**Schedule checklist for Master student of 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Student ID | Advisor | Laboratory extension no. |
|  |  |  |  |
| Required Documents from students  | Completion Date |
| Thesis Advisor confirmation document  | 　 |
| First semester course confirmation sheet | 　 |
| Second semester course confirmation sheet | 　 |
| Third semester course confirmation sheet | 　 |
| Fourth semester course confirmation sheet | 　 |
| Fifth semester (and beyond) course confirmation sheet | 　 |
| Submission of proposal ( Before 30th June or 31st December of the second semester) | 　 |  |
| Submission of progress report ( Before 31st January or 31st July of the third semester) | 　 |  |
| Proof of having participated once in the Institute’s poster presentation contest. |  |  |
| Master thesis oral defense: The first stage (application: from 1st September until 30th November for the fall semester, or 15th February until 30th April for the spring semester) | 　 |  |
| Master thesis oral defense: The second stage (application: from 31th December for the fall semester, or 31th May for the spring semester) | 　 |  |
| The final score of the Master thesis defense needs to be delivered to the Office of Academic Affairs One photocopy of the original oral defense score sheet and the final statement of the Master thesis defense need to be delivered to GPMM office. | 　 |  |
| Completed the “Disenrollment form” in accordance with the regulations (and delivered to the Office of Academic Affairs before August 15 or February 15), including the required items for the GPMM (the “Disenrollment form” with Advisor’s signature) and one copy of the Master thesis for the GPMM office) | 　 |  |

2020/04/30

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A. Master's Degree Program in Molecular Medicine (GPMM) education POLICY

I. Name: As approved by the Ministry of Education, the official name of the institute is "Master’s Degree Program in Molecular Medicine" (hereinafter referred to as GPMM), Chang Gung University.

II. Purpose: The purpose of the GPMM is to foster and educate students to be professional and independent biomedical scientists that can integrate theoretical and practical knowledge.

III. Organization: The GPMM consists of a Director and various committees. The Director is responsible for the overall management, the coordination of related business and the representation of the institute. Each committee is responsible for the education policy, the development and implementation of curriculum and educational work.

IV. Revisions of regulations: Any revision of regulations shall be approved by the Institute Committee and published in the GPMM website (<http://egpmm.cgu.edu.tw/>). Please follow the most updated version.

B. entrance exam and the related regulations

See the annual brochures.

C. FRESHERs reporting and registration

The registration date of freshers (new students) is based on the annual calendar set by the Office of Academic Affairs. The date for new students to report for school and to complete their registration will be stated in their acceptance letter.

D. Thesis advisor

The thesis advisor must be a faculty member (assistant professor or above) of the Basic Medical Divisions of the College of Medicine, the Graduate Institute for Biomedical Sciences, the Department of Medical Biotechnology and Laboratory Medicine, or the Division of Natural Products of the Department of Chinese Medicine. Alternatively, a thesis advisor not affiliated with the Divisions/Institutes/Departments listed above can be appointed if he/she is agreed upon and approved by the respective Divisional or Institutional Committee.

Responsibilities of the thesis advisor:

a. To guide the student during his/her time in the Master program in all academic matters, including course selection, paper assignment, experiment design and execution, and thesis writing.

b. To guide the student during his/her time in the Master program regarding school life and counseling.

c. To attend the committee meetings to evaluate the research progress of the student.

d. To recommend committee members and examiners for student’s evaluation.

\* If a student needs to change his/her thesis advisor due to special circumstances, or if the thesis advisor is otherwise unable to continue his/her duty, a new advisor can be appointed. This requires the approval by the original advisor, the new advisor and the Institute Director. (The student needs to submit the "Change of Advisor” application form to the GPMM office)

\* Part-time teachers can serve as thesis advisors provided that they participate in teaching in their division and are approved by the respective Division Committee.

\* Only the full-time faculty members of the Department of Medical Biotechnology are qualified to be thesis advisors.

E. Courses and credits

The course selection sheet must be signed by the thesis advisor and chairman at the beginning of each semester, and subsequently delivered to Office of Academic Affairs.

 I. Required courses：

1. Seminars: four credits are required. Each graduate student should review the literature of the selected topic and organize an oral presentation.
2. Master thesis: A total of six credits are granted after the final oral defense of the Master degree examination.
3. Required courses (See required and elective courses list for more details):

II. Elective courses:

1. An elective curriculum will be announced every semester.
2. The credits of each course are based on the annual required (elective) curriculum provided by the Institute and approved by the Ministry of Education.
3. The addition or withdrawal of courses is governed by school regulations.

