



Student Regulations

**TAIWAN INTERNATIONAL GRADUATE PROGRAM
CHEMICAL BIOLOGY & MOLECULAR BIOPHYSICS**

Table of Contents

Resources and Information	1
Administration of the Graduate Program in the CBMB	1
Responsibilities and Expectations of Students and Supervisors.....	2
Responsibilities of Graduate Students	2
Responsibilities of Supervisors	3
What Supervisors Expect of Graduate Students	4
New Students, Check-In Procedure	4
Choosing a Research Supervisor	5
Preamble	5
The Process	5
The Supervisor	5
Co-Supervisor	6
Termination of the Student-Supervisor Relationship	6
General Program Requirements for All Graduate Students	7
Selection of a Supervisory Committee	7
Graduate Ethics Training	7
Annual Progress Report	8
English Proficiency Requirements	8
Publication Regulations	8
Fellowship and Stipend Regulations	8
Change of Category/Fast Track PhD	9
Specific Requirements for the CBMB Program	10
Credit Requirements and Details	10
Qualifying Examination	11
Pre-Oral	13
Thesis Defense and Final Oral Examination	13
Application for Degree	14
Check-Out Procedures	14

Resources and Information

The rules and guidelines listed in the following pages are intended to assist students studying in the TIGP-CBMB Program. Students are strongly encouraged to become very familiar with all information and regulations for the CBMB Program and the affiliated university.

In order to continue in the program, all students must ensure they follow regulations set between their registered department/college/institute and the CBMB Program. They should maintain good standing academically and perform satisfactorily in the lab. In the following situations, students' monthly stipend may be deducted or asked to withdraw from the program.

- Missing important deadlines (i.e. Progress Reports, Qualifying Exam)
- Unable to fix the lab by the end of the first academic year or unable to find a new lab to join within the deadline upon change of labs.
- Failure to pass the Qualifying Examination within regulated timelines
- Misconducts

For additional information on tuition and fees, policies, housing, taxes etc., students should refer to the TIGP website: <https://tigp.sinica.edu.tw/>

Administration of the CBMB Program

The director of the CBMB Program, Dr. Todd Lowary, is the Director of the Institute of Biological Chemistry, Academia Sinica. The program coordinator, Dr. Cheng-Chung Wang handles administrative and academic aspects of the CBMB Program. The program secretary, Ms. Ting-Yang Vicki Huang manages the non-academic issues such as registration, award applications, oral exam applications, and records. Students should consult either of these individuals when questions or problems arise. Initial inquiries should be directed to Ms. Vicki Huang (in person or via email at vicki0315@as.edu.tw).

Several committees manage the general aspects of the program. These committees are coordinated by the CBMB Coordinator, who directs specific issues to the committees as appropriate.

Admissions Committee

- Promotion and advertising for program admissions
- Promotion and advertising information
- Review and revision of the application requirements
- Application review, interviews, admissions meeting
- New student affairs
- Co-organizer of program events

Academic Affairs Committee

- Review and revision of student graduation requirements
- Rotation arrangement
- Course affairs
- Exam affairs (qualifying exam, pre-oral exam, final defense)
- Course reviews and suggestions
- Co-organizer of program events

Student Affairs Committee

- Student event affairs
- As supervisors of new students
- Student counseling and care
- Alumni affairs
- Annual progress of the study
- Rewards and punishments
- Co-organizer of program events

Management Committee

- Application of new faculty
- Changes in the status of faculty
- Revision of the Administration of the TIGP-CBMB Program
- Consideration of proposals from the Coordinator and Committee Chairs

Responsibilities and Expectations of Students and Supervisors

Responsibilities of Graduate Students

Graduate students are expected to become familiar with all regulations and deadlines relating to their divisions. The word “division” here is defined by which university department/college/institute the student is assigned and registered with. There are three divisions:

- National Taiwan University, Institute of Biochemical Sciences, College of Life Sciences (NTU IBS)
- National Tsing Hua University, College of Life Sciences and Medicine (NTHU CLS)
- National Tsing Hua University, Department of Chemistry (NTHU CHEM)

Students must ensure that their registration is current and accurate, that all fees are paid, and that all required forms and documents are completed, signed and submitted by the due dates and in the way as detailed in all communication.

International students are responsible for ensuring that their immigration and related documents are

valid, and that they and members of their family who are in Taiwan are living, working and studying in conformity with Taiwanese laws, and to inform the program office about their immigration status on an annual basis, or more frequently should change occur.

