

# China Medical University



## 2023-2024 Academic Year Graduate Students' Handbook

January 2024 revised

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## **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 2023- 2024

Department of Academic Affairs  
 Department of Student Affairs  
 Department of General Affairs  
 Department of Research and Development  
 Department of Graduate Student Affairs  
 Office of Accounting  
 Office of President  
 Holiday

Wkdy Mth.		S	M	T	W	Th	F	Sat	Event
August 2023				1	2	3	4	5	1 : Fall Semester Begins
		6	7	8	9	10	11	12	1 : School begins to accept the receipt of Student Loan Application
		13	14	15	16	17	18	19	1-20 : Students Application for Scooter and Car Parking for Fall Semester
		20	21	22	23	24	25	26	1-31 : National Sci-Tech Programs Appeal
		27	28	29	30	31			1-31 : Student (Freshmen) Online Registration
September 2023									1-Sep 11 : Tuition payment & registration
									1-Sep 30 : Bank of Taiwan begins to accept Student Loan Related Information
									5 : All receipts for 2022 School Year Due
									15 : Deadline for 1 <sup>st</sup> Purchase of Office Supplies
									15-31 : New Faculty and researcher Project Application
October 2023									16 : 1 <sup>st</sup> Semester 1 <sup>st</sup> Administrative Affairs Meeting
									16-31 : Faculty Research Project Subsidy Application
									21 : Purchasing Committee Conference (Submission deadline: Aug 11)
									31 : Deadline of leaving school procedure for 2022 Spring graduate students
September 2023							1	2	2 : Taichung Campus High Voltage Power System Maintenance
		3	4	5	6	7	8	9	3 : Yingcai Campus High Voltage Power System Maintenance
	1	10	11	12	13	14	15	16	6 : Freshmen Orientation
	2	17	18	19	20	21	22	23	6 : Registration for Transfer Students
	3	24	25	26	27	28	29	30	8-25 : Scholarship Application for Outstanding Scholarship for PhD Students/CMU Whetstone Scholarship
October 2023									11 : Classes Begin
									11-23 : Scholarship Application for graduate students / Registration Awarding for excellent graduate students
									11-25 : Course Add / Drop
									11-Oct 6 : Open for Fall Semester Scholarship Application
									11-Oct 6 : Scholarship Application for Disadvantaged Students
October 2023									20 : 1 <sup>st</sup> Semester 2 <sup>nd</sup> Administrative Affairs Meeting
									23 : Supplement workday
									29 : Mid-Autumn Festival Holiday
	4	1	2	3	4	5	6	7	2 : 1 <sup>st</sup> Semester Animal Center Utilization and Management Training Course
	5	8	9	10	11	12	13	14	2-Dec 29 : University Property Inventory Check
October 2023	6	15	16	17	18	19	20	21	9 : Supplement Holiday
	7	22	23	24	25	26	27	28	10 : National Holiday
	8	29	30	31					11 : Core Course Committee Meeting
									16 : Deadline for 2 <sup>nd</sup> Purchase of Office Supplies
									16 : Purchasing Committee Conference (Submission deadline: Oct 6)
October 2023									18 : 1 <sup>st</sup> Semester 3 <sup>rd</sup> Administrative Affairs Meeting
									18 : Course Committee Meeting
									31 : Deadline for final report for Campus-wide Individual Project





