

# GRADUATE STUDENT HANDBOOK

PHD PROGRAM IN YEAR 2024-2025

TIGP MOLECULAR AND CELL BIOLOGY PROGRAM

EDITS AND REVISIONS, MADE IN 2023-2024, ARE SHOWN IN RED.

## TABLE OF CONTENT

|                                                                                         |           |
|-----------------------------------------------------------------------------------------|-----------|
| <b>FACULTY LIST of 2024-2025</b>                                                        | <b>2</b>  |
| <b>ACADEMIA SINICA (49)</b>                                                             | <b>2</b>  |
| <b>ILS, National Defense Medical Center (10)</b>                                        |           |
| <b>Land Line: 02-8792-3100</b>                                                          | <b>3</b>  |
| <b>TIGP-MCB PROGRAM CURRICULUM</b>                                                      | <b>4</b>  |
| COURSES                                                                                 | 4         |
| 1. REQUIRED COURSES: REQUIRED FOR ALL STUDENTS                                          | 4         |
| 2. ELECTIVE COURSES:                                                                    | 4         |
| THESIS RESEARCH                                                                         | 5         |
| LAB ROTATION                                                                            | 5         |
| CHOOSING A THESIS ADVISOR                                                               | 5         |
| THESIS COMMITTEE                                                                        | 5         |
| PROGRESS REPORT                                                                         | 5         |
| QUALIFYING EXAM                                                                         | 6         |
| GRADUATION                                                                              | 8         |
| DEGREE REQUIREMENTS                                                                     | 8         |
| THESIS DEFENSE COMMITTEE                                                                | 9         |
| SCHEDULE OF STUDY                                                                       | 9         |
| <b>Transferring Credits</b>                                                             | <b>9</b>  |
| TERMINATION OF STUDENTSHIP                                                              | 9         |
| FELLOWSHIP GUIDELINES                                                                   | 10        |
| <b>APPENDIX I. PRINCIPLES FOR THE TIGP-MCB SEMINAR COURSE 2024-2025</b>                 | <b>11</b> |
| <b>APPENDIX II. LAB ROTATION</b>                                                        | <b>13</b> |
| <i>Guidelines for Lab Rotations</i>                                                     | 13        |
| Purpose                                                                                 | 13        |
| Guidelines for Students                                                                 | 13        |
| Guidelines for Laboratory PIs (potential thesis advisors)                               | 13        |
| TIGP-MCB PROGRAM LAB ROTATION EVALUATION FORM                                           | 14        |
| TIGP-MCB PROGRAM LAB ROTATION STUDENT FEEDBACK                                          | 15        |
| <b>APPENDIX III. THESIS RESEARCH</b>                                                    | <b>17</b> |
| MOLECULAR AND CELL BIOLOGY PROGRAM                                                      | 17        |
| THESIS ADVISOR RECORD                                                                   | 17        |
| TIGP MERIT-BASED SCHOLARSHIP REGULATION                                                 | 18        |
| <b>APPENDIX IV. ANNUAL PROGRESS REPORT AND FELLOWSHIP EVALUATION</b>                    | <b>19</b> |
| ANNUAL PROGRESS REPORT AND FELLOWSHIP EVALUATION                                        | 19        |
| <b>APPENDIX IV. OPEN ANNUAL PROGRESS REPORT SEMINAR</b>                                 | <b>21</b> |
| <b>(Required for 4th and 5th year students)</b>                                         | <b>21</b> |
| <b>APPENDIX V. TIGP-MCB QUALIFYING EXAMINATION PACKAGE</b>                              | <b>22</b> |
| DOCTORAL QUALIFYING EXAMINATION FORM                                                    | 22        |
| INSTRUCTIONS FOR WRITING THE QUALIFYING EXAM PROPOSAL (FOR STUDENTS)                    | 23        |
| REMINDERS TO THE COMMITTEE BEFORE THE EXAM                                              | 25        |
| <b>APPENDIX VII. B-DIRECT STUDENT GUIDELINE</b>                                         | <b>26</b> |
| REGULATIONS FOR STUDENTS ADMITTED TO THE TIGP-MCB PROGRAM WITH ONLY A BACHELOR'S DEGREE | 26        |
| <b>APPENDIX VIII. RE-ENTERED STUDENT GUIDELINES</b>                                     | <b>27</b> |
| <b>APPENDIX IX. FORMS FOR DISSERTATION DEFENSE APPLICATION</b>                          | <b>28</b> |
| FORM 5-1. PhD GRADUATION APPLICATION FORM IN TIGP-MCB PROGRAM                           | 28        |
| FORM 5-2. RECOMMENDATION LETTER OF THESIS ADVISOR 指導教授推薦書                               | 29        |
| FORM 5-3. STATEMENT OF FULFILLMENT OF ACADEMIC ETHICS REGULATIONS 研究生學位論文符合學術倫理規範聲明書    | 30        |
| <b>APPENDIX X. APPLICATION OF STUDENTSHIP SUSPENSION/RESUMPTION/TERMINATION</b>         | <b>31</b> |
| TIGP-MCB PROGRAM GUIDELINES FOR CHANGING THESIS ADVISOR                                 | 32        |
| APPLICATION FOR CHANGING THESIS ADVISOR                                                 | 33        |
| <b>APPENDIX XI. TIGP-MCB PROGRAM MENTORSHIP</b>                                         | <b>34</b> |
| TIGP-MCB PROGRAM GUIDELINES FOR GOOD PRACTICE IN GRADUATE EDUCATION                     | 34        |

|                                                                                               |           |
|-----------------------------------------------------------------------------------------------|-----------|
| GUIDELINES FOR MEDIATION OF DISPUTES BETWEEN STUDENTS AND ADVISORS OF TIGP-MCB PROGRAM        | 35        |
| <u>APPENDIX XII. FOR FACULTY MEMBERS OF THE MOLECULAR AND CELL BIOLOGY PROGRAM (TIGP-MCB)</u> | <u>37</u> |
| TIGP-MCB FACUTLY CREDIT ASSIGNMENT                                                            | 38        |

## FACULTY LIST OF 2024-2025



## ACADEMIA SINICA (50)

| No. | Inst. | Name                | Taking student | MCB students in the lab<br>Class of/ Name                                                           |
|-----|-------|---------------------|----------------|-----------------------------------------------------------------------------------------------------|
| 1   | IMB   | Wen Chang張雯         | No             | 21 Hsiao-Jung Chiu                                                                                  |
| 2   | IMB   | Hung-Ta Chen陳宏達     | Yes            | 23 Ester Betaria Malau                                                                              |
| 3   | IMB   | Jun-An Chen陳俊安      | Yes            | 20 Xin Le Yap                                                                                       |
| 4   | IMB   | Liuh-Yow Chen陳律佑    | Yes            | 18 Chiao-Ming Huang (Oral)<br>20 Venus Maria (Oral)<br>22 Chia-Tzen Tsai<br>23 Maisnam Nikita Chanu |
| 5   | IMB   | Sheng-hong Chen陳昇宏  | Yes            | 19 Ann Mikaela Lynne Ong Co<br>23 Kevin Sun                                                         |
| 6   | IMB   | Hwai-Jong Cheng程淮榮  | Yes            |                                                                                                     |
| 7   | IMB   | Pei-Lin Cheng鄭珮琳    | Yes            |                                                                                                     |
| 8   | IMB   | Cheng-Ting Chien簡正鼎 | Yes            | 18 Po-Hen Lin<br>23 Ailyn Irvita Ravinther                                                          |
| 9   | IMB   | Kuo-Chiang Hsia夏國強  | Yes            | 20 Athira Saju Puthanpurackal (Oral)<br>21 Melanie Sandra Benjamin<br>23                            |
| 10  | IMB   | Chwan-Deng Hsiao蕭傳鑑 | Yes            |                                                                                                     |
| 11  | IMB   | Yen-Ping Hsueh薛雁冰   | NA             | 18 Han-Wen Chang<br>20 Tsung-Yu Huang<br>21 Yi-Yun Lee (Oral)                                       |
| 12  | IMB   | Yi-Ping Hsueh薛一蘋    | Yes            | 22 Ming-Hui Lin                                                                                     |
| 13  | IMB   | Kuo Hua Huang黃國華    | Yes            | 21 Jose Sandino Abelardo Bandonil                                                                   |
| 14  | IMB   | Keita Kamino 神野圭太   | Yes            |                                                                                                     |
| 15  | IMB   | Chih-Yen King金之彥    | No             |                                                                                                     |
| 16  | IMB   | Jun-Yi Leu呂俊毅       | Yes            | 17 Akshi Gupta (submitted)                                                                          |
| 17  | IMB   | Hsou-min Li李秀敏      | Yes            |                                                                                                     |
| 18  | IMB   | Chien-Ling Lin林倩伶   | Yes            |                                                                                                     |
| 19  | IMB   | Suewei Lin林書葦       | Yes            | 19 Sonia Basal<br>20 Chien-Tzu Lin<br>21 Santhosh Magesh                                            |
| 20  | IMB   | Sue Lin-Chao 林淑端    | No             |                                                                                                     |
| 21  | IMB   | See-Yeun Ting陳詩允    | Yes            | 21 Pin-Yi Song<br>21 Chia-En Tsai                                                                   |
| 22  | IMB   | Yi-Fang Tsay蔡宜芳     | Yes            | 19 Meng-Jia Wang                                                                                    |
| 23  | IMB   | Ting-Fang Wang王廷方   | No             |                                                                                                     |
| 24  | IMB   | Wei-Le Wang 王維樂     | Yes            |                                                                                                     |
| 25  | IMB   | Jen-Hsuan Wei魏妊亘    | Yes            |                                                                                                     |
| 26  | IMB   | Yu-Wei Wu吳玉威        | Yes            | 19 Poulomi Adhikari<br>19 Srimayee Bhattacharjee                                                    |
| 27  | IMB   | Hanna Yuan袁小玲       | Yes            |                                                                                                     |
| 28  | IMB   | Wei-Hsiang Lin 林暉翔  | Yes            |                                                                                                     |
| 29  | GRC   | Joyce Jean Lu呂仁     | Yes            | 18 Chi-Hsuan Chuang                                                                                 |

