

National Central University, Department of Life Sciences

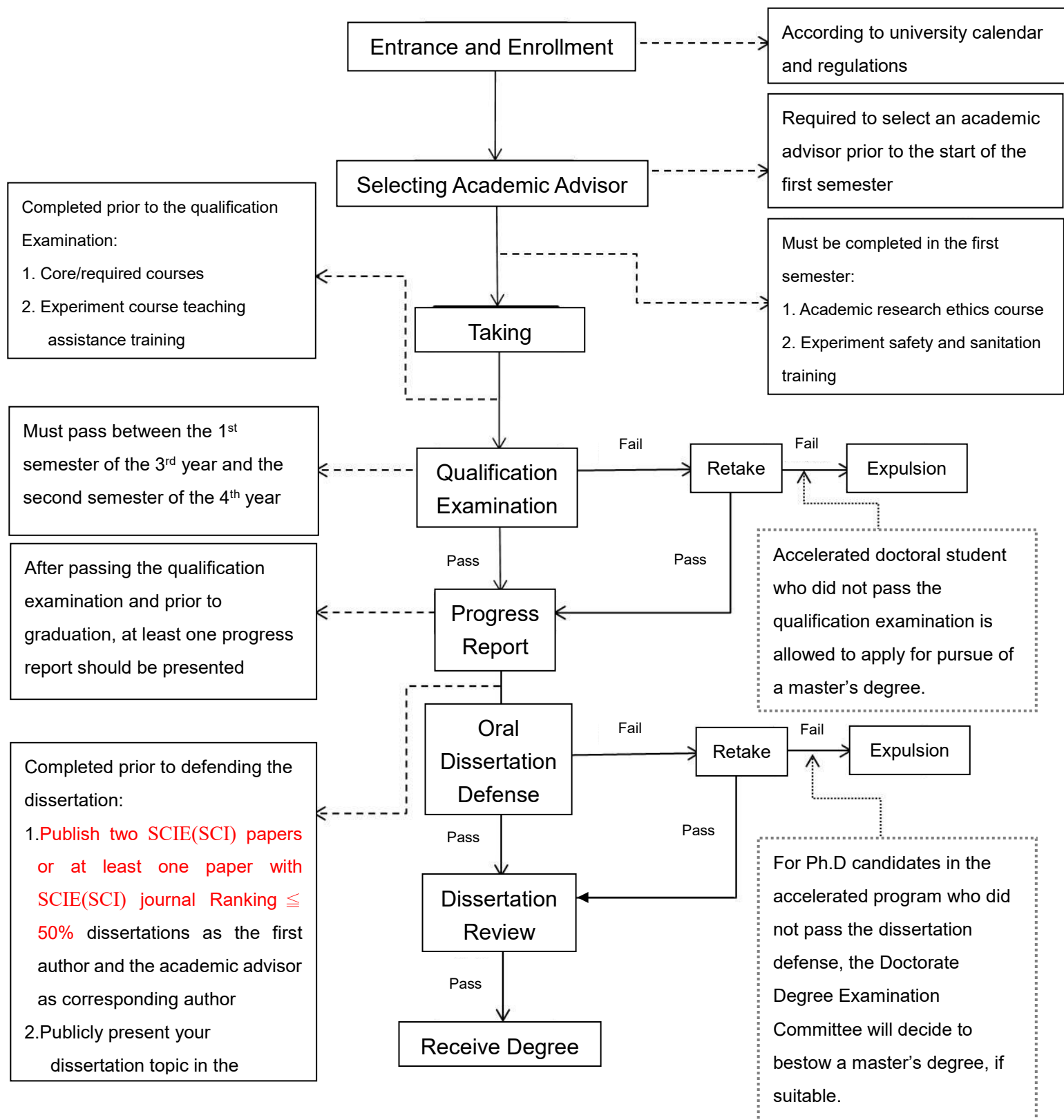
Doctoral Student Enrollment Regulations

2005.4.12 Passed in the Department Affairs Meeting
2008.4.16 Amended in the Department Affairs Meeting
2008.4.29 Amended in the Department Affairs Meeting
2008.7.29 Amended in the Department Affairs Meeting
2009.1.07 Ratified in the Academic Affairs Meeting
2010.5.11 Amended in the Department Affairs Meeting
2010.10.13 Ratified in the Academic Affairs meeting
2013.6.18 Amended in the Department Affairs Meeting
2013.10.16 Ratified in the Academic Affairs Meeting
2015.09.22 Amended in the Department Affairs Meeting
2015.10.07 Ratified in the Academic Affairs Meeting
2016.12.27 Amended in the Department Affairs Meeting
2017.1.06 Ratified in the College Affairs Meeting
2017.3.15 Ratified in the Academic Affairs Meeting
2017.12.26 Amended in the Department Affairs Meeting
2018.1.12 Ratified in the College Affairs Meeting
2018.3.11 Ratified in the Academic Affairs Meeting
2018.12.56 Amended in the Department Affairs Meeting
2019.3.8 Ratified in the College Affairs Meeting
2019.6.19 Ratified in the Academic Affairs Meeting
2020.4.14 Amended in the Department Affairs Meeting
2020.5.11 Ratified in the College Affairs Meeting
2020.6.17 Ratified in the Academic Affairs Meeting

Article 1 General

The purpose of this regulation is to process the admission, enrollment, training, qualification examination, dissertation examination, etc. of the department doctoral students. Moreover, this regulation is established according to related regulation from the Ministry of Education and National Central University.

Article 2 Education Operation Process



Article 3 Academic Advisor

1. Newly admitted students should select an academic advisor prior to the first day of the starting semester and notify the department chair. If an academic advisor is not selected within the regulated date, an academic advisor will be assigned by the department chair.
2. The academic advisor must be a full-time instructor from the department or a joint advisor from a cooperating unit. If a joint advisor (dissertation advisor) from a cooperating department is chosen, an instructor from the department must be a collaborative advisor. The spouse, in-laws, and close relatives of the graduate student cannot be the advisor of the graduate student.
3. Dissertation Advisor's Responsibilities
 - A. Responsible for the graduate student's academic guidance—including, course selection, reading, research experiment, developing dissertation, etc.
 - B. Responsible for the life guidance of the graduate student. Students applying for academic suspension with or without student status, graduation, etc., must receive approval from his/her advisor.
