

**INFORMATION AND ACADEMIC REQUIREMENTS
FOR GRADUATE STUDENTS**

**CHEMICAL BIOLOGY & MOLECULAR BIOPHYSICS,
TAIWAN INTERNATIONAL GRADUATE PROGRAMME**

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Resources and Information

The rules and guidelines listed in the following pages are intended to assist students study in the CBMB Programme. Students are strongly encouraged to become very familiar with all information and regulations for the CBMB Programme.

In order to continue in the programme, all students must ensure they follow regulations set between their registered departments and the CBMB Programme. 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 programme.

- Missing important deadlines (i.e. Progress Reports, Qualifying Exam)
- Unable to fix the lab by the end of first academic year (31 July) or unable to find a new lab to join for more than one month upon change of labs.
- Failure to pass the Qualifying Examination within regulated timelines
- Misconducts

For additional information on tuition and fees, policies, housing, tax etc., students should refer to the CBMB website: <http://proj1.sinica.edu.tw/~tigpcbmb/>

Administration of the CBMB Programme

The Director of the CBMB Programme, Dr Todd Lowary, is the Director of the Institute of Biological Chemistry, Academia Sinica. The Programme Coordinator, Dr Hans Chun-Hun Lin handles administrative and academic aspects of the CBMB Programme. The Programme Secretary, Ms Ting-Yang Huang (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@gate.sinica.edu.tw).

Several committees manage the general aspects of the programme. These committees (<http://proj1.sinica.edu.tw/~tigpcbmb/administration.htm>) are coordinated by the Coordinator, who directs specific issues to the committees as appropriate.

Responsibilities and Expectations of Students and Supervisors

Responsibilities of Graduate Students

Graduate students are expected to become familiar with all regulations and deadlines relating with their divisions. The word “division” here is defined by which university department that the student is assigned and registered with. There are NTU IBS division, NTU CHEM division, NTU DGP division, NTHU LS division, and NTHU CHEM division. 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 Programme Secretary; Vicki Huang, about their immigration status on an annual basis, or more frequently should changes 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 to prepare an annual Progress Report for distribution to their Supervisory Committee.
- Endeavour to meet programme deadlines in order to complete all programme requirements within the prescribed time limit set by the programme and registered department and university.
- Meet deadlines for any scholarship applications and seek assistance from the programme in the application process.

Responsibilities of Supervisors

In this capacity, the supervisor will assist the student in planning their research programme. The supervisor also ensures that the student is aware of the regulations of the CBMB Programme and the student’s registered department and university, provides advice in all aspects of the programme, 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 draft and final forms.

The Supervisor, with assistance from the programme 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 expectations of the Supervisor and the programme 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 programme.
- Ensure that sufficient funding, programme 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 of Graduate Students

- Enthusiasm and curiosity toward research, and willingness to learn new things.
- Commitment to achieve high academic performance in courses taken.
- Dedication, hard work and the taking of ownership of their research programme.
- Commitment to meet programme 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 around late July, which specifies information of check-in procedure of the student's university, and the CBMB Programme, online and on-sight orientations, tuition fee and credit fee payment and deadlines, course registration information and deadlines, 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.

Details on tuition and fees and cost of living can be found at: <http://proj1.sinica.edu.tw/~tigpcbmb/TuitionFinancialAidOthers.htm>

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 programme's orientation, all new graduate students will obtain [Graduation Requirements](#), which specify detailed requirements, e.g. courses and credits, publications, English proficiency, qualifying examinations, 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 programme, the Chair of the Curriculum Committee will go over credit requirements and briefly introduce courses offered by the CBMB. Chair of the Qualifying Examination Committee will talk about qualifying exams for each division, and 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 programme's stipend evaluation system.

Prior to choosing a research supervisor, the Student Affairs Committee acts as "surrogate supervisor" to the first year graduate students. Student 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 Programme 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 Programme.

In selecting a supervisor, students should not only meet with faculty, but also with graduate students in the group. 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 on July 31. A qualified research supervisor must be a member of CBMB Programme, 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 at the “Faculty Member” section on the CBMB website.

After selecting a supervisor, the students must submit the signed Supervisor Confirmation Form to the Programme by July 31. 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 stipend deduction or suspension, depending on the length of overdue. If the submission is overdue by less than one month, the student stipend will be deducted daily until the submission is received. If the overdue is beyond 1 month, the student’s status will be suspended and subject to re-evaluation by the Student Affairs committee. A deducted or suspended stipend will not be reimbursed.

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 obligations 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 understand the expectations, requirements and standards set forth by the supervisor and CBMB program.

- Help 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 or not an adjunct professor (合聘/兼任) between the student's registered university department and Academia Sinica, the student must find a co-supervisor who has the above mentioned credentials.

Termination on the Student-Supervisor Relationship

Either the student or the advisor can initiate the termination of student-supervisor relationship, by submitting a **written request with details** to the Programme Coordinator, the Chair of the Student Affairs Committee and the Programme Secretary. We encourage the student and the Supervisor try to discuss and work out the differences 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. On the signed agreement, an explanation on the change should be provided. If the student has difficulty finding a new Supervisor, he/she is encouraged to contact the Student Affairs and the Programme 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 thesis supervisor.