Graduate students are expected to:

- Maintain open communication with their supervisor and all committees and seek their advice as soon as possible when problems arise.
- Inform their supervisor regularly about progress, via the mechanism required by their supervisor, and prepare an annual progress report for distribution to their supervisory committee.
- Endeavour to meet program deadlines in order to complete all program requirements within the prescribed time limit set by the program and registered department/college/institute and university.
- Meet deadlines for any scholarship applications and seek assistance from the program in the application process.

Responsibilities of Supervisors

In this capacity, the supervisor will assist the student in planning their research program. The supervisor also ensures that the student is aware of the regulations of the CBMB program and the student's registered department/college/institute and university, provides advice on all aspects of the program, and keeps informed of the student's research activities and progress. The Supervisor ensures that the student conducts research in a safe, effective, and productive manner, ensures that examinations are scheduled and held in accordance with regulations, assists the student in preparing for the seminar and candidacy examination, and reviews the thesis both in the draft and final forms.

The supervisor, with assistance from the program when appropriate, is expected to:

- Treat the student as a "junior colleague in research" and provide an environment in which the student can grow intellectually.
- Ensure that the student is aware of the expectations of the Supervisor and the program at the beginning of the supervisory relationship, and provide guidance in research and set standards expected and be accessible to give advice and constructive feedback.
- Work with the student to establish a supervisory committee as soon as possible after the student fixes his or her lab, and ensure that it maintains contact with the student and reviews the annual progress report.
- Establish with the student, a realistic timetable for completion of the various phases of the program.
- Ensure that sufficient funding, program and supervisory resources are provided for each

student under their supervision.

- When going on leave or an extended period of absence, ensure the student affairs committee is notified.
- In consultation with the student, set up degree examination committees and dates.

What Supervisors Expect from Graduate Students

- Enthusiasm and curiosity toward research, and willingness to learn new things.
- Commitment to achieving high academic performance in courses taken.
- Dedication, hard work, and the taking of ownership of their research program.
- Commitment to meet program deadlines and to discuss difficulties and problems when they arise.
- Open communication about challenges the student is facing.
- Professional conduct in their research, teaching, and other scholarly activities.

New Students, Check-In Procedure, and Orientations

An email containing important information for new graduate students will be sent after admitted, which specifies information on the check-in procedure of the student's university, the CBMB program, online and on-site orientations, tuition fee and credit fee payment, course, and health check procedures. A separate email with regards to diploma and transcript attestation and visa application will be communicated directly by the TIGP head office.

Guidelines and documents are released on the CBMB website.

Apart from the TIGP orientation, the CBMB provides an orientation for new graduate students when they arrive. The orientation schedule will be provided separately. All entering graduate students are expected to attend the orientation.

During the program's orientation, all new graduate students will obtain graduation requirements, which specify detailed requirements, e.g. courses and credits, publications, English proficiency, qualifying examinations, and progress reports for their respective divisions. Students will select courses via the university's course selection system within the regulated timeframes of their registered universities.

All entering graduate students meet with the chairs of the CBMB committees during the orientation session. The coordinator will cover an overview of the program, and the chair of the Academic Affairs Committee will go over credit requirements and briefly introduce courses offered by the CBMB. And will talk about qualifying exams for each division. The chair of the Student Affairs Committee

provides broad oversight and policy guidance to promote a safe and supportive learning environment that encourages student academic success, growth, and personal development. The chair of the Student Affairs Committee also introduces the program's general policy such as leave application. Prior to choosing a research supervisor, the Student Affairs Committee acts as a "surrogate supervisor" to the first-year graduate students. Students should feel free to consult the appropriate member of the Committee with academic, course-related concerns and/or problems. Apart from a student card issued by the student's registered university, all students will obtain an ID card provided by the Institute of Biological Chemistry, Academia Sinica. Students must return the IBC card to the Program Office when their stipend payment institute changes to their Supervisor's affiliated institutes or when they leave or graduate.

Choosing a Research Supervisor

Preamble

Choosing a research supervisor is the most important decision students make in their graduate career and hence the process must be approached with seriousness, care and diligence. Indeed, students are making a commitment to work under the supervision of a CBMB faculty member for the duration of their graduate career in the CBMB Program.

In selecting a supervisor, students should not only meet with faculty, but also with members of the lab. This will ensure that they will get a complete picture of expectations, research atmosphere and supervisor-student interaction in the group.