|    |      |                                |     |                                                                |
|----|------|--------------------------------|-----|----------------------------------------------------------------|
|    |      |                                |     | 20 Po-Yu Lin                                                   |
| 30 | GRC  | Wendy W. Hwang-Verslues<br>黃雯華 | Yes | 21 Grace Yin Tze Tan<br>21 Priyanka Vinothkuma                 |
| 31 | GRC  | Chih-Hao Lee 李志浩(new)          | Yes |                                                                |
| 32 | GRC  | Li-Jung Juan 阮麗蓉               | No  |                                                                |
| 33 | GRC  | Kuo-I Lin 林國儀                  | Yes | 22 Voon Kit Chin                                               |
| 34 | GRC  | Yun-Ru Chen 陳韻如                | Yes | 21 Asha Muraleedharan                                          |
| 35 | ICOB | Sue-Ling Chiu 丘淑鈴              | Yes |                                                                |
| 36 | ICOB | Shen-Ju Chou 周申如               | Yes | 23 Shu-Meng Hsu                                                |
| 37 | ICOB | Ya-Hui Chou 周雅惠                | No  | 20 Hao-Hsin Chang                                              |
| 38 | ICOB | Hwei-Jan Hsu 許惠真               | Yes | 19 Yu-Ting Wang<br>19 Oyundari Amartuvshin<br>20 Chih-Hung Lin |
| 39 | ICOB | Hung-Chih Kuo 郭紘志              | Yes | 23 Alexendra Horowich                                          |
| 40 | ICOB | Cheng-Fu Kao 高承福(new)          | Yes |                                                                |
| 41 | IPMB | Chih-Horng Kuo 郭志鴻             | Yes |                                                                |
| 42 | IPMB | Paul Verslues 韋保羅              | Yes | 23 Thuy Cao                                                    |
| 43 | IPMB | Chiou, Jian-Geng 邱澗庚(new)      |     |                                                                |
| 44 | IBC  | Yu-Ling Shih 史有伶               | Yes |                                                                |
| 45 | IBC  | Ching-Kuan Yao 姚季光             | Yes |                                                                |
| 46 | IBC  | Jui-Hsia Weng 翁瑞霞              | Yes |                                                                |
| 47 | IBC  | Kuang-Chao Chen 陳光超(new)       | Yes |                                                                |
| 48 | IBMS | Shu-Ping Wang 王書品              | No  | 21 Mariya Rashid<br>22 Ta-Yu Liu                               |
| 49 | IP   | Keng-hui Lin 林耿慧               | Yes |                                                                |
| 50 | IBMS | I-Hsuan Wang 王宜萱               | Yes |                                                                |

#### ILS, NATIONAL DEFENSE MEDICAL CENTER (10)

LAND LINE: 02-8792-3100

| Name                    | Room No.<br>Ext. No.         | Taking<br>student | MCB students in the lab |
|-------------------------|------------------------------|-------------------|-------------------------|
|                         |                              |                   | Class of /Name          |
| Tsung Hsien Chang 張聰賢   | R8230<br>#18486              | Yes               |                         |
| Chien-Fu F. Chen 陳建甫    | R7351<br>#18572              | Yes               |                         |
| Po-Shiuan Hsieh 謝博軒     | R6334<br>#18623              | Yes               |                         |
| Shih-Ming Huang 黃世明     | R7102<br># 18790             | Yes               |                         |
| Eagle Yi-Kung Huang 黃翊恭 | R6308<br>#18670              | Yes               |                         |
| Yi-Shing Shieh 謝義興      | #18501                       | Yes               |                         |
| Lan-Shin Wang 王嵐欣       | R7350<br>#18568              | Yes               |                         |
| Chin-Chen Wu 吳錦禎        | R6358<br>#18648              | Yes               |                         |
| Sung-Sen Yang 楊松昇       | R6339<br>8792-7213           | Yes               |                         |
| Sung, Bo-Yi 宋柏儀         | R<br>#18531(O) /<br>18537(L) | Yes               |                         |

## TIGP-MCB PROGRAM CURRICULUM

To be awarded a Ph.D. under the TIGP-MCB program, a student needs to obtain a minimum of 30-credits through courses, pass the qualifying exam, finish thesis research and meet the publication requirement. The maximal duration of study under this Ph.D. program is seven years.

| course                                                                               | credit |
|--------------------------------------------------------------------------------------|--------|
| Molecular and Cell Biology Course                                                    | 4      |
| Seminar                                                                              | 4      |
| Thesis Research ( <i>no credit fee</i> )                                             | 12     |
| Elective Courses                                                                     | >10    |
| Total                                                                                | 30     |
| <b>Note: those with only a Bachelor's degree are required to complete 42 credits</b> |        |

### COURSES

#### 1. REQUIRED COURSES: REQUIRED FOR ALL STUDENTS

|                                    |                                                                 |
|------------------------------------|-----------------------------------------------------------------|
| 3024101 Molecular and Cell Biology | 4 credits, 1 <sup>st</sup> semester of the 1 <sup>st</sup> year |
| 3024111-304114 Seminar I-IV        | 1 credit/semester, 1 <sup>st</sup> and 2 <sup>nd</sup> years.   |
| 3024501 Annual Progress Report     | every fall semester, starting in the 2nd academic year          |
| 3024130 Thesis Research            | 12 credits                                                      |

#### 2. ELECTIVE COURSES:

|                                                               |                                           |
|---------------------------------------------------------------|-------------------------------------------|
| 3024181 Experimental Approaches in Molecular and Cell Biology | (1 credit, every fall semester)           |
| 3024750 Core Approaches in Modern Biology                     | (2 credit, every fall semester)           |
| 3024690 Professional Development for a Graduate Student       | (2 credits, spring, every year)           |
| 3024121-3024122 Lab Rotation I, II                            | (1 rotation/1 credit; maximal :2 credits) |
| 3024141 Virus And Cell Interactions                           | (2 credits; fall, every two years)        |
| 3024580 Neural Development and Disease                        | (3 credits, spring, every two years)      |
| 3024570 Introduction of Research Techniques in Neuroscience   | (2 credits, fall, every two years)        |

\*Seminar guidelines in academic 2023-2024, please see the Appendix I.

In addition, MCB students may take any course offered by other programs in TIGP and by NDMC.

## THESIS RESEARCH

A minimum of two years of thesis research is required. Twelve credits will be granted to the student upon completion of their thesis defense. Students should choose a thesis advisor from among the eligible TIGP-MCB faculty after their enrollment.

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### LAB ROTATION

Students may rotate through several labs with the goal of finding a lab in which to conduct their thesis research. The duration of each lab rotation is based upon mutual agreement between the student and the lab principal investigator (PI), but must not exceed four months. A maximum of 2 credits will be granted, even if students take more than two lab rotations. Students are highly recommended to decide on their thesis research lab by the end of the first summer. Students must have selected a thesis advisor and have started their thesis research by the end of the first year. Studentships will be terminated if a student cannot find a thesis research lab before applying for the QE. (Form 201 & 202)

☞ See Appendix II for “Guidelines for Lab Rotations” and required forms.

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### CHOOSING A THESIS ADVISOR

(1) A thesis advisor is selected upon mutual agreement between the student and a TIGP-MCB faculty member. (Form 301)

(2) The thesis advisor must be a faculty member of the TIGP-MCB program at the beginning of the student’s first semester. If a student needs to change his/her thesis advisor during the PhD study, the new thesis advisor must be a TIGP-MCB faculty member at the time of the change. In all cases, the thesis advisor must have agreed to advise and sponsor the student for the entire period of graduate study.

(3) To ensure continuity of a student’s thesis research, faculty members who reach the age of 65 before each fall semester are no longer eligible to be a thesis advisor for a new student enrolled thereafter. A list of available faculty members is provided in each year’s student handbook.

(4) If a thesis advisor retires or transfers to a new post and no longer has a primary appointment in Academia Sinica or NDMC, his/her student can either find a new advisor from among the eligible faculties at the time of transfer or stay with the same advisor. If the student chooses to stay with the same advisor, the first/primary affiliation of the corresponding author in the publication used to apply for the thesis defense still needs to be listed as “Molecular and Cell Biology, Taiwan International Graduate Program, Academia Sinica and Graduate Institute of Life Science, National Defense Medical Center, Taipei, Taiwan”.

☞ See Appendix III for Thesis Research related documents

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### THESIS COMMITTEE

The thesis advisor should organize a Thesis Committee within one month of a student choosing their lab. Each Thesis Committee should consist of at least three members, including the advisor. The Thesis Committee must meet at least once a year to evaluate the progress report from the student. The thesis committee evaluates the progress and advises on current research problems and the future direction of the project.

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### PROGRESS REPORT

Students are required to complete their annual progress reports to the Thesis Committee in a timely manner in order to graduate. The first report should be given by the end of the third semester aimed at discussing the thesis proposal with the committee. Thereafter, progress reports should be given once a year by the end of each Fall semester. The date should be reported to Office of MCB program by December 31<sup>st</sup> and the report should be done no later than January 31<sup>st</sup>. Students should prepare a written proposal or progress report (see below for format), and submit it to their Thesis Committee and the TIGP-MCB office at least one week before their scheduled annual

progress report meeting. The annual progress in the 5<sup>th</sup> year should open to all program faculty and students. The 4<sup>th</sup> year student will also be scheduled a 30-min talk open to all program faculty and students before the end of the 4<sup>th</sup> year.