III. Credit calculation and the relevant provisions are governed by the school regulations of Chang Gung University.

1. For full-time students, the degree should be completed between 1 to 4 years.
2. Twenty-four credits of course study are required for graduation (excluding thesis credits).
3. For all academic performance evaluations, a score of 70 (out of 100) is the passing grade.
4. Courses offered by PhD program form Graduate Institute of Biomedical Science, Master and PhD program from the Graduate Institute of Clinical Medical Sciences, Division of Clinical Medicine, Graduate Institute of Medical Biotechnology, Graduate Institute of Natural Products, Graduate Program in Biotechnology, may also count towards elective course credits.
5. Thesis credits (6) will be granted at graduation semester.
6. With the permission from the course instructors, students may apply for course credit exemption (or fulfillment), according to Article #4 of the "Student credit exemption policy" governed by the school.

f. Thesis supervisION

I. Thesis Advisory Committee: The GPMM requires each student to set up a thesis advisory committee. The committee comprises three members, all of which must hold a position equivalent to Assistant Professor/Researcher or above. Committee members may change during the course of thesis research.

II. Thesis proposal and progress reports:

* 1. After selecting the thesis advisor, students should set up committee meeting to present progress reports in each semester (except 1st semester). For second semester, a proposal should be set up before June 30 or December. For third semester, a progress report should be set up before Jan 31 or July 31. After the fifth semester, the date will be decided by advisor.
	2. Grading

\* Pass: a score of greater or equal to 70.

**\*** Fail: a score of less than 70.

G. Evaluation of graduation requirements

1. Graduate students course credit checklist. Application deadlines: From September 1st until November 30th for the fall semester, from February 15th to April 30th for the Spring semester.

**\*** Students are not allowed to apply for their Master degree exam without this checklist.

1. **One week after the submitting the online application (webpage see below)**, the approval status can be checked online. Alternatively, if you receive a photocopy of the application form from the Office of Academic Affairs, this also indicates that the application is successful. The Master candidate can proceed to the second phase of the Master degree exam application in the same online system.

Application URL: Chang Gung University Home Page → [Campus Information System](http://www.is.cgu.edu.tw/portal/DesktopDefault.aspx) **(http://www.is.cgu.edu.tw/portal/DesktopDefault.aspx) → Sign in→ 線上核簽系統→011A成績審核申請**
2. Documents required:
* Transcript (provided by the Office of Academic Affairs)
* Course List (Please print from the school information systems website)
* **台灣學術倫理教育資源中心網站通過證明**[https://ethics.nctu.edu.tw](https://ethics.nctu.edu.tw/)

H. Master degree examination

In accordance with the relevant provisions in "MSc, PhD Examination Policy" issued by the Office of Academic Affairs.

I. The Master degree examination procedure: (Please refer to related application of Master Degree examination procedure and Master Degree thesis writing procedure at Office of Academic Affairs announcement)

1. Application URL: Chang Gung University Home Page → [Campus Information System](http://www.is.cgu.edu.tw/portal/DesktopDefault.aspx) **(http://www.is.cgu.edu.tw/portal/DesktopDefault.aspx) → Sign in→ 線上核簽系統→035A學位考試申請**
2. The Master degree examination application form needs to be submitted at least two weeks before the exam, including the required documents listed below:

a. Chang Gung University, Graduate Institute of Biomedical Sciences Master’s Thesis Oral Defense Application Form (egpmm 網站下載)

 b. 完成proposal & progress report

 c. 論文壁報競賽A4 size Poster scan 上傳

1. Application Deadlines: December 31 for the Fall semester, May 31 for the Spring semester.

II. Requirements for Master degree exam：

The following requirements must be met in order to apply for graduation:

1. The student must have completed all credits required for the Master program.

2. The student must have completed the draft of thesis.

3. The candidate must have participated at least twice in the poster competition hosted by the Graduate Institute of Biomedical Sciences as the first author of a poster.

III. Examiners

1. The Oral Defense Committee shall consist of 3 members, the faculty advisor shall serve as one of the committee members. The committee members shall recommend one member, other than the faculty advisor, to serve as the convener.
2. Master examiners shall hold at least an assistant professorship.
3. The members of the Master Examination Committee once approved shall not, in principle, be changed.

IV. Oral Defense

1. Master candidate shall present their thesis research and answer to examiners’ questions at the designated location in campus and time agreed by the examiners.
2. At least three members should attend the oral defense to form a quorum. The grade of the oral defense will be the average of the grades decided by the attending examiners. A Master candidate passes the oral defense if given a minimum final grade of 70. A Master candidate fails the oral defense if 1/2 or more of the attending examiners give a grade of under 70.
3. A Master candidate who has failed the oral defense may retake the oral defense after 3 months during the remaining school years. The Master candidate shall be expulsed from school if the Master candidate fails the second oral defense.
4. After the Master candidate passes the oral defense, the candidate shall submit the final master thesis and obtain the approval letter (i.e. examiners’ written decision) from the faculty advisor.
5. Undefined issues will be resolved based on the regulation of degree examination policy.