The Process

Entering graduate students must select a CBMB faculty member as his/her research supervisor by the end of the first academic year. A qualified research supervisor must be a member of CBMB program, and must have sufficient faculty points and funds. We strongly advise that new students contact the faculties of interest well in advance, to discuss the possibility of joining the lab and potential research projects. Detailed faculty information can be found in the "Faculty" section on the CBMB website.

After selecting a supervisor, the students must submit the signed Supervisor Confirmation Form to the program by the end of the first academic year. The form confirms that both the student and supervisor have reached an agreement to start the Student-and-Supervisor Relationship. Failure to submit the Supervisor Confirmation Form by the deadline is subject to withdrawal from the program.

The Supervisor

The Supervisor is directly responsible for the student's academic and research performance in accordance with CBMB policies. The supervisor and also the Supervisory Committee have the obligation to provide mentorship and guidance to the student's thesis research and to oversee the

student's overall academic performance. The obligations include:

- Treat the student as a young scientist and provide a nurturing environment in which the student can grow intellectually and gain independence.
- Work with the student to establish a Supervisory Committee as early as possible once the student has joined the lab.
- Ensure that the student fully understands the expectations, requirements and standards set forth by the supervisor and CBMB program.
- Help the student establish a reasonable timeline to complete academic requirements and achieve research goals.
- Provide constructive feedback and honest evaluation to the student in person and also on the annual Progress Report.
- Ensure that the funding is sufficient to provide the student's stipend.
- When going on leave or an extended period of absence, ensure the Student Affairs Committee is notified.
- When approaching the expected graduation date, set up degree examination committees and dates in consultation with the student.

Co-Supervisor

If the main Supervisor the student chooses is not a member of faculty at the student's registered university department/college/institute or not a joint appointment professor (合聘) between the student's registered university department/college/institute and Academia Sinica, the student must have a co-supervisor who has the above-mentioned credentials. The supervisor should suggest co-supervisor candidates to the student.

Termination of the Student-Supervisor Relationship

Either the student or the advisor can initiate the termination of the student-supervisor relationship. Students can submit the form **Request for Termination of the Student-supervisor Relationship** to the Program Coordinator, the Chair of the Student Affairs Committee and the Program Secretary, while the supervisor is required to submit the form **Request for Improvement of the Student**. We encourage the student and the Supervisor to try to discuss and work out the difference first. If the termination is to proceed without mutual agreement between the student and the Supervisor, the Coordinator and/or the Student Affairs Committee will hold individual meetings with the Supervisor, the student and at least one senior laboratory member to investigate the circumstance.

To facilitate the smooth transfer to a new lab, the student should identify a new Supervisor and obtain

a mutually signed agreement between the current and the future Supervisors by form **Confirmation of Thesis Supervisor Change**. If the student has difficulty finding a new Supervisor, he/she is encouraged to contact the Student Affairs Committee and the Program Coordinator for advice during the re-assignment process. The maximum duration (7 years) of his/her Ph.D. study will not be extended due to the change of the thesis supervisor.

Considering the time needed to process the student-supervisor termination, there should be maximum **two months** as buffering period before the termination becomes effective (based on the date specified in the submitted Request for Termination of the Student-supervisor Relationship/ Report for Improvement of the Student). Once the supervisory relationship is terminated, the student will not receive a monthly stipend from the Program or the Supervisor. Stipend suspension becomes effective after the termination is applied and stops until a new supervisor is assigned. There will be no reimbursement for the suspended stipend.

If the student cannot have a supervisor within one month after the termination of the previous supervisor, the student would be withdrawn from the program.

General Program Requirements for All Graduate Students

Selection of a Supervisory Committee (Progress Report Committee)

The Supervisory Committee (Progress Report Committee) is established by the student, in consultation with the supervisor, soon after a choice of supervisor is made, but no later than the first progress report.

The committee should consist of at least three members, including the supervisor and the co-supervisor.

The role of the committee is to monitor the student's degree program, and to provide support and guidance when needed. Students should feel free to consult with committee members and to ask for a meeting of the committee if the need for such should arise.

The Supervisory Committee should attend the student's annual progress report meeting.

Graduate Ethics Training

All students are required to complete the academic integrity and ethics training held by the TIGP and their registered university before regulated deadlines. This requirement is absolute and no exceptions are made; you will not be allowed to continue in the program if this requirement is not completed within the regulated timeframes. It is the student's responsibility to ensure that necessary hours of training are taken.