☞ See Appendix IV for the Open Annual Progress Report Seminar (Required for the 5th year student)

o Format for the written report (no more than 15 pages, single-spaced)

1. Title page
2. Introduction (2-5 pages)
3. Results and discussion
4. Future work
5. References

Students should coordinate the schedule for their progress report with their Thesis Committee and duly notify the Thesis Committee members when to attend meetings to discuss their progress reports.

## QUALIFYING EXAM

In principle, the TIGP-MCB qualifying exam (QE) will be held twice every year. Students should take the QE before the start of their third academic year. Students need to pass the Molecular and Cell Biology course to be eligible to apply to take the QE. Students must submit an application form (*Form 401*) and a one-page research proposal that contains an Abstract and Specific Aims to the Curriculum and Degree Committee by the announced date (see Table 1 below).

**Two formats of thesis proposal can be accepted and either one should be approved and verified by the thesis advisor.**

1. Non-thesis proposal: The topic cannot be closely related to your Masters or Ph.D. thesis or to your advisor's research. However, the subject can be in the field of the student's thesis research.
2. Thesis proposal: Students can use their thesis proposal to take the QE with the consent of their thesis advisor. The Curriculum and Degree Committee will assemble a QE evaluation committee to evaluate each abstract and to appoint a QE committee for each student according to the subject of their proposal. The QE committee consists of five members, and the student's thesis advisor should not serve on the committee or be present during the QE. Maximal of 2 thesis committee members can be invited to serve as the student qualifying exam committee (advisor excluded). Students must submit their proposal to the MCB office two weeks before the date of the QE. The date of the QE exam will be announced before 1<sup>st</sup> June or 1<sup>st</sup> December.

### **Format of qualifying examination proposals:**

1. Specific Aims
2. Background and Significance
3. Experimental Design and Methods
4. Anticipated Results
5. Discussion

Page limit for content of the proposal is 25 pages. (*Use Times New Roman font, 12-point type, and single-spacing.*)

\*Items 4 and 5 can be presented separately or together.

\*The format for references should follow that of the journal "Cell" or "Nature" consistently.

The Curriculum and Degree Committee will appoint a QE Evaluation Committee to evaluate each abstract and will appoint a QE Committee for each student according to the subject of the proposal. Each QE Committee consists of 5 members. No more than 2 of the 5 can be the student's thesis committee members. The student's thesis advisor should not serve on the student's committee or be present during the exam. Students must submit their proposal along with a Turn-it-in checked report to the TIGP-MCB office at least two weeks before the exam date. Late submission will result in the failure of the examination.

Students will defend their proposal in front of their QE committee.

The QE will be evaluated based on: (1) background knowledge; (2) rationale, originality and feasibility of the proposal; and (3) presentation skills. For the thesis proposal, it is suggested to include your preliminary data to

support the feasibility of your proposal, but preliminary data does not guarantee that you will pass the exam. At least three of the QE committee members are required to approve a pass grade for the QE. Students who fail the first QE should retake the exam before the end of their fifth academic semester. Students who fail the QE the second time will result in studentship termination.

Table 1. Timetable for students eligible to apply for the QE

| <b>Semester</b> | <b>Applications submitted</b> | <b>Announcement of the dates for the QE</b> | <b>Dates of QE Examination</b> |
|-----------------|-------------------------------|---------------------------------------------|--------------------------------|
| <b>Fall</b>     | 1-15 October                  | By 15 November                              | 15 December-15 January         |
| <b>Spring</b>   | 15-30 April                   | By 1 June                                   | 1 July-31 August               |

☞ See Appendix V for “TIGP-MCB Qualifying Examination Package”

## DEGREE REQUIREMENTS

In order to earn a Ph.D. degree under the TIGP-MCB program, a candidate must successfully complete/meet the following criteria within seven years:

- Completion of course requirement: 30 credits of course work (including 12 credits for thesis research) are required for students with a Master's degree and 42 credits for students with only a Bachelor's degree.
- Students must have completed annual progress reports in a timely manner.
- Students must meet one of the following requirements:
  1. The student should have published at least one research paper, or have a manuscript accepted for publication, as the first author in a research journal that is ranked in the top 50% of journals in that subject amongst SCI list publications. The affiliation for TIGP-MCB program students should be listed in their published work as "**Molecular and Cell Biology, Taiwan International Graduate Program, Academia Sinica and Graduate Institute of Life Sciences, National Defense Medical Center, Taipei, Taiwan**", followed by the primary affiliation of the advisor. An alternative option is: "**Molecular and Cell Biology, Taiwan International Graduate Program, Academia Sinica and National Defense Medical Center, Taipei, Taiwan**". The publication date of the manuscript can be anytime after the student has been enrolled in the TIGP-MCB program.
  2. If the paper has more than one first author, is a review article, is published in a journal not ranked in the top 50% of journals in that subject amongst SCI list publications or in a journal has not received ranking, or the student's research work is not yet published but the student has been in the TIGP-MCB program for 5 or more years and has shown exceptional aptitude, at the discretion of the advisor and Thesis Committee, the following procedure can be followed to apply for approval for a thesis defense:
    - (1) The student's thesis committee is required to submit a recommendation letter to verify that the quality and quantity of the student's work is sufficient to gain a Ph.D. degree under the TIGP-MCB program. The recommendation letter should detail the student's specific accomplishments, independence and communication skills in research.
    - (2) The thesis advisor should also write a statement outlining the reasons why the student's capabilities and qualifications warrant award of a Ph.D. degree.
    - (3) The student must also submit a written statement specifying his/her own contributions to the paper(s) and other achievements. Awards and oral presentations of the student in international meetings etc., would be helpful to the TIGP-MCB Curriculum and Degree Committee in evaluating the application.

These documents should be submitted to the TIGP-MCB Curriculum and Degree Committee at least one month before the next scheduled Curriculum Committee meeting of our partner university. Please note that the partner university's committee meeting schedule may vary each year.

    - (4) The student should give an oral presentation to the TIGP-MCB Curriculum and Degree Committee, and the thesis advisor should be present at the presentation to answer any questions from the Committee. The TIGP-MCB Curriculum and Degree Committee will make a majority vote.
    - (5) If approved by the TIGP-MCB Curriculum and Degree Committee, the case will then be submitted to the partner university's Curriculum Committee for approval through a majority vote.
    - (6) The student's thesis advisor needs to attend the partner university's Curriculum Committee meeting in person in order to properly defend the application during the voting.
    - (7) For students who have not reached the maximum time allowed for their PhD study and who are applying for thesis defense without a publication, they need to submit document showing that the submitted manuscript has gone through the full review process (e.g. providing reviewer's comments), and provide a statement from the advisor elucidating how they will address the comments and will resubmit, or that they will submit to a new journal and how they will have a better chance of getting accepted in the new journal.
- Students must submit the thesis manuscript along with the Turn-it-in checked report to the Thesis Defense Committee and program office at least two weeks before the exam date.
- Students must pass their thesis defense.

## THESIS DEFENSE COMMITTEE

With the consent of the student's Thesis Committee, a Thesis Defense Committee of 5-7 members must be formed. The Thesis Defense Committee must comprise 2-4 non-TIGP-MCB faculty members. Students must present their thesis work in an open seminar, followed by a defense in front of the Thesis Defense Committee. Chair cannot be advisor and has to be a MCB faculty.

## SCHEDULE OF STUDY

|                                                 | <u>Fall Semester</u> | <u>Spring Semester</u> | <u>Summer</u> |
|-------------------------------------------------|----------------------|------------------------|---------------|
| <b><u>1<sup>st</sup> year</u></b>               |                      |                        |               |
| Molecular & Cell Biology                        | +                    |                        |               |
| Seminar                                         | +                    | +                      |               |
| Lab Rotation (optional)                         | (+)                  | (+)                    | (+)           |
| Thesis Research                                 |                      |                        | +             |
| Qualifying Exam (optional)                      | (+)                  |                        | (+)           |
| <b><u>2<sup>nd</sup> year</u></b>               |                      |                        |               |
| Seminar                                         | +                    | +                      |               |
| Annual Progress Report                          | +                    |                        |               |
| Thesis Research                                 | +                    | +                      | +             |
| Qualifying Exam                                 | (+)                  |                        | +             |
| <b><u>3<sup>rd</sup> year to Graduation</u></b> |                      |                        |               |
| Annual Progress Report                          | +                    |                        |               |
| Thesis Research                                 | +                    | +                      | +             |

## TRANSFERRING CREDITS

New students who have transferred or re-entered from a Ph.D. program, and have previously completed graduate school coursework with a grade of 70 or higher at other domestic or international colleges or universities within five years of admission, can make a request to the Curriculum and Degree Committee to have those credits transferred if any of the following criteria is met:

1. The course has an identical title and content (transcript and course outline required).
2. For courses with a similar title and content, a course transcript, course outline, syllabus and titles of the prescribed textbook(s) need to be submitted to the Curriculum and Degree Committee and the corresponding TIGP-MCB program-associated course instructor for approval.

Requests for transferring credits should be submitted in the first week of the first semester after enrolling into the program. The maximum number of credits that can be transferred is 6 credits.

## TERMINATION OF STUDENTSHIP

Studentships will be terminated under any of the following conditions:

- A student fails the "Molecular and Cell Biology" course twice.
- A student cannot find a thesis research lab before applying for the QE.
- A student fails the QE twice.
- A student does not fulfill the requirements for a Phd. degree within seven school years.