I. Graduation and Disenrollment

I. Delivery of Master Thesis

The master thesis must be revised according to the instructions given by the examiners. The final thesis shall be printed and bound in accordance with the prescribed format. Four hard copies of the thesis should be prepared, with one copy delivered to the Graduate Institute, Library and one to Office of Academic Affairs.

II. File your thesis online at: <http://thesis.lib.cgu.edu.tw/cdrfb3/>

III. Disenrollment: Students may print the “Disenrollment Form” under the school information system after all the grades (including regular courses and oral examinations) have been submitted to the Office of Academic Affairs. Students will be able to receive their diploma only after the disenrollment procedures have been completed and the Disenrollment Form has been signed by the Faculty Advisor.

\* Items required by the Graduate Institute: 1. Disenrollment Application form; 2. one copy of thesis.

IV. Graduate students of the GPMM shall be conferred the degree of “Master of Science” in Biomedical Sciences upon completion of the study.

J. LIST of required and elective courses

|  |
| --- |
| Chang Gung University (2020~2021)Graduate Program in Molecular Medicine for Master’s Degree |
| Required(R)Elective(E) | Course Title | Credit | Year | Fall | Spring | Note |
| R | Seminar | 2 | 1 | 1 | 1 |  |
| R | Seminar | 2 | 2 | 1 | 1 |
| R | Biochemistry and Molecular Biology  | 2 | 1 | 2 |  |  |
| R | Bioinformatics & Biostatistics  | 2 | 1 | 2 |  |  |
| R | Topics in Molecular Medicine  | 2 | 1 |  | 2 |  |
| E | Cellular Physiology & Signal Transduction | 2 | 1 | 2 |  |  |
| E | Advanced Cell Biology  | 2 | 1 |  | 2 |  |
| E | Advances in Microbiology | 2 | 1 |  | 2 |  |
| E | Advances in Immunology | 2 | 1 |  | 2 |  |
| E | Cell growth and apoptosis | 2 | 1 |  | 2 |  |
| E | Human Physiology | 4 | 1 | 4 |  |  |
| E | Advanced Technologies in Systems Biology | 3 | 1 | 3 |  |  |
| E | Advanced Immunology | 3 | 1 | 3 |  | for students with background knowledge in Immunology. |
| E | Biological and Biomedical English Paper Writing Style | 2 | 1 | 2 |  |  |
| E | Molecular Imaging | 3 | 1 | 3 |  |  |
| E | Vaccine Development  | 3 | 1 | 3 |  |  |
| E | Special Topics in Emerging Viruses  | 2 | 1 | 2 |  |  |
| E | Special Topics in RNA Viruses  | 2 | 1 | 2 |  |  |
| E | Free Radical Biology and Medicine | 2 | 1 | 2 |  |  |
| E | Translational Cancer Medicine  | 2 | 1 |  | 2 | Must have completed "Cell Biology" or "Molecular Biology" |
| E | Medicinal Pharmacology | 4 | 1 |  | 4 |  |
| E | Scientific Integrity and Scientific Writing | 2 | 1 |  | 2 |  |
| E | Advanced Bacteriology  | 2 | 1 |  | 2 |  |
| E | Specific topics of Biosecurity Practice for High Security Level Labs | 2 | 1 |  | 2 |  |
| 1. Candidates for the Master’s degree must fulfill a minimum of 30 credits including 6 credits for the Master thesis. Minimum compulsory credits are 10 credits. Seminar is a required course for the students. In addition to the courses listed above, other courses approved by the Biomedical Institute graduate program can be taken to fulfill the requirement~~s~~ for elective courses; Up to 6 credits of Mandarin-taught courses may be taken to fulfill the requirements for elective courses after approval by the thesis advisor and the Program director.
2. The 6 credits for the “Master Thesis” are given only after completion and passing of the thesis defense.
3. Unless specified, all courses are shared courses with the PhD program of GIBMS
4. In addition to the courses listed above, other English-taught courses offered by relevant Graduate Institutes and Departments of the College of Medicine can be taken to fulfill the requirements for elective courses; up to 6 credits of courses in mandarin may be taken to fulfill the requirements for elective courses after approval by the thesis advisor and the Program director. Students with direct admission to the PhD program should fulfill a graduation requirement of 24 credits, plus 6 credits for the thesis.
 |