Wkdy Mth.		S	M	T	W	Th	F	Sat	Event
March 2024							1	2	1-May 31 : Property Inventory Random Check
	3	3	4	5	6	7	8	9	4 : 2 <sup>nd</sup> Semester Animal Center Utilization and Management Training Course
	4	10	11	12	13	14	15	16	20 : 2 <sup>nd</sup> Semester 2 <sup>nd</sup> Administrative Affairs Meeting
	5	17	18	19	20	21	22	23	20 : Core Course Committee Meeting
	6	24	25	26	27	28	29	30	27 : Course Committee Meeting
	7	31							31 : Deadline for 2023 Academic Paper Award Application
April 2024			1	2	3	4	5	6	4 : Children's Day Holiday and Tomb-Sweeping Holiday
	8	7	8	9	10	11	12	13	10 : Academic Affairs Meeting
	9	14	15	16	17	18	19	20	10 : 2 <sup>nd</sup> Semester 3 <sup>rd</sup> Administrative Affairs Meeting
	10	21	22	23	24	25	26	27	15 : Deadline for 5 <sup>th</sup> Purchase of Office Supplies
	11	28	29	30					15 : Purchasing Committee Conference (Submission deadline: Apr 3)
									15-19 : Mid-term examination 15-28 : Grade submission for Mid-term examination
May 2024					1	2	3	4	6-17 : Application for Course withdrawal
	12	5	6	7	8	9	10	11	13-17 : Final Examination for Graduating Class
	13	12	13	14	15	16	17	18	13-20 : Semester Grade Submission for Graduating Class
	14	19	20	21	22	23	24	25	15 : Semester 4 <sup>th</sup> Administrative Affairs Meeting
	15	26	27	28	29	30	31		22-31 : Application for Scooter and Car Parking for Fall Semester (Faculty)
									27-Jun 7 : Application for minors / double majors / programs
June 2024								1	1 : Commencement
	16	2	3	4	5	6	7	8	3-7 : Fall Semester Course Selection begins
	17	9	10	11	12	13	14	15	7 : Application for Master's / Doctoral thesis defense ends
	18	16	17	18	19	20	21	22	10 : Dragon Boat Festival
		23	24	25	26	27	28	29	10-30 : Grade Submission for Final-term examination
		30							12 : 2 <sup>nd</sup> Semester 5 <sup>th</sup> Administrative Affairs Meeting 15-30 : Young Research Talent Program Application 15-30 : Senior Laurel Research Program Application 17 : Deadline for 6 <sup>th</sup> Purchase of Office Supplies 17 : Purchasing Committee Conference (Submission deadline: Jun 7) 17-21 : Final-term Examination
July 2024			1	2	3	4	5	6	1-15 : University Special Topic Research Proposal Application
		7	8	9	10	11	12	13	17 : 2 <sup>nd</sup> Semester 6 <sup>th</sup> Administrative Affairs Meeting
		14	15	16	17	18	19	20	31 : Spring Semester ends
		21	22	23	24	25	26	27	31 : Deadline for Master's/ Doctoral thesis defense grade submission to the Office of Graduate Student Affairs
		28	29	30	31				

**China Medical University Institute of Translational Medicine and New  
Drug Development--Doctoral Program Requirement for Ph.D. Program  
(Applicable for 2023-2024 Enrollees)**

科目名稱 Course Title	修別 Type	學分 Credits	一年級 1 <sup>st</sup> year		二年級 2 <sup>nd</sup> year		課程分類 Category	備註 Remarks
			上 1	下 2	上 1	下 2		
分子醫學(Molecular medicine)	必(R)	4.0	4.0				院定必修 (College Required Courses )	院級必修 全英授 課(College-level English course)
專題討論(一)(Seminar(I))	必(R)	1.0	1.0				所定必修 (Required Courses )	全英授課(English course)
製藥科技講座(一)(Lecture on pharmaceuticaltechnology (I))	必(R)	1.0	1.0				所定必修 (Required Courses )	
專題討論(二)(Seminar(II))	必(R)	1.0		1.0			所定必修 (Required Courses )	全英授課(English course)
製藥科技講座(二)(Lecture on pharmaceuticaltechnology (II))	必(R)	1.0		1.0			所定必修 (Required Courses )	
專題討論(三)(Seminar(III))	必(R)	1.0			1.0		所定必修 (Required Courses )	全英授課(English course)
專題討論(四)(Seminar(IV))	必(R)	1.0				1.0	所定必修 (Required Courses )	全英授課(English course)
博士論文(Ph.D.Dissertation)	必(R)	12.0				12.0	校定必修-論文 (University Required Courses-Thesis)	
合計 必修總學分(Requirement subtotal)		22.0	6.0	2.0	1.0	13.0		

**China Medical University Institute of Translational Medicine and New Drug  
Development--Doctoral Program Elective for Ph.D. Program  
(Applicable for 2023-2024 Enrollees)**