Annual Progress Report

The occasion of the Annual Progress Report provides an opportunity to review progress and plan for the upcoming year. All students are required to hold an annual dissertation supervisory committee meeting starting in the 3rd year of the program before 31st May every year, until graduation.

The committee should consist of at least three members, including the supervisor and the co-supervisor.

English Proficiency Requirements

Each division has slightly different English proficiency requirements. It is the student's responsibility to fulfill the English proficiency requirements set for his or her registered department/college/institute. Specific requirements and guidelines can be seen on the graduation requirement forms.

Publication Regulations

Publication regulations have been defined in the *Graduation Requirements*. All CBMB students should be aware when publishing research results conducted during their study at the TIGP-CBMB, they should acknowledge the support of the TIGP-CBMB and its affiliated institution, and their registered department/college/institute.

Fellowship and Stipend Regulations

Once admitted, TIGP students receive a stipend of NTD34,000/ month for the first year. For students who perform well, this scholarship/stipend will be extended for 2 more years. Post the scholarship/stipend allowance period, further financial support is dependent upon individual thesis advisors.

Academic integrity is one of our core values which is taken very seriously and it is your responsibility as a student to know, understand, and follow the Academia Sinica and partner university policies.

Violations can have serious consequences, affecting your grades, stipend, academic standing, and future career.

The Student Affairs Committee will review the student's academic and research performance, and reserve the right to decide the stipend amount. The committee will also take into consideration personal or unforeseeable issues that affect the student's performance. It is the student's responsibility to contact Student Affairs Committee for help when any issues arise.

Change of Category/ Fast Track PhD

Students who register with a Bachelor's degree will be assigned to the Department of Chemistry or College of Life Sciences and Medicine, National Tsing Hua University by default. The fast-track Ph.D. students should obtain 30 credits in total with 24 credits gained from specialized courses in the field of chemical biology and molecular biophysics in order to graduate. In the second academic semester, after the student joins the program, the student should make the application to transfer to the Ph.D. track within the deadline by the program office. The student should maintain good academic standing in the program to be eligible to apply for the transfer.

The student should prepare the following documents in order to complete the transfer by the designated deadline provided by the office.

- a) An application form
- b) Two rotation reports
- c) An official transcript
- d) Two letters of recommendation (there is required format for NTHU CHEM students. Please refer to the department website)

Specific Program Requirements for All Graduate Students

Credit Requirements and Details

Enrollment in and passing two (2) one-term compulsory specialized graduate courses (7 credits total), four to six (4-6) general compulsory courses depending on the student's registered department/college/institute, two to four (2-4) elective specialized courses relating to the field of chemical biology and molecular biophysics to complete the credit requirements set for their registered department/college/institute.

- a) At least 12 credits from specialized courses in the field of chemical biology and molecular biophysics should be earned for a student who joins the program with a master's degree, and at least 24 credits are required for a student who joins with a bachelor's degree.
- b) Required specialized courses refer to Discussion in Advanced Chemical Biology I, Advanced Chemical Biology II (NTHU CHEM division), or Experimental Molecular Biophysics (NTU IBS division and NTHU CLS division).
- c) General required courses are Faculty Presentation (1 term), Seminar (4 terms), Colloquium (4 terms for general Ph.D. students, and 6 terms for fast-track Ph.D. students), Lab Rotation (register in Spring term of year one for NTU IBS and NTHU CLS students; register two terms for NTHU CHEM Ph.D. students with the name changing to Seminar I and Seminar II), Teaching Practice (one term and NTHU CHEM Ph.D. students only) Elementary Chinese I and II for students whose first language is not Chinese (2 terms)
- d) Specialized elective courses offered by the CBMB are Discussion in Advanced Chemical Biology II (3 credits), Experimental Molecular Biophysics (3 credits), Carbohydrate Chemistry (2 credits), Characterization and Data Reporting of Organic Compounds (2 credits), NMR Spectroscopy-based Metabolomics (2 credits), Glycobiology (2 credits), Pharmaceutical Chemistry (2 credits), Chemistry of Natural Products (2 credits), Computational Chemistry Related to Drug Design (1 credit)
- e) All courses that students wish to use to fulfill their credit requirements must be related to the field of chemical biology and molecular biophysics. If the courses students intend to take are not included in the list provided by the CBMB program, they may apply for approval to have these courses counted toward their graduation credits. The Academic Affairs Committee has the right to approve the application.
- f) Transfer credits may be granted by the program, but you need to apply through your registered universities within regulated times. Courses/credits that you intend to transfer must be at the graduate school level, related to the field of Chemical Biology and Molecular Biophysics, and delivered in English. The number of credits of courses must be equal to or be less than the original courses taken in other universities/institutes when making a credit transfer. Whether or not the application will be successful lies on the rule

of the department/college/institute that the student registers with and the joint decision of the Curriculum Committee.