## FELLOWSHIP GUIDELINES

Once admitted, each TIGP student will receive a monthly stipend of NT\$34,000 (approximately USD:1050) for the first year. After the 1<sup>st</sup> year, all MCB students will be evaluated for the fellowship level received according to the requirements below.

|                                             | Conditions                                                                                                                                                                                                                                                                                                  | Fellowship                                                                                                                                                                   |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In the second year                          | <ol style="list-style-type: none"> <li>1. Fail to pass two of the three required course (MCB and two seminars) in the first year</li> <li>2. Fail to have a thesis advisor by August 31<sup>st</sup>. (If the student has rotated through 3 labs and can't find a lab, the student is exempted.)</li> </ol> | Students who fails to meet either one of the requirements, the committee shall reduce the student's fellowship level to NT\$31, 000 for 6 months from September to February. |
| From the second year and thereafter         | Fail to finish the annual progress report before the end of each Fall semester. (The date should be reported to Office of MCB program by December 31 <sup>st</sup> and the report should be done no later than January 31 <sup>st</sup> .)                                                                  | The curriculum committee shall implement a cumulative 10% monthly deduction (i.e. 20% for 2 months...etc.) in fellowship until the report is done.                           |
| In the third year                           | Fail to pass the qualifying examination at the end of 2 <sup>nd</sup> year.                                                                                                                                                                                                                                 | The thesis advisor has the right to reduce the student's fellowship to NT\$31, 000 until the students pass the qualifying exam.                                              |
| From the third year and thereafter          | After each progress report, the thesis committee concludes that the student has not made reasonable progress in the past year.                                                                                                                                                                              | The thesis committee can recommend a reduction in the student's fellowship level.                                                                                            |
| Starting from the fourth year to graduation | The thesis advisor is responsible for the MCB student fellowship and the amount of money received may vary depending on the advisor's source of funding and academic performance.                                                                                                                           |                                                                                                                                                                              |

## Course coordinator

Dr. Suewei Lin 林書葦, *Institute of Molecular Biology, Academia Sinica*

## Purpose

To learn about new and exciting discoveries in diverse research fields and to improve presentation skills.

To learn how to actively lead and participate in discussions.

## General principles

1. Seminars will be held every Thursday morning from **9:30-11:00 am in principle**. Please do not exceed two hours.
2. The course organizers will invite MCB professors to provide research articles for the 1st-year students. The professor whose paper is chosen by a 1st-year student becomes the coach for that student.
3. 2nd-year students are responsible for selecting presentation papers with their advisor's approval, and the advisors serve as coaches. The paper is intended to stimulate discussion and broader thinking, please keep the audience in mind when choosing the paper to present.
4. All students should discuss their research article with their coach and invite at least one additional professor to sit in at their seminar. The students must inform the TIGP-MCB office of the name and affiliation of the sit-in professor at least two weeks before the scheduled date of their seminar.
5. All MCB faculty members are obliged to serve as coaches and sit-in professors for these seminars.

Their respective responsibilities are described below.

### Coach responsibilities (two credits for each student coached)

1. Provide one research paper (not review article) published within the last two years to the TIGP-MCB office two weeks before the beginning of each semester (one faculty credit).
2. Tutor the student who selects the respective research article. In particular, coaches must discuss the background and significance of the paper with the student.
3. Provide advice on and assistance with the student's seminar preparations, such as by reviewing their PowerPoint presentations. It is highly recommended that coaches invite the students to rehearse their presentations in lab meetings.
4. Recommend at least one sit-in professor for the student to invite to the seminar.
5. Attend and lead the seminar discussion.
6. Evaluate the presenter's performance.

### Sit-in professor responsibilities (one faculty credit)

1. Review the student's selected research article before the seminar.
2. Participate in the seminar and facilitate discussion.
3. Evaluate the presenter's performance.

## Course structure and student responsibilities

All students are required to participate in both speaking and hosting roles, according to the seminar schedule. 1st- and 2nd-year students attend separate classes with different course formats.

### Format for the 1st-year student:

**AIM:** the format is designed to train the 1st-year students to digest a research paper and present it as a coherent story. In the meantime, the audience will have a chance to learn to follow a presentation and ask meaningful questions.

**Structure:** 45-minute oral presentation. The audience can raise questions anytime during the presentation.

**Preparation:** The audience should read the paper before the seminar and are expected to ask questions during the presentation.

**Host:** An assigned host will introduce the speaker at the beginning of the seminar. The host will also record how many questions each student asks and submit it to the TIGP-MCB office.

All students (except the presenter) should read the seminar paper and write a pre-seminar report before attending the class.

Every student should ask at least two questions during the class.

The students should provide written feedback about the speaker's presentation skills. The feedback should be included in the pre-seminar report and given to the speaker before leaving the class.

Pre-seminar report format: 12 pt font, 1.5 spacing, no more than one A4 page, and contains

Significance/contribution of the paper to the field;

Uniqueness and strengths/weaknesses of the paper;

Strengths/weaknesses of the presentation.

The speaker should evaluate the pre-seminar report and categorize them into 'excellent,' 'good,' 'fair' and 'to be improved' before returning them to the course organizers.

### Format for the 2nd-year student:

*Aim:* the format is designed to train the 2nd-year students to lead a paper discussion, which requires them to have an in-depth understanding of the paper of choice. The rest of the group will have a chance to be guided to think deeply about a research topic and enjoy vibrant and inspiring scientific discussions.

*Structure:* 20-30 min presentation by the discussion leader covering the background and significance of the paper and 1-2 key figures, followed by 40-30 min discussion.

#### *Teamwork:*

To facilitate the presentation and discussion, every 2-3 students form a seminar group.

During each seminar, a designated discussion leader will present and guide the discussion. The team members of the discussion leader should assist in preparing for the class by discussing the paper, gathering information, identifying key questions, and participating in rehearsals. They should also be prepared to help answer questions during the class. Additionally, a team member will host the seminar, introducing the team and managing the allotted time.

Every student should take turns as the discussion leader and the host.

Teams not presenting should also read and discuss the paper before the class. The discussion can focus on potential future directions, the significance of the study, the strengths and weaknesses of the paper, and so on.

The discussion leaders should choose an important paper in their research field and study it deeply until they understand the following:

What questions the paper tries to address? Why are these questions important? What's the historical background of these questions?

What are their approaches (you need to know all the technical details)? Anything novel or heroic?

What are their answers? Are they convincing? Are there caveats in their experiments? Are there experiments that they can do to make the paper stronger?

What are the potential future directions? Are there technical breakthroughs required to answer the questions fully?

This is by no means an exhausting list, but you now know what I meant by "in-depth understanding."

The discussion leaders should guide the participants to develop a deep understanding of the discussed paper.

The discussion leaders have total control of the discussion. They can ask participants to present a figure, answer a question, or express opinions.

The participants MUST read the paper and be prepared to explain any figure or answer questions raised by the discussion leader. The participants are expected to participate actively in the paper discussion.

## Grading policy

1 The grading scale for this course is 0-100. A+: 90-100; A: 80-89; B: 70-79; Fail: below 70.

2 The final grade combines the following:

### 1<sup>st</sup>-year students

Presentation performance, evaluated by the coach and sit-in professors (60%)

Number of questions asked during seminars (10%)

Pre-seminar reports (30%)

### 2<sup>nd</sup>-year students

Performance as the discussion leader (evaluated by the coach and sit-in professors, 60%)

Participation in the class (evaluated by the organizer, 40%)

The above principles are subject to change by the course organizers with the consent of the Curriculum Committee.

## APPENDIX II. LAB ROTATION

### GUIDELINES FOR LAB ROTATIONS

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#### PURPOSE

The purpose of lab rotation is to help first-year students to choose a lab in which to conduct their thesis research.

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#### GUIDELINES FOR STUDENTS

1. Students can rotate through several labs, usually 1 to 3 labs. The duration of each lab rotation is based upon mutual agreement between the student and the advisor, but must not exceed four months.
2. Students must spend enough time in the lab to understand the research projects and approaches, to interact with lab members and the advisor, and to learn and carry out experiments. A thesis advisor is determined upon mutual agreement.
3. Students are highly encouraged to find a lab for their thesis research by the end of the first summer. The studentship will be terminated if the student cannot find a thesis research lab before applying for the qualifying exam.
4. Specific Instructions:
  - (1) Learn about the research of TIGP-MCB faculty members from the TIGP-MCB website or from those of the faculty members.
  - (2) Inquire about the possibility of a lab rotation with faculty members of interest.
  - (3) Arrange lab rotations and finalize the rotation schedule.
  - (4) Approximately two weeks before a rotation starts, students must acquire a Rotation Evaluation Form (*Form MCB 201*) from the TIGP-MCB program office or website, go through and sign the form together with the PI of the rotation lab, and submit the signed form to the TIGP-MCB program office.
  - (5) The student must complete and sign a Rotation Student Feedback Form (*Form MCB 202*) and submit it to the TIGP-MCB program office within one week after the end of the rotation. The PI of the rotation lab must evaluate the student's performance and complete and sign a Rotation Evaluation Form, which the PI must provide to the student to submit to the TIGP-MCP program office. Students will not receive credits for lab rotations if they fail to submit both forms.

---

#### GUIDELINES FOR LABORATORY PIs (POTENTIAL THESIS ADVISORS)

Two forms, the Rotation Evaluation Form and Student Feedback Form, are designed to facilitate the lab rotations. The Rotation Evaluation Form (*Form MCB 201*) describes what is expected from a student, and contains grading and comments sections for evaluation of the student. The Student Feedback Form (*Form MCB 202*) describes what might be expected from a laboratory PI, and contains a comments section for evaluation of the potential thesis advisor.

On taking a student for lab rotation, PIs must read and sign the Rotation Evaluation Form with the student before starting the rotation and return it immediately to the TIGP-MCB program office. The form will then be kept by the TIGP-MCB program office. Upon completion of the rotation, the TIGP-MCB program office will return the form to the PI for evaluation of the student's performance. Duly completed forms must be given to the student, who will then submit it with their Student Feedback Form to the TIGP-MCB program office at the end of the rotation.