科目名稱 Course Title	修別 Type	學分 Credits	一年級 1st year		二年級 2nd year		課程分類 Category	備註 Remarks
			上 1	下 2	上 1	下 2		
分子癌症生物學 (Molecular Cancer Biology)	選(E)	2.0	2.0				所定選修 (Elective Courses )	全英授課(English course)
高等腫瘤生物學 ( I)(Advanced tumor biology ( I) )	選(E)	2.0	2.0				所定選修 (Elective Courses )	
超分子化學之生物應用 (Biological Applications of Supramolecular Chemistry)	選(E)	2.0	2.0				所定選修 (Elective Courses )	全英授課(English course)
臨床癌症與轉譯醫學 (Clinical oncology & translation medicine)	選(E)	2.0	2.0				所定選修 (Elective Courses )	
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			所定選修 (Elective Courses )	全英授課(本課程依據國外學者至本校短期交流期間開設系列課程) (English course (Depend on Prof.Cheng-Ming Chiang arrive to CMU))
高等腫瘤生物學 ( II ) (Advanced tumor biology ( II) )	選(E)	2.0		2.0			所定選修 (Elective Courses )	
醫學影像系統(Medical imaging system)	選(E)	2.0		2.0			所定選修 (Elective Courses )	
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			2.0		所定選修 (Elective Courses )	全英授課(English course)
新藥臨床前開發實務 (Practice of Preclinical Drug Development)	選(E)	2.0			2.0		所定選修 (Elective Courses )	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				2.0	所定選修 (Elective Courses )	全英授課(English course)
進階藥物動力學 (Advanced applied pharmacokinetics)	選(E)	2.0				2.0	所定選修 (Elective Courses )	全英授課(English course)
合計 選修總學分 (Elective subtotal)		21.0	8.0	5.0	4.0	4.0		

## **Note of Institute of Translational Medicine and New Drug Development--Doctoral Program**

1. "Lecture on pharmaceutical technology(I)(II)" are NOT full English course. Providing foreign students 2 elective courses "Molecular Cancer Biology" & "Biological Applications of Supramolecular Chemistry" from TMNDD instead of them.

2. The doctoral program is a two-to-seven-year course. Minimum credits required for graduation is 32 credits, including 4 credits from Lecture on Modern Biomedicine, 4 credits from Molecular medicine, 4 credits from Seminar and 2 elective courses "Molecular Cancer Biology" & "Biological Applications of Supramolecular Chemistry" from TMNDD , as well as 6 credits from elective courses and 12 credits of doctoral thesis research.

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

**China Medical University Institute of Translational Medicine and New  
Drug Development--Master Program Requirement for Master Program  
(Applicable for 2023-2024 Enrollees)**

科目名稱 Course Title	修別 Type	學分 Credits	一年級 Freshman		二年級 sophomore		課程分類 Category	備註 Remarks
			上 1	下 2	上 1	下 2		
分子醫學(Molecular medicine)	必(R)	4.0	4.0				院定必修 (College Required Courses )	院級必修 全英授課(College-level English course)
專題討論(一)(Seminar (I))	必(R)	1.0	1.0				所定必修 (Required Courses )	全英授課(English course)
製藥科技講座 (一)(Lecture on pharmaceutical technology (I))	必(R)	1.0	1.0				所定必修 (Required Courses )	
專題討論(二)(Seminar (II))	必(R)	1.0		1.0			所定必修 (Required Courses )	全英授課(English course)
製藥科技講座 (二)(Lecture on pharmaceutical technology (II))	必(R)	1.0		1.0			所定必修 (Required Courses )	
碩士論文(M.S. Thesis)	必(R)	6.0				6.0	校定必修-論 文 (University Required Courses-Thesis)	
合計 必修總學分 (Requirement subtotal)		14.0	6.0	2.0		6.0		



**China Medical University Institute of Translational Medicine and New Drug  
Development--Master Program Elective for Master Program  
(Applicable for 2023-2024 Enrollees)**

