

# Requirements and Guidelines for Ph.D. students of the Department of Biomedical Sciences, National Chung Cheng University

1. Admission:
  - a. Students who have received a master's degree from an accredited college or university or are verified to be with an equivalent educational level may apply and admitted in an open admission process.
  - b. Students with an equivalent educational level refer to ones that have a bachelor's degree and have worked for more than six years, and have also accumulate enough publications, judged by the departmental committee.
  - c. The master graduate of this department may apply to advanced directly to the Ph.D. program.
  - d. Applicants from foreign countries may apply for the admission of Ph.D. program of this department following relevant rules and guideline specified elsewhere.
  
2. Admission process:
  - a. Applicants of the Ph.D. program are admitted according their academic achievements (50%) and interviews (50%).
  - b. Academic achievements of the applicants are judged according their grades, master's thesis, publications, and recommendation letters.
  
3. Courses:
  - a. Ph.D. students of this program are required to take at least 18 credits of courses (not including 12 credits of Ph.D. thesis dissertation) to graduate. In addition, all students are required to take two core courses, including four credits of seminar and six credits of advanced cellular and molecular biology.
  - b. Students who are advanced directly from the master program are required to take 30 credits of coursed in total.
  - c. The new student of PH.D program has to practice academic study Research Ethics Education Online Program, according to Regulations Governing the Implementation of the "Postgraduate Education on Academic and Research Ethics" Course at National Chung Cheng University, before the end of the first semester. Showing the practice- passed certification to apply the degree exam. While those who doesn't pass the course fail to apply for the degree exam.

4. Qualifying Examination:
  - a. Ph.D. students should determine their thesis advisor before the end of the first semester.
  - b. Ph.D. students should pass the qualifying examination within four years after their admission. If a student fails to pass the examination, he or she will not be eligible to enroll in the next semester.
  - c. The qualifying examination including both written and oral components. Details are specified elsewhere.
  
5. Thesis progress report:
  - a. After passing the qualifying examination, Ph.D. candidates should report their research progress to their thesis advisory committees at least once a year, and deliver a copy of the reports to the departmental committee.
  - b. A thesis advisory committee should consist of at least four faculty members (including the thesis advisor of the student). The Thesis advisor of the student may select the members of the committee,
  
6. Ph.D. thesis examination:
  - a. After a Ph.D. candidate passes the qualifying examination, fulfills the course requirement, and completes his (or her) Ph.D. thesis, he (or she) may apply to the office of academic affairs, with the recommendation of his (or her) thesis advisor committee, to conduct the Ph.D. thesis examination.
  - b. Students who have fulfilled any of the following requirements are deemed to have completed their Ph.D. thesis:
    - (1) publish at least two papers in journals that are recognized by SCI and with impact factors higher than 2.0 or ranked in the front 50% of any field.
    - (2) publish at least one paper in a journal that is recognized by SCI and with an impact factor higher than 5.0 or ranked in the front 20% of any field.
    - (3) accumulate enough research results that are approved by the departmental committee.If the above mentioned publications are multi-authored, the thesis advisor should clarify that the student is the main contributor.
  - c. Two weeks before the thesis examination, the student should deliver their properly formatted thesis to all the members of the thesis examination committee.
  - d. The members of the thesis examination committee should be recommended by the thesis advisor and selected by the principle.
  - e. The thesis examination committee should consist of 5 to 7 members from the

relevant field. The thesis advisor is the designated member and more than one third of the committee members should be from other universities than ChungCheng university.

- f. The score of the thesis examination is graded by the committee anonymously. Students receive score higher than 70 (including 70) pass the examination. However, students fail if they receive scores lower than 70 from more than one third of the committee.
- g. A students who fails the thesis examination may apply to retake the examination within one year. If he (or she) fails for the second time, he (or) she will be asked to leave the university.
- h. If a student is found to plagiarize, once the thesis examination committee confirm the plagiarism, the student will be deemed failed and will be expelled form the university.

7. Others:

- a. A Ph.D. student in this department should serve as a teaching assistant (TA) for at least one year within the period of the first three years.
- b. A Ph.D. student may not have other part-time or full time jobs without the written approval from his (or her) thesis advisor and the chairman of the department.
- c. After passing the qualifying examination, a Ph.D. candidate may be employed, with the recommendation of his (or her) thesis advisor, as a part-time lecturer according to the university regulation.

## **Ph.D. Qualifying Examination Guidelines**

The qualifying examination is divided into two phases: written examination and oral examination.

1. The written comprehensive examination is held once a semester, for which could be applied by the student one month before the end of every semester. The range of the written examination covers Cellular and Molecular Biology. The test of either subject can be taken separately. However, the students could take the written examination of Cellular Biology, or Molecular Biology only after he (or she) has completed the course of that specific subject at least one semester before the examination. The date of the written test would be selected and announced by the department every semester. All Ph.D. students should finish the written examination within four years. The minimum passing score is 70 out of 100.
2. After passing the written examination, the Ph.D. students could apply for his (or her) oral examination and set up an examination committee after the end of his (or her) second academic year. The examination committee consists of three to five members, including the advisor of the student and at least one faculty of the department. Also, all members of the committee should be at or above the level of assistant professor and be admitted by the head of the department. For the oral examination, the student should first submit his (or her) proposal to his (or her) examination committee. After the committee admits the proposal, the student is responsible for setting up the date and the location for the oral examination. The passing score is 70. The student who fails the oral examination is allowed to retake the examination only once, which needs to be held within three months. All Ph.D. students must pass the full qualifying examination within four years after their enrolment. After the student passes the qualifying examination, he (or she) is officially acknowledged as a Ph.D. candidate by the department.