TIGP-MCB PROGRAM LAB ROTATION EVALUATION FORM

Student:\_\_\_\_\_

Class of 2024 (Year)

Advisor: \_\_\_\_\_

Rotation Time: from\_\_\_\_\_ to

- Please evaluate the student in each category as follows: Excellent (1), good (2), fair (3), poor (4), not applicable (N/A)
- ( ) Spends adequate time in the laboratory to accomplish research goals
  - ( ) Understands central questions and procedures of the lab
  - ( ) Works with a reasonable level of proficiency
  - ( ) Observes safe laboratory practices
  - ( ) Keeps adequate laboratory records
  - ( ) Ability to evaluate experimental results
  - ( ) Receptiveness to suggestions and critical comments
  - ( ) Capacity for self expression and communication
  - ( ) Ability to get along with co-workers

Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 (Please use back of this form, if more space is needed.)

If adequate space and funding are available, would you be willing to accept this student into your laboratory?  
 (Yes/No) \_\_\_\_\_

|                                                                                                                                                                                                                                                        |                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommend final score: _____ (0-100, pass: >70)Please sign in the column when you first review this list with the student at the <b>beginning</b> of the rotation<br><br><br>Signature of Student/ Date<br><br><br>Signature of Rotation Advisor/ Date | Please sign in the column when the evaluation is <b>complete</b> , and the student has reviewed it.<br><br><br>Signature of Student/ Date<br><br><br>Signature of Rotation Advisor/ Date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Student: \_\_\_\_\_

Rotation Time: \_\_\_\_\_

Advisor: \_\_\_\_\_

1. Why did you choose this lab?
  
2. Were you given a project to work on or did you shadow someone else in the lab?
  
3. Did the advisor provide hands-on-training or did you work directly with a graduate student, technician or post-doc in the lab?
  
4. **Please rate the following statements on a scale of 1-5. A score of 1 indicates that you strongly agree with the statement. A score of 5 indicates that you strongly disagree with the statement. Write any additional comments in the space provided.**

|   |                                                                                     |   |   |   |   |   |
|---|-------------------------------------------------------------------------------------|---|---|---|---|---|
| A | The project I worked on was well-structured with clear aims and goals.<br>Comments: | 1 | 2 | 3 | 4 | 5 |
| B | The advisor was readily available when I needed him/her.<br>Comments:               | 1 | 2 | 3 | 4 | 5 |
| C | It was easy to communicate with the advisor on a professional level.<br>Comments:   | 1 | 2 | 3 | 4 | 5 |
| D | The advisor regularly followed up with me on my individual progress.<br>Comments:   | 1 | 2 | 3 | 4 | 5 |
| E | I received guidance writing and revising my rotation paper.<br>Comments:            | 1 | 2 | 3 | 4 | 5 |

5. How many hours a week did you work? If you worked more than 30 hr/week, did you work the extra hours because you wanted to or needed to accomplish your research goals?

6. What techniques did you learn? What other skills did you learn during the rotation (i.e. presentation skills, writing skills, computer skills such as BLAST searches, graphing software, etc.)?

7. Please describe/list the strengths and weaknesses of this rotation as a whole. Was the laboratory environment conducive to learning?

8. On a scale of 1-10 (10 is the best), how would you rate your lab experience?

***Please ask the student and Faculty to sign and date this form, indicating that they are aware and accepting of this evaluation.***

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty signature \_\_\_\_\_

Date \_\_\_\_\_

Course Coordinator signature \_\_\_\_\_

Date \_\_\_\_\_

After the student and faculty have reviewed and signed this form, it should be returned along with the student evaluation form to the MCB office (Rm. 117, IMB) on the due date (See Schedule for Rotations). The Chair of Curriculum and Degree Committee will then sign the completed form and file the grade.

MOLECULAR AND CELL BIOLOGY PROGRAM

THESIS ADVISOR RECORD

I, THE UNDERSIGNED, hereby acknowledge I have read, completed and returned the attached form on “thesis advisor record”.

I also acknowledge that I have read the attached “information for a thesis advisor and graduate student of MCB Program” and instructions on the curriculum; and that I fully understand the guidelines and the requirements for the Ph.D. study in TIGP-MCB Program.

I, \_\_\_\_\_ (student’s name), hereby declare that I will do my thesis research in the lab of Dr. (advisor’s name) at \_\_\_\_\_ (#Room, Institute’s name). I will follow the regulations of the MCB Ph.D. program.

Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.....

I agree to serve as the thesis advisor and the committee coordinator of \_\_\_\_\_ (student’s name), and follow the regulations of the MCB Ph.D. Program.

PI’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I also nominate the PIs below as the thesis committee members:

| Name       | Position | Institute |
|------------|----------|-----------|
|            |          |           |
|            |          |           |
| (optional) |          |           |
| (optional) |          |           |

Please return this record to the TIGP-MCB office before the start of the third semester.

## TIGP MERIT-BASED SCHOLARSHIP REGULATION

A new regulation was passed in 2019 to require all TIGP programs to conduct a regular review on the scholarship/stipend of TIGP students based on their performance, and **the minimum stipend being set at NT\$ 28,000 per month**. This new regulation applies to TIGP students enrolled in and after the academic year 2019.

The current regular scholarship for a TIGP student is NT\$34,000/month. If a student fails to meet the merit-based policy, his/her scholarship should not be reduced to less than NT\$28,000/month to comply with this regulation. In rare circumstances and with written approval from the TIGP Office, a student's scholarship may be temporarily lowered to less than NT\$28,000/month. However, if this abnormal condition persists, the program committee will intervene.

Faculty members of all TIGP programs, either from Academia Sinica or partner universities, must agree to obey this regulation before accepting a TIGP student.

---

I have read, understood, and agree to comply with this regulation.

Student's Name:

Advisor's Signature:

Date:

Taiwan International Graduate Program  
Molecular and Cell Biology

## ANNUAL PROGRESS REPORT AND FELLOWSHIP EVALUATION

(Thesis Title)

Student Name:

Year of study:

Thesis Advisor:

Time, Date and Place:

To be completed by the thesis committee

**Part I: Evaluation of progress report** (Please complete each item in detail):

Overall knowledge of the research field:

Description of progress made by the student during the last year:

Description of experiments to be carried out in the next year:

Estimated time and experiments before completion of PhD:

Specific suggestions for improvement

**Part II: Progress report and fellowship assessment**

I have read the progress report prepared by the fellowship holder. My assessment of the holder's progress during the past year is:

☐ Satisfactory, score: \_\_\_\_\_ (70+: pass)

☐ Unsatisfactory: \_\_\_\_\_ (reduction of fellowship will be determined by the advisor)

|                                        |
|----------------------------------------|
| <b>Signatures of thesis committee:</b> |
| (advisor)                              |
| (member)                               |
| (member)                               |
| (member)                               |
| (member)                               |
| (member)                               |

**Purpose:**

The seminar series are designed to help PhD students for their thesis research. The major purpose for this seminar is aimed to provide critical suggestions and to strongly enforce senior PhD students to have a draft of manuscript before the presentation of his/her progress.

**Attendance:**

1. All 5<sup>th</sup> year students are obligated to give a full one-hour seminar (including Q and A) and attend every seminar to learn from each other and participate in the discussion. 6<sup>th</sup> year students are encouraged to register as a speaker. All the registered students are required to attend each seminar presentation. This presentation can be counted as the student's annual progress report.
2. All 3<sup>rd</sup> and 4<sup>th</sup> year students are obligated to give a 30-min seminar.
3. All 3<sup>rd</sup> and 4<sup>th</sup> year students should pick at least 50% of the seminars given by 5<sup>th</sup> and 6<sup>th</sup> year students to attend.
4. If you can't attend any seminar, please inform the course organizer and program office before the seminar.

Students who fail to meet this requirement will be brought out for further discussion within the education committee and the committee may call another meeting with his/her thesis advisor and thesis committee to draw up a timeline for manuscript submission. If no further improvement is expected, the education committee will enforce a monthly progress report with the student and the thesis advisor until a good manuscript draft is written.

**To-do –List for the presenters:**

1. Arrange the thesis advisor and thesis committee to attend the seminar when the student is presenting.
2. Turn in the written thesis progress report in a manuscript format with "Introduction, Results, Materials and Methods, Discussion, and References" sections to the course organizers and thesis committee one week before the presentation.

**To-do-list for the thesis advisor:**

1. Please find the schedule of your student's presentation and mark on your calendar. Attending each seminar will earn you one faculty credit.
2. You can ask your student to arrange the presentation as the annual progress report and invite the thesis committee to attend.
3. Each presenter should deliver the written report in the manuscript format to the course organizers and forward a copy to IMB education program office at least 3 days prior (on Monday before 5 PM) to the presenting day.

Taiwan International Graduate Program

## Molecular and Cell Biology Program

## DOCTORAL QUALIFYING EXAMINATION FORM

•Eligibility: Students who have passed the Molecular and Cell Biology course and have already chosen a thesis advisor.

•Deadline: Students should take the 1<sup>st</sup> QE before the start of their third academic year.

Name:

Student ID:

Date of application: \_\_\_\_\_

The earliest date\* you can take the exam:

\_\_\_\_\_

Eligibility Review:

☐ Passed the MCB course in (\_\_\_\_) (*indicate in which year*)

☐ I have started thesis research in the MCB program. My thesis advisor is

Format of qualifying exam (Please pick one from the two formats)

☐ Non-thesis proposal. The topic cannot be closely related to your Masters or PhD thesis, or to your advisor's research.

The title is:

Student signature:\_\_\_\_\_Thesis advisor signature:

☐ Thesis Proposal. Students can use their thesis proposal to take the QE with the consent of their thesis advisor.