科目名稱 Course Title	修別 Type	學分 Credits	一年級      二年級 Freshman   Sophomore				課程分類 Category	備註 Remarks
			上 1	下 2	上 1	下 2		
分子生物學研究法特論 (I)(Special topics onmolecular biomethodology (I))	選(E)	2.0	2.0				所定選修 (Elective Courses )	
分子與醫學應用的描述 (Description of moleculeswith medical applications)	選(E)	2.0	2.0				所定選修 (Elective Courses )	全英授課(English course)
天然有機產物(Molecular structure, properties and biosynthesis of organic natural products)	選(E)	2.0	2.0				所定選修 (Elective Courses )	全英授課(English course)
生醫光電特論(Special topics on biophotonics)	選(E)	3.0	3.0				所定選修 (Elective Courses )	
生醫材料與組織工程特論 (Special topics onbiomaterials and tissue engineering)	選(E)	2.0	2.0				所定選修 (Elective Courses )	全英授課(English course)
次世代定序分析特論(Special topics onnext-generation sequencing analysis)	選(E)	2.0	2.0				所定選修 (Elective Courses )	全英授課(English course)
真核生物基因轉錄與表觀調 控(Mechanisms of transcriptional regulation and epigeneticcontrol)	選(E)	1.0	1.0				所定選修 (Elective Courses )	全英授課(本課程 依據國外學者至 本校短期交流期 間開設系列課 程)(English course (Depend on Prof. Cheng-Ming Chiang arrive to CMU))
雷射醫療應用(Lasers for medical applications)	選(E)	2.0	2.0				所定選修 (Elective Courses )	
臨床癌症與轉譯醫學(Clinical oncology &translation medicine)	選(E)	2.0	2.0				所定選修 (Elective Courses )	
分子生物學研究法特論 (II)(Special topics onmolecular biomethodology (II))	選(E)	2.0		2.0			所定選修 (Elective Courses )	
生物有機化學(Bioorganic chemistry)	選(E)	2.0		2.0			所定選修 (Elective Courses )	全英授課(English course)
生醫光學顯微技術 (Biomedical Optical Imaging)	選(E)	3.0		3.0			所定選修 (Elective Courses )	全英授課(English course)

Techniques)							Courses )	
進階螢光顯微術：實作與分析(Advanced fluorescence microscopy: practice & analysis)	選(E)	2.0		2.0			所定選修 (Elective Courses )	
製藥工程與劑型設計特論 (Special topics on pharmaceutical engineering and drug)	選(E)	2.0		2.0			所定選修 (Elective Courses )	全英授課(English course)
癌症生物學(Cancer Biology)	選(E)	2.0		2.0			所定選修 (Elective Courses )	全英授課(English course)
藥用植物的結構與特徵 (Structure & properties of medical plant components)	選(E)	2.0		2.0			所定選修 (Elective Courses )	全英授課(English course)
藥物動力學特論(Special topics on pharmacokinetics)	選(E)	2.0		2.0			所定選修 (Elective Courses )	全英授課(English course)
專題討論(三)(Seminar (III))	選(E)	1.0			1.0		所定選修 (Elective Courses )	全英授課(English course)
新藥開發實習(New drug development internship program)	選(E)	1.0			1.0		所定選修 (Elective Courses )	
藥物分子設計(Drug molecule design)	選(E)	2.0			2.0		所定選修 (Elective Courses )	全英授課(English course)
藥理學特論(Special topics on pharmacology)	選(E)	2.0			2.0		所定選修 (Elective Courses )	全英授課(English course)
專題討論(四)(Seminar (IV))	選(E)	1.0				1.0	所定選修 (Elective Courses )	全英授課(English course)
合計 選修總學分(Elective subtotal)		42.0	18.0	17.0	6.0	1.0		

## **Note of Institute of Translational Medicine and New Drug Development--Master Program**

**1.”Lecture on pharmaceutical technology (I) (II)” are NOT full English course. Providing foreign students 2 elective credits “Seminar III & IV” instead of them.**

**2. The Master 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 thesis research) and 18 credits from elective courses (including “Seminar III & IV ”).**