- g) Detailed credit distribution and requirements for compulsory courses of each division excluding Chinese and Thesis Research are as below:

“V”: required	NTU	NTHU	
Minimum credit requirements (units)	IBS (23)	CLS (23/30)	CHEM (20/30)
Faculty Presentation (1)	v	v	v
Seminar (4)	v	v	v
Colloquium (4)	v	v	v
Lab Rotation (2)/ Seminar I&II (4) NTHU	v	v	v
Advanced Chemical Biology I (4)	v	v	v
Advanced Chemical Biology II (3)			v
Experimental Molecular Biophysics (3)	v	v	
Teaching Practice (1)			v

*Elective courses refer to graduation requirements of each division.

Qualifying Examination

Graduate students must pass the qualifying examination in the form that their registered department/college/institute and the program agree on by the deadlines set between the program and university department/college/institute, as specified in the *Graduation Requirements*. Specific requirements and regulations can be found on the CBMB website.

Qualifying Examination Deadlines:

- a) NTU IBS and NTHU CLS students must pass the MB-track qualifying exam before the end of the second academic year. The deadline is 31 July (enroll in the Autumn semester) or 31 January (enroll in the Spring semester).
- b) NTHU CHEM students: Students should pass their qualifying examinations before the end of the third academic year after starting the Ph.D. program. Students may choose any of the following division to pass the qualifying exam:
 - i. analytical chemistry
 - ii. organic and inorganic chemistry
 - iii. biochemistry
 - i v . materials chemistry

Regulation: <https://chem-en.site.nthu.edu.tw/p/406-1293-189789,r2603.php>

- c) NTHU CHEM fast track students: Students should pass the qualifying examinations within four years of joining the CBMB program. Students may choose any of the following division to pass the qualifying exam:
 - v. analytical chemistry
 - vi. organic and inorganic chemistry
 - vii. biochemistry
 - v i i i . materials chemistry

Regulation: <https://chem-en.site.nthu.edu.tw/p/406-1293-189789,r2603.php>

Pre-Oral Exam

NTHU CHEM students are required to do the pre-oral exam before the final defense. NTHU CHEM students can do the final defense 12 months after doing the pre-oral exam. Failure to complete the above-mentioned requirements means the student will not be able to continue in the program and the university.

In the year that students hold the pre-oral exam or a final defense, students will not need to hold a progress report meeting for that year, as they will do either the pre-oral exam or the final defense by the year. But students have to submit the exemption form.

Thesis Defense and Final Oral Examination

Doctoral students must do research work under the direction of a CBMB faculty member, and must submit the results of the research in the form of a Doctoral dissertation to a committee consisting of 5-9 professors (assistant professor and above, including dissertation supervisor and the co-supervisor from student's registered university). The committee members will nominate the committee chair (who cannot be the dissertation supervisor). The committee will grade the candidates based on the dissertation content and oral exam performance. The minimum passing grade out of 100 is 70. However, the student does not pass if more than 1/3 (2 persons) of the examiners give a score lower than 70. Students will have one chance to retake the exam, which must be completed before the end of the 7th academic year.

Application details can be found in the graduation requirements and applications should be sent to the CBMB office for first stage evaluation before being sent to the university to complete the application procedure. Students should allow themselves and the office sufficient time (at least two weeks before regulated deadlines) to send and review the oral application package.

The presentation for the student's final defense should be public. The program office will announce the information for the presentation with a poster.

Application for Degree

Graduate students can receive their Ph.D. diplomas from their registered universities after submitting the dissertation to the university and completing the “leaving procedure” of the university. Students can use their degree issued by their registered university with an application to apply for a recognition degree issued by the TIGP. Please refer to the TIGP website.

Check-Out Procedures

All graduate students must obtain a Check-Out List on the university website and they must complete the form, have it signed by relevant personnel, and returned it to the Office of Academic Affairs before they leave their registered department/college/institute.