Director：

**分子醫學碩士學位學程報考**

**生醫所博士班個人簡歷表
Resume for applying PhD program in Graduate Institute of Biomedical Sciences**

|  |
| --- |
| 一、基本資料(必填)Personal information( required) |
| 姓名Name |  |
| 報考組別Demandable division  | □生化暨細胞分子生物學組**Division of Biochemistry and Cellular Molecular Biology** □微生物組 **Division of Microbiology** □生理暨藥理學組 **Division of Physiology and Pharmacology** □生物技術組**Division of medical biotechnology** |

|  |
| --- |
| 二、就讀學校(必填)Educational experience (required) |
| 等別level | 學校名稱Name of school | 科、系、學程division, department, institute | 肄、畢Graduate/Suspend | 起迄時間Duration |
| 高中High School |  |  |  |  |
| 大專Diploma |  |  |  |  |
| 大學Undergraduate |  |  |  |  |
| 研究學程Graduate |  |  |  |  |

|  |
| --- |
| 三、英文能力鑑定English proficiency  |
| 考試或檢定日期Date | 考試或檢定名稱Name | 分數或檢定等級Score or level |
|  |  |  |
|  |  |  |

◎ 若有填寫請附證明文件，無證明文件者將不予採計。
Please attach with the certified document, if not, the score will not be counted towards.

|  |
| --- |
| 四、學術論文 Thesis |
| 論文題目Title | 作者Author | 期刊名稱Journal Name | 發表年份Published Date | 期刊SCI點數Impact Factor |
|  |  |  |  |  |
|  |  |  |  |  |

◎ 若有填寫請附論文抽印本(影本)或摘要。
Please attach the hardcopy of thesis or abstract.

|  |
| --- |
| 五、參加研討會Participation of Seminar |
| 研討會時間Date（yyyy/mm） | 研討會名稱Name | 研討會地點Location | 參與會議之論文題目及作者Title and author |
|  |  |  |  |
|  |  |  |  |

◎ 若有填寫請附論文抽印本(影本)或摘要。

Please attach the hardcopy of thesis or abstract.

|  |
| --- |
| 六、學術競賽或得獎記錄Academic competition or award  |
| 競賽時間Date（yyyy/mm） | 競賽名稱Name | 競賽結果Result | 競賽主辦單位Coordinator  | 證明文件或查證聯絡電話、單位或人員Certified document, contact number or supervisor  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 七、志工或社團參與co-curriculum |
| 服務單位或社團名稱Name | 參加起迄時間DurationYyyy/mm/dd | 擔任職務Position | 證明文件或查證聯絡電話、單位或人員Certified document, contact number or supervisor |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 八、工作經驗Working experience |
| 服務單位Department | 職務Position | 起迄時間Duration | 證明文件或查證聯絡電話、單位或人員Certified document, contact number or supervisor |
|  |  |  |  |
|  |  |  |  |

**※ 以上各項資料請依時間先後順序填寫，表單若不敷使用時，請自行影印或增加列數。
Please arrange the document followed by the date, if the space is insufficient, please photocopy or add new pages.**

**Appendix –List of graduate student application form**

(Please refer to Biomedical Institute website [www.GPMM.com.tw](http://www.gibms.com.tw) for downloading the application form)

**A. List of Student related form**

Advisor Agreement…………………………………………………………………... （附表一）

Co-advisor Agreement…………………………………………………………….……（附表二）

Change of Advisor Application Form………………………………………………… （附表三）

Course Exemption Confirmation Form…………………………………………….… （附表四）

Course Transfer Application Form……………….……………………………….……（附表五）

Teaching Assistant Application Form………………………………………….…… （附表六）

Directly to Doctorate Application Form………………………………………………（附表八）

Disenrollment Form………………….………………………………………………（附表九）

**B. List of Thesis and Qualifying related form**

Advisor’s Consent Letter for Master’s/Doctoral Student……….………………………（附表1）

Master’s/Doctoral Proposal/Progress Report/Qualifying Oral Exam Application Form.（附表2）

Master’s/ Doctoral Proposal/Progress Report/ Qualifying Exam Score Sheet ………...（附表3）

Master’s/Doctoral Oral Defense Score Sheet……………….. ………………………..（附表4）

Master’s/Doctoral Oral Defense Assessment …………………………………………（附表5）

Master’s/Doctoral Changing Thesis Title Application Form…………………………（附表6）

Master’s/Doctoral Oral Exam Confirmation Letter.. ……………….. ………………..（附表7）

Master’s/Doctoral Thesis Advisor’s Recommend Letter………….. …………….. …（附表8）