**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.**

**4. Publish oral or poster presentations as the first author at academic symposium before graduation.**

## Faculty

	<p><b><u>Yung-Luen Yu</u></b>  <b>Professor and Director</b></p> <p>Education : PhD, National Defense Medical Center  Expertise : Cancer epigenetics and epigenome; Translational medicine  TEL : +886-4-22053366 EXT.7933  E-mail : <a href="mailto:ylyu@mail.cmu.edu.tw">ylyu@mail.cmu.edu.tw</a></p>
	<p><b><u>Shih-Chieh Hung</u></b>  <b>Distinguished Professor</b></p> <p>Education : MD. PhD, The University of Tokyo  Expertise : Nanotechnology in theranostics; Organoid culture; MSC  TEL : +886-4-22052121 EXT.12412  E-mail : <a href="mailto:hung3340@gmail.com">hung3340@gmail.com</a></p>
	<p><b><u>Suh-Hang Juo</u></b>  <b>Distinguished Professor</b></p> <p>Education : MD. PhD, Johns Hopkins University  Expertise : Epigenomics; Stroke; miRNA  TEL : +886-4-22053366 EXT.2211.2168  E-mail : <a href="mailto:hjuo@mail.cmu.edu.tw">hjuo@mail.cmu.edu.tw</a></p>
	<p><b><u>Guan-Yu Zhuo</u></b>  <b>Associated Professor</b></p> <p>Education : PhD, National Taiwan University  Expertise : Bio-detector; 2-Photon microscope  TEL : +886-4-22053366 EXT.6508  E-mail : <a href="mailto:zhuo0929@mail.cmu.edu.tw">zhuo0929@mail.cmu.edu.tw</a></p>
	<p><b><u>Kai-Wen Hsu</u></b>  <b>Associated Professor</b></p> <p>Education : PhD, Taipei Medical University  Expertise : Cancer biology; Nanomedicine; Biotechnology  TEL : +886-4-22053366 EXT.7713  E-mail : <a href="mailto:kwhsu@mail.cmu.edu.tw">kwhsu@mail.cmu.edu.tw</a></p>
	<p><b><u>Carmine Coluccini</u></b>  <b>Assistant Professor</b></p> <p>Education : PhD, University of Bologna  Expertise : Organic synthesis  TEL : +886-4-22053366 EXT.8200  E-mail : <a href="mailto:carmine.coluccini@mail.cmu.edu.tw">carmine.coluccini@mail.cmu.edu.tw</a></p>



**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](mailto: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 : +886-4-22053366 EXT.3105

E-mail : [yty@mail.cmu.edu.tw](mailto: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.

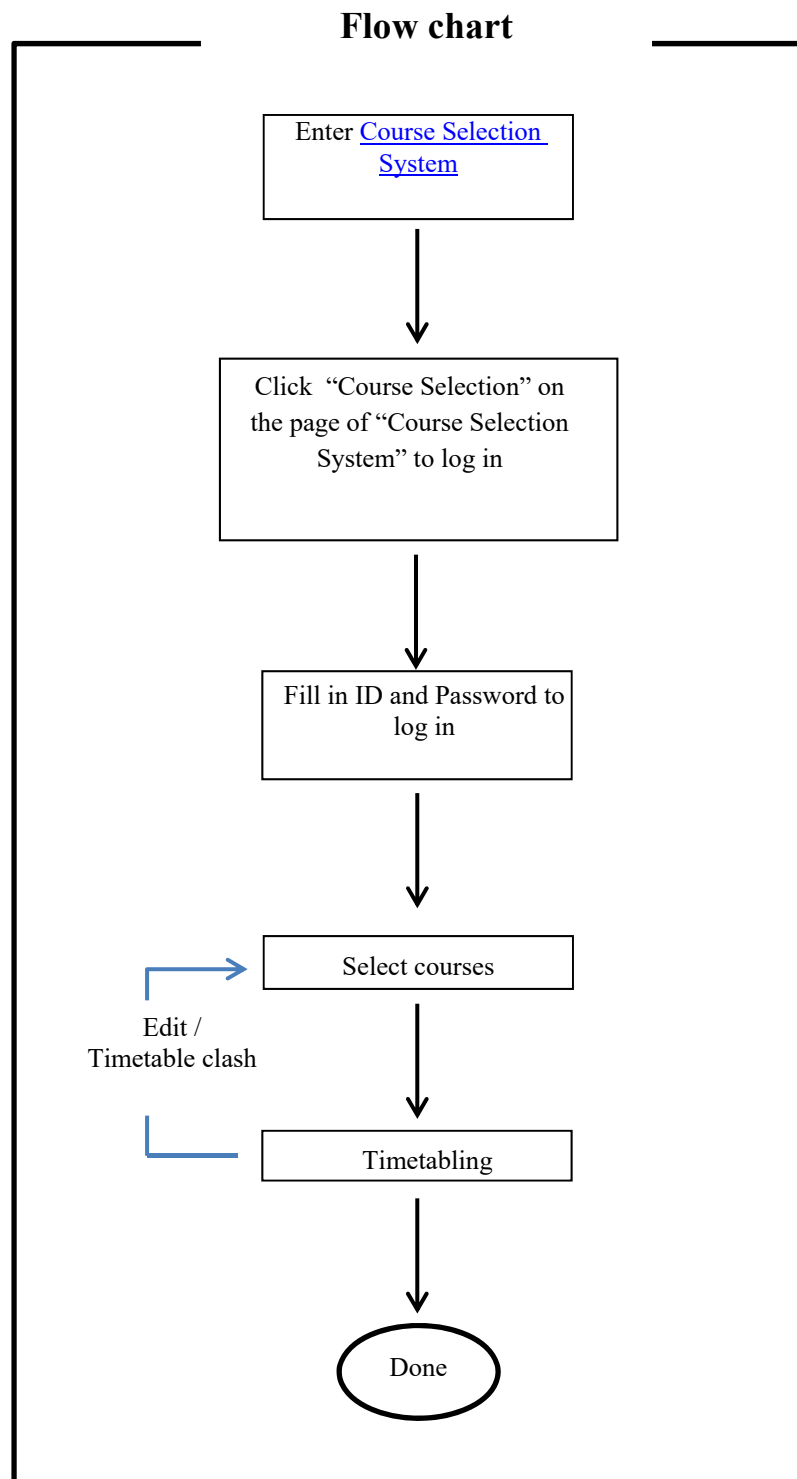
H. Master's students take the courses from the Ph.D. program with a grade of 70 (B-) or higher may apply for credit transfer after entrance to the Ph.D. program if the course credits are not counted toward graduation in master's degree. Similarly, if undergraduate students take the courses from the Master's/Ph.D. 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_____				主授課教師簽章 Instructor Signature
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 )				
主指導教授簽章 Advisor Signature	就讀系所承辦人簽章 Student's Department personnel	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
	<input type="checkbox"/> 列入畢業學分 <input type="checkbox"/> 不列入畢業學分			