The title is:

Student signature:\_\_\_\_\_Thesis advisor signature:

Attached abstract:

☐ Qualifying exam title and abstract (for non-thesis proposal applicant only)

Title:

Attached abstract:

☐ Ph.D. research title and abstract

Title:

Attached abstract:

☐ master thesis title and abstract

Title:

For proposal preparation:

1. Read broadly, and think deeply.
2. Try something daring and creative. Avoid me-too type of project.
3. Think about the possible approaches to address the questions. You may formulate a hypothesis-driven mechanistic study based on published data. However, you also need alternative approaches. Make sure that you are writing a proposal to find the answer for an interesting question, but not a manuscript with known results.
4. Be prepared to defend the feasibility and significance of your proposal.
5. Consult and discuss with your thesis advisor.

For proposal writing:

1. Format of qualifying examination proposals:
  - a. Specific Aims
  - b. Background and Significance
  - c. Experimental Design and Methods
  - d. Anticipated Results
  - e. Discussion
2. Describe the rationale of why you chose the research topic(s) and how you would test the hypotheses.
3. Design and describe appropriate experimental methods, without being limited to familiar methodologies, and always include proper controls.
4. Use the grant proposal format of National Science and Technology Council as a guide.
5. Don't be too ambitious; aim for a study that can be completed in about 3 years.
6. Page limit for content of proposal is 25 pages. Use Times New Roman font, 12-point type, and single-spacing. The proposal should have page numbers and figures should have figure legends. The format for references should follow that of the journal "Cell" or "Nature" consistently.
7. Proposal Submission Deadline: [4pm, date, two weeks before the scheduled exam date]

For presentation:

1. You should prepare your presentation slides for a 20-minute talk (without interruption).
2. The presentation format with Q&A will be determined by your QE committee.

Criteria for the QE: applied on both the proposal writing and performance during the exam.

The QE will be evaluated based on: 1) background knowledge; 2) rationale, originality and feasibility of your proposal; and 3) presentation skills.

For the students taking the thesis proposal, your preliminary data is encouraged to be included to show the feasibility of your proposal.

If you have an unexpected schedule conflict and cannot attend the arranged exam, you need to inform the TIGP-MCB program office at least 72 hours before the exam. TIGP-MCB Curriculum committee will try to find a replacement committee member and notify the exam committee chair. If no replacement member can be found in time, 4 committee members will conduct the exam and must form a consensus to have a pass/fail result.

If the chairperson is unable to attend the exam, the other four members shall elect a new chair among themselves.

If two members cannot attend the exam, the TIGP-MCB office will reschedule the exam.

Committee chair: please read out the reminders to the committee before the exam.

**QE rules:**

1. Criteria for QE: 1) background knowledge, 2) rationale, originality and feasibility of the proposal, and 3) presentation skill.
2. Please decide the QE result with “pass” or ”fail.” If a “pending” decision is reached, the final decision-making shall be finalized within two weeks.
3. The key responsibility of committee members is to make the decision if the student is qualified for the Ph.D. candidacy.

**To do:**

1. Try to be constructive
2. Balance the question of focus
3. Ask the student about the big picture (significance of the proposed research)
4. Make the student less nervous
5. Judge whether the student is suitable for PhD study.

**Not to do:**

1. keep pounding on single issue for too long
2. get upset or impatient
3. ask for perfection, (they are 2nd year PhD students)
4. ask for trivial experimental conditions

**Others:**

If the student fails the exam, the committee shall provide specific guidance to help the student retake the exam.

For clarity, students admitted into the TIGP-MCB program with only a Bachelor's degree will be referred to as MCB-B students hereafter.

1. In the first year, MCB-B students will be registered as first-year Master's degree program students with our Partner Institute, the Graduate Institute of Microbiology and Immunology at the National Defense Medical Centre (NDMC). However, MCB-B students will take TIGP-MCB courses like regular first-year PhD students.
2. At the end of the first year, each MCB-B student should submit the following documents to the Curriculum Committee to apply to advance into the PhD program:
  - (A) The application form.
  - (B) Transcript for courses taken in TIGP-MCB in the past year.
  - (C) Recommendation letters from two MCB faculty members. One of the letters should be from the student's PhD thesis advisor, showing that the PI recommends the student's advancing into the PhD program and the PI is willing to take the student as his/her PhD student.

☞ See appendix for the form and the recommendation letter.
3. After reviewing the documents, the Curriculum Committee will decide whether to approve the student's application to advance into the PhD program.
4. On approval, the student will be considered a first-year TIGP-MCB PhD student from the beginning of the following semester and should then follow all regulations concerning "Schedule of Study" (see Handbook) and studentship termination. However, the student will only receive one additional year of fellowship support from the TIGP-MCB program.

For example, if a MCB-B student is approved in August 2016 to advance into the TIGP-MCB PhD program, then the student is deemed a first-year PhD student from September 2016. The student's fellowship support from TIGP ends on August 2017 (the student will then be supported by the thesis advisor). The student needs to pass the qualifying exam before the end of August 2018. The maximum duration for the PhD study is 7 years, starting from September 2016.
5. Because MCB-B students do not have a Master's degree before obtaining a PhD degree, MCB-B students must complete 42 course credits, i.e. 12 credits more than a student having a Master's degree admitted into the TIGP-MCB PhD program. For MCB-B students who have taken and passed the "Molecular and Cell Biology" course, the TIGP-MCB program offers a four-semester 12-credit course "Special research topics in molecular and cell biology".

For students who have previously studied in the TIGP-MCB program but failed to obtain a degree, and wishing to resume Ph.D. study.

1. Course Credits:

|                                     |                     |
|-------------------------------------|---------------------|
| Credit Requirement                  | At least 18 credits |
| Maximal credit transfer             | 6 credits           |
| Special Topics in Research credits* | 10 credits          |
| <b>Course need to be taken</b>      | <b>2 credits</b>    |

\*: For students who complete this course, the thesis advisor is responsible for giving the final grade before credits can be awarded.

5. Qualifying Exam: Students must re-take the QE. They can choose either to submit a non-thesis proposal or a thesis proposal (see page 3). Students who pass or are exempted from taking the “Molecular and Cell Biology” course are eligible to apply to the TIGP-MCB program in either October or April.

3. Thesis Research: The minimal duration of thesis research is 2 years, maximum 7 years. Re-entered students who have fulfilled the graduation criteria—including: 1) completed the course requirement, 2) passed the QE, and 3) published one first-author paper—can apply for an early thesis defense. However, applications for an early thesis defense must also be approved by the Partner University, the National Defense Medical Center.

## APPENDIX IX. FORMS FOR DISSERTATION DEFENSE APPLICATION

### FORM 5-1. PhD GRADUATION APPLICATION FORM IN TIGP-MCB PROGRAM

#### General information

|                                           |                                                                                                                                                                                                                        |                      |  |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--|
| Full Name                                 |                                                                                                                                                                                                                        |                      |  |
| Thesis Topic<br>(both in Chinese/English) |                                                                                                                                                                                                                        |                      |  |
| Department / University                   | <u>TIGP-MCB, Graduate Institute of Life Sciences, National Defense Medical Center</u>                                                                                                                                  | Student ID Number:   |  |
| Permanent Email                           |                                                                                                                                                                                                                        | Date for application |  |
| Publication record for graduation         | <i>Please provide the full title of your doctoral dissertation and the publication reference including the details accordingly.</i><br>Title:<br>Published date<br>Journal name<br>Impact Factor:<br>Category Ranking: |                      |  |

\*please prearrange the schedule of your oral defense with your oral defense committee

#### Graduation checklist

1. **Successfully completed all course requirements in TIGP-MCB program.**  
 (please check on the column below according to your highest degree)
  - ☐ Completed at least 18 semester credits, including 10 required courses excluding the thesis research and Chinese for those admitted with Master degree.
  - ☐ Completed at least 30 semester credits, including 10 required courses excluding the thesis research and Chinese for those admitted with bachelor degree.
2. ☐ Passed qualify examination. **Date:**
3. ☐ Meet the requirement of publication\* set by MCB program and partner university.  
 Please attach your publication reprint or acceptance letter along with this form.
4. ☐ Attach the oral defense committee list with the full name, affiliation and current position
5. ☐ Pre-arranged Dissertation Time with the oral defense committee.  
 Date and Time: ( am/pm, month, date, year ) Place: ( Room No. Institute )

|                                                        |                                                                        |                                                      |
|--------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------|
| <hr/> (Thesis advisor name in print)<br>Thesis Advisor | <hr/> Liuh-Yow Chen, PhD<br><br>Chair, Curriculum and Degree Committee | <hr/> Hsou-min Li, PhD<br><br>Coordinator of Program |
| <hr/> Date                                             | <hr/> Date                                                             | <hr/> Date                                           |

# 國防醫學院生命科學研究所博士論文

Doctoral Dissertation of Graduate Institute of Life Sciences of National Defense Medical Center

FORM 5-2. RECOMMENDATION LETTER OF THESIS ADVISOR 指導教授推薦書

生命科學研究所研究生

Graduate Student of Institute of Life Sciences

(CN Name /English Full Name)

所提之論文

Thesis title of

(CN Thesis Title)

(EN Thesis Title)

係由本人指導撰寫, 同意提付審查

is supervised and guided by me. The student has my approval for the degree review.