Stipend Issuance upon Termination on the Student-Supervisor Relationship

Once the supervisory relationship is terminated, the student will not receive monthly stipend from the Programme or the Supervisor. Stipend suspension becomes effective in the next month after the termination is approved and stops until a new supervisor is assigned. There will be no reimbursement of suspended stipend.

General Programme Requirements for All Graduate Students

Selection of a Supervisory Committee

The committee is established by the student, in consultation with the supervisor, soon after a choice of supervisor is made, but no later than entering year three (year two for students entering the Programme with a BS degree).

The role of the Supervisory Committee is to monitor the student's degree programme, 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.

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 programme if this requirement is not completed within the regulated timeframes. It is the student's responsibility to see that the 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 programme (3rd year students with MS degree and 2nd year students with BS degree) before 31st May every year. See template at: <http://proj1.sinica.edu.tw/~tigpcbmb/graduationrequirements.htm>

English Proficiency Requirements

Each division has slightly different English proficiency requirements. It is the student's responsibility to fulfill English proficiency requirements set for his or her registered department. Specific requirements and guidelines can be seen at <http://proj1.sinica.edu.tw/~tigpcbmb/graduationrequirements.htm>

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.

Example:

Chemical Biology and Molecular Biophysics Program, Taiwan International Graduate Program, Institute of Biological Chemistry, Academia Sinica, 128, Academia Road, Sec. 2, Nankang, Taipei, 115

Fellowship and Stipend Regulations

One of the central missions of Student Affairs is to evaluate and improve students' academic and research performance. To maintain a high standard, students meeting all expectations will earn the full stipend. Students who do not meet expectations will see a penalty in the form of stipend deduction according to CBMB Programme regulations (details below).

A scholarship of NTD 34,000 per month is guaranteed for the first year, provided that students fulfill all regulations and requirements, i.e. joining a lab for rotation at the regulated time. Starting from the second year, once the student has joined a lab, the stipend will be assessed based on academic and research performance, the latter is evaluated by the student's thesis advisor. Besides, if a student cannot join a lab for research by the deadline, or has to leave or change lab, the stipend issuance will be stopped and will not be reimbursed.

The student's performance will be assessed on a semester basis. At the end of each semester, the Supervisor will submit a formal evaluation form and propose the stipend amount for the upcoming semester based on research performance. For instance, student lab performance in fall semester of the second year determines the stipend for spring semester of the second year. Students will be assessed on attendance, scientific curiosity, research motivation, laboratory techniques, interactions with lab members, and academic ethics and integrity. The evaluation form will be reviewed by the Student Affairs Committee and used for stipend adjustment. The evaluation form will also be available for the student to view. The student has the right to appeal if he/she believes the evaluation is unfair. Student Affairs Committee will help the student and the advisor reach a consensus.

The student's academic performance in the first year will also be another criterion to determine the stipend for fall and spring semester of the upcoming year. Any stipend deduction will last for one semester (6 months) or until the next evaluation time. Students must pass the required courses (passing grade 73%) and the elective courses, including ones offered by other programmes and universities (passing grade 70%), to avoid deduction. Stipend deduction is NTD 3,000 per non-passed course.

The required CBMB courses:

- Discussion in Advanced Chemical Biology I
- Faculty Presentation
- Seminar
- Colloquium
- Lab Rotation or Seminar I&II
- Discussion in Advanced Chemical Biology II (CB track students)
- Experimental Molecular Biophysics (MB tract students)

Students will not be penalized, in the form of stipend deduction, for failing the qualifying examination. However, students should learn to strike a balance between lab work and exam preparation. Too much time spent on exam preparation often impacts the student's attendance and research progress, and hence affects the research performance.

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 Department of Chemistry, National Tsing Hua University by default. The fast track PhD 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. At the end of the first academic year after the student joins the programme, the student should make the application to transfer to the PhD track. The student should maintain good academic standing in the programme to be eligible to apply for the transfer. The student should prepare for the following documents in order to complete the transfer by the designated deadline provided by the office (usually mid-July).

- a) An application form
- b) Two rotation reports
- c) An official transcript
- d) 2 letters of recommendation

Specific Programme 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, two to four (2-4) elective specialised courses relating to the field of chemical biology and molecular biophysics to complete the credit requirements set for their registered departments.