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_____				主授課教師簽章 Instructor Signature
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 )				
主指導教授簽章 Advisor Signature	就讀系所承辦人簽章 Student's Department personnel	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
	<input type="checkbox"/> 列入畢業學分 <input type="checkbox"/> 不列入畢業學分			

- 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.
- 申請期限：網路加退選截止日前。Deadline: Before online courses add/drop section ends.
- 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.

第二聯 學生存查 Copy for Student





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:

- 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.
- 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.
- 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 in TMNDD**

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, College 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.

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 every semester, and the advisor should be the moderator under the supervision of the Department Chair. Otherwise, students will not be eligible for the qualification examination and degree examination.

F.

1. Students should select their advisors before the start of the second semester after enrollment, and submit the letter of consent for the selection of advisors.
2. 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. A doctoral student needs to study for at least three semesters after changing the adviser before s/he can apply for degree examinations.
3. 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.



# 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 Academic Year / Semester	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 <input type="checkbox"/> 免修 course waived		
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 <sup>1</sup> Advisors signature	Date:	A	共同指導教授 <sup>2</sup> Co-Adviser signature	Date:
			B	共同指導教授 <sup>2</sup> Co-Adviser signature	Date:
變更後 <sup>3</sup> (無者免填) After Change (If Any)	主指導教授 <sup>1</sup> Advisors signature	Date:	A	共同指導教授 <sup>2</sup> Co-Adviser signature	Date:
			B	共同指導教授 <sup>2</sup> 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 Guidelines of Master's Degree Examination in TMNDD**

A. Graduate students who meet the following requirements may apply for the Master's degree examination:

- (1) Completion of the required courses and credits stipulated by the Institute regulations.
- (2) Must meet the school's English capability assessment standard before graduation.  
(International students are not subject to this restriction.)
- (3) Publish oral or poster presentations as the first author at academic symposium before graduation.

B. Graduate students applying for a Master's degree examination shall be handled in accordance with the following provisions:

1. Submit the application within the time specified in the school calendar.
2. When applying, you should fill in the application form and hand in the following documents:
  - (1) One copy of Full Academic Transcript.
  - (2) The draft of the thesis and abstract.
  - (3) Recommendation letter from the advisor.
  - (4) The file of the abstract of the oral or poster presentation at the academic symposium or the proof of submission of the paper.
  - (5) A "Plagiarism Detection for Thesis Originality" with the "Turnitin's academic integrity."
3. After the approval of the Department Chair and Dean, it should be reported to the Office of Graduate Student Affairs for compilation and verification one month before the examination.