指導教授簽署

*Signed by Thesis*

*Advisor*

簽署日期

Date

年 月 日

Year month date

Sponsored by National Defense Medical Center and Academia Sinica

國防醫學院與中央研究院合辦

# 國防醫學院生命科學研究所

## Graduate Institute of Life Sciences of National Defense Medical Center

FORM 5-3. STATEMENT OF FULFILLMENT OF ACADEMIC ETHICS REGULATIONS 研究生學位論文符合學術倫理規範聲明書

本人 全名 瞭解並保證所撰論文完全遵守著作權法及學術倫理，師長業依本院規定善盡告知、審查、監督之義務。論文倘有造假、變造、抄襲、由他人代寫，或涉及其他一切有違著作權及學術倫理之情事，及衍伸相關民、刑事責任，概由本人負責。

I, your full name in print have understood and ensured the written thesis fully complies with the laws and regulations of copyright academic ethics. Thesis advisory committee members also fulfill their duties of notification, review, and supervision in accordance with the laws and regulations. There are no falsification, alteration, plagiarism, writing by others, or any other violation of copyright and academic ethics in the thesis research work. I shall take all the responsibility if there are any violation of copyright and academic ethics, or the extension of relevant civil and criminal liabilities, I shall be solely the responsibility of the individual.

論文題目 Thesis Title :

指導教授 Thesis Advisor : \_\_\_\_\_ (in print)

聲明人：\_\_\_\_\_ (簽signature)

學號 Student ID Number :

日期 Date (mm/dd/yyyy) : \_\_\_\_\_

FORMS FOR CHANGING STUDENTSHIP OF TIGP-MCB PROGRAM

國際研究生「分子與細胞生物學」學程

學年度第 學期休/復/退學申請書

Spring/Fall semester

日期Date(MM/DD/YYYY):

|                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |                                                  |                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------|----------------------------------------|
| 申請人基本資料                                                                                                                                                                                                                                                                                              | 姓名Name: student full name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 | Enrolled Year 入學年: 20XX                          |                                        |
|                                                                                                                                                                                                                                                                                                      | 學號Student Seating No.: 8xxxxxxx                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 | Lab Location: <i>Rm, Institute, Organization</i> |                                        |
|                                                                                                                                                                                                                                                                                                      | 身分證統一號碼ARC ID No.:<br>XXXXXXXXXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                 | Thesis Advisor:                                  |                                        |
|                                                                                                                                                                                                                                                                                                      | (Expired date of ARC for international student):<br><i>It is required for international students to update the visa and residency reason with MOFA and Immigration Office, please read and follow the guidelines shown in the next page.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                 |                                                  |                                        |
|                                                                                                                                                                                                                                                                                                      | 住址<br>Add.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |                                                  |                                        |
|                                                                                                                                                                                                                                                                                                      | 電話<br>Tel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 住家(Home):                                       |                                                  |                                        |
| <b>Changing studentship status to (please check one item only) and please specify the time</b><br><input type="checkbox"/> 休學Suspension <sup>*1</sup> from (mm/yy) to (mm/yy)<br><input type="checkbox"/> 復學Resumption from<br><input type="checkbox"/> 退學Termination <sup>*2</sup> since (dd/mm/yy) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |                                                  |                                        |
| Please state the reason:                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |                                                  |                                        |
| Applicant Signature:                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 | Family Member Name (in print)<br>Signature:      |                                        |
| Signature                                                                                                                                                                                                                                                                                            | Thesis Advisor<br>指導教授                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Chair, Student Affair<br>Committee<br>學生事務委員會主席 | Coordinator of<br>Program<br>學程召集人               | Executive Chair,<br>ILS-NDMC生科所<br>常執委 |
|                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |                                                  |                                        |
| Notice                                                                                                                                                                                                                                                                                               | <p>*1: The maximal length is one year and only once during the Ph.D. study.</p> <p>*2: The resumption can only be applied before the semester start and counted by semester.</p> <p><b>A. Kindly fill in the application form and turn in to the Office of Student Affair of National Defense Medical Center before your duration of temporary suspension expires.</b></p> <p><b>B. If you fail to finish the resumption procedure or prolong the duration of temporary suspension in time, the school will compel you to drop out.</b></p> <p><b>C. Students should report to student affair of NDMC earlier if you are planning to go abroad during your suspension. Failure to complete the procedure may result in your difficulty to go abroad as you plan.</b></p> |                                                 |                                                  |                                        |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Residency* | <p>If you are alien resident in Taiwan, you must follow the residency and visa regulations of Taiwan government.</p> <p>Residents Visas for Foreign Students</p> <p><a href="https://www.boca.gov.tw/fp-166-283-c4da3-2.html">https://www.boca.gov.tw/fp-166-283-c4da3-2.html</a></p> <p>Nationals without registered household in the Taiwan Area</p> <p>Students Online Application System</p> <p><a href="https://coa.immigration.gov.tw/coa-frontend/student/entry">https://coa.immigration.gov.tw/coa-frontend/student/entry</a></p> |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

--Below is the form only for student suspension only (休學者請填以下)--

## 國防醫學院學(員)生團體保險切結書

### NDMC STUDENT DECLARATION OF INSURANCE

|                                                                                                                                                                                                                                                            |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>Will you join student group insurance during your leave?</p> <p>休學期間是否參加學生團體保險</p> <p>Please tick on the checkbox of “yes” or “no”</p>                                                                                                                  |                |
| <input type="checkbox"/> 不參加 No, I will not attend the group insurance<br>(the insurance contract will be finished and the exceeding will be reimbursed if there is left. <b><u>Please provide the bank information and a copy of passbook cover</u></b> ) | (signature 簽章) |
| <input type="checkbox"/> 參加, 請務必繳納保險費用<br>Yes, I will join the group insurance and I will pay the fee                                                                                                                                                      | (signature 簽章) |

| 立書人基本資料                |  |                  |                      |
|------------------------|--|------------------|----------------------|
| 姓名<br>Name             |  | 學號<br>Student ID |                      |
| 身分證字號<br>ARC No.       |  | 系所<br>Institute  | 生科所國際研究生<br>TIGP-MCB |
| 家裡電話<br>telephone      |  | 個人手機<br>Mobile   |                      |
| 休學期間<br>Leave duration |  |                  |                      |

## TIGP-MCB PROGRAM GUIDELINES FOR CHANGING THESIS ADVISOR

Changing thesis advisors is generally discouraged within the TIGP-MCB program. However, under some circumstances, a student/thesis advisor may request that a mentorship be discontinued. To do so, the following guidelines should be adhered to:

**1. Student has not yet passed the qualifying exam:**

The student and the original advisor should agree and complete the required documentation. The student can undertake one additional lab rotation before selecting a new lab among the TIGP-MCB faculty for thesis research. The new thesis advisor should also sign the “Changing thesis advisor” form and the “Thesis advisor record” form. Students should follow the study schedule of the TIGP-MCB program.

**2. Student has passed the qualifying exam and is in their 3rd or subsequent year of research:**

The student and the original advisor should agree and complete the required documentation. The student can undertake one additional lab rotation before selecting a new lab for thesis research. The new thesis advisor should also sign the “Changing thesis advisor” form and the “Thesis advisor record” form.

Should the student elects to choose a faculty member outside of TIGP-MCB Program; the student will have to switch into the corresponding TIGP program of the new thesis advisor.

Note: the duration of the PhD still cannot exceed 7 years even if a thesis advisor has been changed.

## APPLICATION FOR CHANGING THESIS ADVISOR

Student Information:

Student Name: \_\_\_\_\_ Year Enrolled: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

New Tentative Thesis Title: \_\_\_\_\_

**New Thesis Advisor:**

I am willing to serve as the thesis advisor of \_\_\_\_\_ (Student Name).

Advisor's Name: (print) \_\_\_\_\_ Institute: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note: The thesis advisor shall be the corresponding author of the publication for graduation.*

**Initial Thesis Advisor:**

I acknowledge the request by \_\_\_\_\_ (Student Name) to change thesis advisor.

Advisor's Name: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ *I agree that the current research and experimental data can be continued in the future lab and used for graduation.*

| TIGP-MCB PROGRAM GUIDELINES FOR GOOD PRACTICE IN GRADUATE EDUCATION                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>It is essential and important that GRADUATE STUDENTS should :</i></b>                                                                                                                                                                                                                                                                          | <b><i>FACULTY ADVISERS should:</i></b>                                                                                                                                                                                                                |
| <b>1</b> Conduct themselves in a mature, professional, and civil manner in all interactions with faculty and staff.                                                                                                                                                                                                                                  | <b>1</b> Interact with students in a professional and civil manner in accordance with institutional policies governing nondiscrimination and sexual harassment.                                                                                       |
| <b>2</b> Recognize that the faculty adviser provides the intellectual and instructional environment.                                                                                                                                                                                                                                                 | <b>2</b> Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, or nationality.                                                                                                                           |
| <b>3</b> Take the initiative in research learning and exercise the highest integrity in taking examinations and in collecting, analyzing and presenting research data.                                                                                                                                                                               | <b>3</b> Have a clear understanding with graduate students about their specific research responsibilities for completion of their dissertation.                                                                                                       |
| <b>4</b> Devote an appropriate amount of time and energy toward achieving academic excellence in order to earn the degree.                                                                                                                                                                                                                           | <b>4</b> Evaluate student's work in a <u>timely</u> manner.                                                                                                                                                                                           |
| <b>5</b> Communicate regularly with faculty advisers, especially in matters related to research and progress within the graduate program.                                                                                                                                                                                                            | <b>5</b> Have responsibility for monitoring the accuracy, validity, and integrity of the student's research and assist graduate students to develop grant writing skills.                                                                             |
| <b>6</b> Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.                                                                                                                                    | <b>6</b> Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.                                                                                         |
| <b>7</b> Maintain the confidentiality of professional activities and research prior to presentation or publication.                                                                                                                                                                                                                                  | <b>7</b> Create an ethos of collegiality and high standards of research ethics.                                                                                                                                                                       |
| <b>8</b> Acknowledge the contributions of the faculty adviser and other members of the research team to the student's work in all publications and conference presentations.                                                                                                                                                                         | <b>8</b> Prepare students to be competitive for employment and make use of professional contacts for the benefit of their students, as appropriate.                                                                                                   |
| <b>9</b> Recognize that faculty members have broad discretion to allocate their own time and other resources in ways which are academically productive.                                                                                                                                                                                              | <b>9</b> Faculty should be aware of NOT:<br>Exposing themselves to conflicts of interest.<br>Impeding a graduate student's progress toward the degree in order to benefit from the student's proficiency.<br>Requesting students to do personal work. |
| These guidelines were adopted from those of the University of Oregon and University of California, Davis, which will be reviewed regularly by the Curriculum & Degree Committee, with the intention of facilitating a constructive and instructive relationship between faculty and students undertaking thesis research under the TIGP-MCB program. |                                                                                                                                                                                                                                                       |

## 國際研究生「分子與細胞生物學」學程教授與研究生論文指導互動準則

2009.08.28 Amended by MCB Curriculum Committee Meeting

2010.07.27 Announced by MCB Union Committee Meeting

第一條 為規範論文指導教授與研究生之互動關係，訂定本準則。

This guidelines are set to mediate of the disputes between students and advisors if any situation occurs.