- 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 programme with a master's degree, and at least 24 credits are required for a student who joins with a bachelor's degree.
- b) Required specialised courses refer to Discussion in Advanced Chemical Biology I, Advanced Chemical Biology II (NTU CHEM division and NTHU CHEM division), or Experimental Molecular Biophysics (NTU IBS division and DGP division, and NTHU LS division).
- c) General required courses are Faculty Presentation (1 term), Seminar (4 terms), Colloquium (4 terms for general PhD students, and 6 terms for fast-track PhD students), Lab Rotation (register in Spring term of year one for NTU IBS, CHEM, DGP, and NTHU LS students; register two terms for NTHU CHEM PhD students with the name changing to Seminar I and Seminar II), Teaching Assistantship (one term and NTHU CHEM PhD students only) Elementary Chinese I and II for students whose first language is not Chinese (2 terms)
- d) Specialised elective courses offered by the CBMB are Discussion in Advanced Chemical Biology II (3 credits), Experimental Molecular Biophysics (3 credits), Research Skill and Practice: NMR Spectroscopy(2 credits), Cryo-Electron Microscopy: Theory and Practice (I)&(II) (2 credits each), Mass Spectrometry-based Proteomics (2 credits), Pharmaceutical Chemistry (2 credits), Computer Modeling for Drug Design (1 credit), Chemistry of Natural Products (2 credits)
- e) All courses students wish to use to complete their credit requirements should be related to the field of chemical biology and molecular biophysics. The office usually provides a list of elective courses offered by other TIGP sub-programmes, which the CBMB recognizes for students to request open within regulated times.
- f) Transfer credits may be granted by the programme, 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 credit transfer. Whether or not the application will be successful lies on the rule of the department that the student registers with and the joint decision of the Curriculum Committee.

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

“V”: required	NTU			NTHU		
	IBS (23)	CHEM(26)	DGP(23)	LS (23)	CHEM(20)	NTHU(30) Fast track
Minimum credit requirements (units)						
Faculty presentation (1)	v	v	v	v	v	v
Seminar (4)	v	v	v	v	v	v
Colloquium (4/0 NTHU)	v	v	v	v	v	v
Lab rotation (2)/ Seminar I&II (4) NTHU	v	v	v	v	v	v
Advanced Chemical Biology I (4)	v	v	v	v	v	v
Advanced Chemical Biology II (3)		v			v	v
Experimental Molecular Biophysics (3)	v		v	v		
Teaching Assistantship (1)					v	v
Remaining credits of elective specialized courses	5	8	5	5	3	13

Qualifying Examination

Graduate students must pass qualifying examination in the form that their registered departments and the programme agree on by the deadlines set between the programme and university departments, as specified in the [Graduation Requirements](#). Specific requirements and regulations can be found at:

<http://proj1.sinica.edu.tw/~tigpcbmb/graduationrequirements.htm>

Deadlines and formats of the qualifying examinations are as below.

Qualifying Examination Formats:

	NTU			NTHU		
	IBS	CHEM	DGP	LS	CHEM	NTHU Fast track
Thesis-related proposal exam	v			v		
Thesis proposal exam		v	v			
Cumulative exams					v	v

Qualifying Examination Deadlines:

- NTU IBS and NTHU LS students must take the thesis-related proposal exam before entering year 3. The deadline is 31 July.
- NTU CHEM and DGP students must take the thesis proposal exam before course start date when entering year 3. The deadline is around early-September. Specific deadline is defined by the programme and university.
- NTHU CHEM students: Students should pass their qualifying examinations within 3 years of joining the Ph.D. programme. Students may choose any of the schemes (2-5) to pass the qualifying exam under VI of

<http://chem-en.web.nthu.edu.tw/files/15-1117-108242,c8557-1.php>

- NTHU CHEM fast track students: Students should pass the qualifying examinations within 4 years of joining the CBMB programme. Students may choose any of the schemes (2-5) to pass the qualifying exam under VI of

<http://chem-en.web.nthu.edu.tw/files/15-1117-108242,c8557-1.php>

- Detailed regulations and guidelines can be found at:

<http://proj1.sinica.edu.tw/~tigpcbmb/graduationrequirements.htm>

Pre-Oral and Thesis Proposal Evaluation

NTU CHEM and NTHU CHEM students are required to do Pre-Oral before Final Defence. NTU CHEM students can do Final Defence 6 months after doing Pre-Oral, and NTHU students should wait for 12 months to do final defence after doing Pre-Oral. NTHU LS students; on the other hand, should do Thesis Proposal Evaluation before the end of their fourth academic year after joining the programme. Failure to complete the above mentioned requirements means the student will not be able to continue in the programme and the university.

In the year that students hold a Pre-Oral, a Thesis Proposal Evaluation or a defence, students will not need to do a Progress Report for that year, as they will do either Pre-Oral, Thesis Proposal Evaluation, or Defence by the deadline 31 May. Failure to complete this requirement by designated deadline, the programme or the Supervisor has the authority to deduct 3000 NTD from student's monthly stipend until the report is submitted. Students should also pay attention to separate regulations, limitations and deadlines of Pre-Oral (NTU CHEM and NTHU CHEM) and Thesis Proposal Evaluation (NTHU LS) specifically defined in the [Graduation Requirements](#) for each division. A template for a general progress report, pre-oral or thesis proposal evaluation can be found at:

<http://proj1.sinica.edu.tw/~tigpcbmb/graduationrequirements.htm>

Thesis Defence 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 co-supervisor from student's registered university). The committee members will nominate the committee chair (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 7th academic year.

Application details can be found at 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 one month before regulated deadlines) to send and review the oral application package.

Application for Degree

Graduate students can receive their PhD diploma 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 an recognition degree issued by the TIGP. Please refer to <http://tigp.sinica.edu.tw/Download.html> for details.

Check Out Procedures

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