C. The following procedures shall be followed for the degree examination.

1. Establish a Master's degree examination committee.
2. Apply for the Master's degree examination.

D. The organization of the Master's degree examination committee shall be in accordance with the following regulations:

1. There shall be three to five members in the Master's degree examination committee, of which at least one-third (inclusive) shall be external, and one person shall be designated as the convener. The advisors shall not be the convener.
2. Members of the Master's degree examination shall have one of the following qualifications, in addition to the specialty in the discipline, with documented creation, exhibition or technical report in the research area of the dissertation proposed by the Master's student.
  - (1) Professor or Associate Professor recognized by the Ministry of Education.
  - (2) Academician or Researcher or Associate Researcher of the Academia Sinica.
  - (3) Ph.D. degree with academic achievements.
  - (4) Those who belong to a rare or special discipline with academic or professional achievements.

E. To apply for the degree examination, the following requirements should be met.

1. The examination will be scheduled after the application document has passed all precedures. The examination is taken by oral, or written examination or laboratory test in the laboratory if necessary.
2. The examination committee shall attend in person and shall not appoint others as representatives. At least two-thirds of the examination committee shall be present. At least three members of the Master's degree examination committee shall be present, and one-third (inclusive) or more of the members present shall be external, otherwise the examination cannot be conducted; if the examination has been completed, its results shall not be recognized.
3. In the degree examination, grades must be evaluated, with 70 being a pass score and 100 being a perfect score and determined by the average of the scores from the members present. Those who have not been evaluated are considered to fail the examination.
4. Students who fail the degree examination and have not completed the extended study period may retake the examination in the next semester or the next academic year, and the number of retake is limited to one. Students who still fail in the retest shall be withdrawn from the Institute.
5. The committees shall evaluate the Master's student's dissertation based on the following significant items:
  - (1) Methodology of the research.
  - (2) Data resourses.
  - (3) Text and structure of the article.
  - (4) The novality of ideas, creativity, or inventions.
  - (5) The correlation to the expertise.
  - (6) Academic ethics.

If the dissertation is found to plagiarize or be fraudulent, it will be confirmed as unqualified by the Dissertation

Evaluation Committee of Master's Degrees.

F. Degree examinations are held once per semester and are scheduled according to the calendar of CMU. And it should be held within the specified extended year of study.

G. If graduate students who have applied for degree examinations cannot complete the degree examination within the current semester, the students should apply to withdraw the application for the degree examination before the end of the semester. If the students do not withdraw the application and do not take the examination before the deadline, they will be regarded as failing the examination once.

H. After the completion of the degree examination with the signature of the examination committee, the Institute shall submit the results of the degree examination to the office of Graduate Student Affairs for registration, but no later than January 31 of the first semester and July 31 of the following semester.

I. Those who pass the degree examination and complete the relevant graduation procedures will be awarded a Master of Science.

J. If any plagiarism or falsification is found in the dissertation, creation, exhibition, written report, or technical report, the degree will be canceled, and the certificate will be traced back if confirmed.

Relatives within the third degree of kinship or significant interested persons of a graduate student cannot serve as the members of the examination committee. If found, the student's qualification will be canceled.

## **The Guidelines for Qualification Exam of Ph.D. Students in TMNDD**

A. Students who have completed the required courses of the Institute for at least one year may apply to take the "Ph.D. Qualification Examination," which must be achieved within three years (that is, six semesters of registration). Those who fail to pass the qualification assessment will be dropped out of school.

B. When applying, students should fill in the application form and hand in the following documents:

1. One copy of Full Academic Transcript.
2. The draft of thesis plan and research results.

C. The following procedures shall be followed for the qualification exam.

1. The primary advisor of the student should establish a Ph.D. Qualification Examination Committee and recommends at least five scholars to the department chair. Any change of the members requires the approval from Advisor and the department chair.
2. The committee can be composed of less than 1/2 of external members, and CMU members should have the qualification to guide doctoral students.
3. Relatives within the third degree of kinship or significant interested persons of a graduate student cannot serve as the members of the examination committee.

D. Assessment procedure:

- (1) Each doctoral student should submit a research proposal and preliminary research results, which will be reviewed by the committee through an oral examination.
- (2) Qualification examination results are calculated based on the average of each member's assessment results (100 points are full marks, 70 points are passing marks). If the evaluation results of the committee members are above 90 or below 70, the evaluating members should fill in written comments. If more than one-third (inclusive) of the committee members fail the evaluation, it will be regarded as a failure.
- (3) Those who pass the qualification examination within the time limit will be called as PhD candidates. Those who fail the qualification examination must re-apply for the examination. Students who still fail the retest will be dropped out of the school.