第二條 研究生應於學程規定之期限內，選定學位論文指導教授(以下簡稱指導教授)，並持指導教授之書面同意書，向學程辦公室登記。

Graduate students should choose thesis advisor by the timetable and register with Office of program with the specific form with completion.

第三條 學程召集人於研究生無法覓得指導教授或指導教授因生病、辭職、出國及過世等因素無法再繼續指導時，應提供必要之協助。

Program coordinator shall provide the necessary assistance if the student can find the research lab or the thesis advisor quit the program due to some inevitable reasons.

第四條 研究生欲變更指導教授，需準備以下書面文件提經學程召集人核備，若無違反學程相關規定，於十日後自動生效。

(一) 研究生聲明「在未得原指導教授之書面同意時，不以與原指導教授指導之研究計畫成果當作學位論文之主體」之聲明書。

(二) 於原指導教授同意下，簽署「雙方可共同發表原研究計畫成果」或「原研究計畫成果發表權為其中一人所有」之協議書。

(三) 新的指導教授之書面同意書

前項之文件需正本三份，經學程召集人核備後，一份給原指導教授，一份留學程辦公室，一份研究生自行保留。

If the student wants to change the thesis advisor, he/she shall prepare the following documents to report to the program and it will be in effect within 10 days without any dispute arised.

1. The agreement to change thesis advisor with the previous thesis advisor signature

2. the new thesis advisor record form with thesis advisor signature

3. the agreement on the property of intelligence signed by the previous thesis advisor.

第五條 指導教授因故主動提出中止指導關係時，應提書面資料向學程報備並副知研究生，國際研究生學程及合作大學系所辦公室，研究生於接獲通知後，得以書面向學程提出異議之聲明。

學程應於受理聲明書後，由學程召集人於兩週內邀集指導教授、學程資深專任教師(副教授或副研究員以上)三人，其中研究生得推薦一人及研究生本人，召開協調會議，以協助師生雙方妥善解決問題，協調結果應作成書面紀錄。

經中止指導關係後，學程應盡量協助研究生另覓新的指導教授。

If the thesis advisor submit the termination of mentorship, he/she should submit the report to program office, office of partner university and also copy to the student. The student can submit the objection statement to Office of program.

The program coordinator should call a meeting among thesis advisor, at least 3 senior faculty (associated or above professors or principal investigators) and the student within two weeks after the statement is received. The student can recommend one faculty. The meeting is to mediate and assist the thesis advisor and student relationship and mentorship. All the mediation should be kept in minutes and kept by office of program. The program should try to assist the student to find a new thesis advisor if the mentorship is ended up.

第六條 更換指導教授之研究生舉辦學位論文口試十天前應將一份論文稿送原指導教授親自簽收。如發生對聲明書相關之爭議，原指導教授應於口試五天前向學程提出申訴，提出申訴後，口試暫停；由學程教務會議於一個月內裁決之。

The graduate student should submit the dissertation manuscript to the previous thesis advisor 10 days before the degree oral defense date. If any dispute of property of intelligence occurs, the previous thesis advisor should apply for appeal to program. The degree oral defense will be suspended temporarily.

第七條 研究生已達最低修業年限且自認為符合學程研究生申請口試資格，仍無法獲得指導教授同意進行學位論文口試，可向學程提出申訴。研究生提出申訴後，學程召集人應召集至少5人以上之論文評議委員會(含該生原論文委員會委員，並得由學生推薦1名相關領域委員)，採多數決投票，並於一個月內將處理結果書面通知申訴之研究生。學程學生事務委員會主席應列席該項會議，不參與投票。

The student can apply the appeal under the criteria meet:

1. who has reached the minimum length of study
2. who has considered himself fulfilled and eligible for oral defense examination
3. can't get the thesis advisor's consent to apply

Program shall call a meeting more than five members among the original thesis committee and one member recommended by the student(optional) to have the majority vote. The result should be submitted to the student within one month. The chairperson of student affair committee should sit-in the meeting not involving the ballot-casting.

第八條 研究生未依本準則規定而逕自更換指導教授時，其學位考試成績不予承認。

The student change the thesis advisor without following the guideline, the oral defense application will NOT be processed.

第九條 本準則經教務會議通過後自公布日施行。

The guidelines are amended by curriculum committee meeting and be in effect from the announced date.

### Faculty member duties

TIGP-MCB faculty members are expected to participate in the program, including administration, teaching and course organization, seminars, qualifying exams and progress reports, etc. The minimal duty for TIGP-MCB faculty is 30 credits every 3 years. (See TIGP-MCB Faculty Credit Assignment)

### Language

All courses (lectures, discussions, and exams) should be conducted in English. Thesis advisors should try to provide an environment friendly for foreign students.

### Taking students

The decision on taking a student is based on mutual agreement between the student and the advisor. Each lab can take no more than two students per year, and a maximum of **four** students at any given time of the TIGP-MCB program. The number of students per lab is subject to change according to student enrollment.

**In addition, a faculty member is not eligible to take any new student if any one of the following conditions is met.**

1. There are two sixth-year students or one seventh-year MCB student with no manuscript submitted in preparation for thesis defense.
2. Faculty members who reach the age of 65.
3. Shortage of lab funding to support the minimum amounts for studentship stipend.

### Offering a new course

The course organizer should submit a description of the course, including the purpose, syllabus and potential lecturers, to the Curriculum and Degree Committee of the TIGP-MCB program to apply to start a new course. The Curriculum and Degree Committee will determine whether the course is suitable for the program.

### Course evaluation

The Curriculum and Degree Committee will survey students' responses to all courses. A course will be canceled if it cannot fulfill its purpose as established by the organizer.

### Other Graduate Programs offered by TIGP

All courses offered by MCB, MM, CBMB and MBAS are in principle open to all students in these four graduate programs. However, the teaching credits for a course can only be applied to one of the graduate programs.

### Joining the TIGP-MCB program

1. The Curriculum & Degree Committee will decide whether to recruit new faculty members based on the following conditions:
  - a. Student-to-faculty ratio > 1
  - b. Faculty vacancy in MCB research fields
2. MCB will make an announcement on the official website in March each year for the availability of new faculty positions. Faculty from Academia Sinica (assistant research fellow and above) and National Defense Medical Center (assistant professor and above) can submit an application to MCB Office in April.
3. New faculty will join the program in September of the coming academic year. New faculty of Academia Sinica and National Defense Medical Center can apply at any time.
4. Under some special circumstances, the professor from Academia Sinica and National Defense Medical Center can be accepted and listed as the affiliated non-MCB faculty to supervise one MCB

student as the thesis advisor. The affiliated non-MCB faculty should follow the MCB program administration and curriculum to fulfill the thesis advisor's obligation. The affiliated non-MCB faculty should fulfill 5 faculty credits per year until the student graduation.

## TIGP-MCB FACULTY CREDIT ASSIGNMENT

(Faculty Credit Assignment revised on June 12, 2017)

| <b><i>TIGP-MCB Faculty Credit Assignment</i></b>                          |                                       |                      |
|---------------------------------------------------------------------------|---------------------------------------|----------------------|
| <i>The minimal duty for each MCB faculty is 30 credits every 3 years.</i> |                                       |                      |
| <b><i>Category</i></b>                                                    | <b><i>Duty</i></b>                    | <b><i>Credit</i></b> |
| <b><i>Course</i></b>                                                      | Organizer                             | 1 /credit            |
|                                                                           | Lecturer                              | 2/teaching hour      |
| <b><i>Seminar</i></b>                                                     | Organizer                             | 1/semester           |
|                                                                           | Coach student                         | 2/student            |
|                                                                           | Sit-in professor                      | 1/student            |
|                                                                           | providing paper(s)                    | 1/semester           |
|                                                                           | Attendance*                           | 1/seminar            |
| <b><i>Thesis research</i></b>                                             | Thesis advisor                        | 2/graduation         |
|                                                                           | Progress report/committee             | 2/report             |
|                                                                           | Qualifying exam chair                 | 4/exam               |
|                                                                           | Qualifying exam                       | 3/exam               |
| <b><i>Administration</i></b>                                              | Program coordinator                   | 10/semester          |
|                                                                           | Committee chair                       | 6/semester           |
|                                                                           | Committee member                      | 3/semester           |
| <b><i>Ad hoc committee</i></b>                                            | Workshop/special lecture              | 3/workshop           |
|                                                                           | Host for 1 <sup>st</sup> year student | 3/student            |
|                                                                           | Admission work                        | 3/year               |

\*Attendance of student seminar, open research seminar and defense open seminar will be accumulated into individual faculty credits.