.

(2) The Registration & Poster submission deadline will be around October, and contest will be held around November.

***The venue and date will be announced via email.**

(3) Awards for Group B Poster Presentation: Distinguished Honor Award, Merit Award, Honorable Mention