# **The Guidelines of Doctoral Degree Examination in TMNDD**

A. Graduate students who meet the following requirements may apply for the Ph.D. degree examination:

1. Should be a second-year doctoral student (or above) who have registered at least 4 semesters.
2. Completion of the required courses and credits stipulated by the Institute regulations.
3. Doctoral students must first pass the qualification examination and publish SCI or SSCI papers as the only first author (or co-first author, but the order must be the first, and only one person can be used for the dissertation, and others must give up the recognition of a dissertation with Certificate of Co-Authorship), with a total impact factor of not less than 4.0 (the number of papers is unlimited, but not including newsletters, case reports, reviews, conference proceedings, proceedings or supplements), and the papers must published in the name of our institute as the primary affiliation, and the Advisor must be the corresponding author.
4. Students must pass the qualification exam first.
5. Must meet the school's English capability assessment standard before graduation. (International students are not subject to this restriction.)
6. If the Advisor leaves the school or retires before the student submits the application for the degree examination, the student must apply for a replacement advisor in accordance with the regulations. And if the published paper is used as the credits for the dissertation, it must be approved by the current Advisor and signed on the paper thesis.

B. Graduate student applying for a doctoral degree examination shall be handled in accordance with the following provisions:

1. Submit the application within the time specified in the school calendar.
2. When applying, you should fill in the application form and hand in the following documents:
  - (1) One copy of Full Academic Transcript.
  - (2) The draft of the thesis and abstract.
  - (3) Recommendation letter from the advisor.
  - (4) The file of the abstract of the oral or poster presentation at the academic symposium or the proof of submission of the paper.
  - (5) A "Plagiarism Detection for Thesis Originality" with the "Turnitin's academic integrity".
3. After the approval of the Department Chair and Dean, it should be reported to the Office of Graduate Student Affairs for compilation and verification one month before the examination.

C. The following procedures shall be followed for the degree examination.

1. Establish a Doctoral degree examination committee.
2. Apply for the Doctoral degree examination.

D. The organization of the Doctoral degree examination committee shall be in accordance with the following regulations:

1. There shall be five to nine members in the Doctoral degree examination committee, of which at least one-third (inclusive) shall be external, and one person shall be designated as the convener. The advisors shall not be the convener.
2. Members of the Doctoral degree examination shall have one of the following qualifications, in addition to the specialty in the discipline, with documented creation, exhibition or technical report in the research area of the dissertation proposed by the doctoral student.
  - (1) Professor recognized by the Ministry of Education..
  - (2) Academician or Researcher of the Academia Sinica.
  - (3) Associate Professor recognized by the Ministry of Education or Associate Researcher of the Academia Sinica with academic achievements.
  - (4) Ph.D. degree with academic achievements.
  - (5) Those who belong to a rare or special discipline with academic or professional achievements.

E. To apply for the degree examination, the following requirements should be met:

1. The examination will be scheduled after the application document has passed all procedures. The examination is taken by oral, or written examination or laboratory test in the laboratory if necessary.
2. The examination committee shall attend in person and shall not appoint others as representatives. At least

two-thirds of the examination committee shall be present. At least five members of the Ph.D. degree examination committee shall be present, and one-third (inclusive) or more of the members present shall be external, otherwise the examination cannot be conducted; if the examination has been completed, its results shall not be recognized.

3. In the degree examination, grades must be evaluated, with 70 being a pass score and 100 being a perfect score and determined by the average of the scores from the members present. Those who have not been evaluated are considered to fail the examination.
4. Students who fail the degree examination and have not completed the extended study period may retake the examination in the next semester or the next academic year, and the number of retake is limited to one. Students who still fail in the retest shall be withdrawn from the Institute.
5. The committees shall evaluate the Doctoral student's dissertation based on the following significant items:
  - (1) Methodology of the research.
  - (2) Data resources.
  - (3) Text and structure of the article.
  - (4) The novelty of ideas, creativity, or inventions.
  - (5) The correlation to the expertise.
  - (6) Academic ethics.

If the dissertation is found to plagiarize or be fraudulent, it will be confirmed as unqualified by the Dissertation Evaluation Committee of Doctoral Degrees.

# *Welcome to join us!*



China Medical University, Taichung 404, Taiwan  
Institute of Translational Medicine and New Drug Development  
Tel: 886-4-22053366 ext 7739  
Email: [aca98@mail.cmu.edu.tw](mailto:aca98@mail.cmu.edu.tw)