 - C. Attend meetings related to the examination of the student's academic work.
 - D. Recommend the advising student to various examination committees.
4. Laboratory Change
 - A. Due to unforeseen reason(s) for the student to change advisor, or if the advisor for certain reason(s) can no longer advise the student, a change in advisor is allowed once permitted by the original advisor (or group advisor), new advisor, and department chair.
 - B. Student must first fill-out the Change of Laboratory Application Form (Appendix 1). After it has been signed and approved by the original advisor (or group advisor), new advisor and department chair, the application form should be sent to the department office to be archived.
 - C. After the qualification examination, laboratory change is not allowed.
 - D. Accelerated doctoral students are not allowed to change laboratories.
 - E. An international student is required to stay in the original advisor's lab for at least one semester before a change in advisor is allowed.
 - F. If a student changes advisor without following the aforementioned regulations, his academic degree examination will not be recognized by the department.

5. Division Change

After one year of study, an application to change division is allowed. After a change in division, the student must remain in the new laboratory for at least three years before applying for an oral dissertation defense. Only one laboratory change is allowed.

Article 4 Credits and Time Limit

1. Total Credits for Graduation
 - A. Doctoral students must complete 18 credits within the time limit.
 - B. Accelerated doctoral student must complete 34 credits—including 18 as a doctoral student—not including master's seminar courses credits.

C. The above mentioned regulated credits requirement does not include dissertation credits.

2. Required/Core Courses

Course Code	Course Title	Credit(s)
LS7001	Seminar I	2
LS7002	Seminar II	2
LS7003	Seminar III	2
LS7004	Seminar IV	2
LS5027	Topic Seminar I	0
LS5028	Topic Seminar II	0
LS5029	Topic Seminar III	0
LS5030	Topic Seminar IV	0
*LS7007	Advanced Cellular and Molecular Biology	3
*LS7021	Current Topics in Plant and Microbial Biology	3
LS7015	Life Science Teaching Training	0
<p>Note: courses marked with *:</p> <p>Molecular Medicine students are required to take LS7007 Advanced Cellular and Molecular Biology.</p> <p>Molecular and Environmental Biology students are required to take LS7021 Current Topics in Plant and Microbial Biology.</p>		

3. Teaching Related Experience

- A. Prior to applying for the doctoral qualification exam, students must complete one semester of laboratory teaching assistance training, and as a teaching assistance, the student should be enrolled in a zero credit Life Science Practicum course.
- B. Students who hold a laboratory teaching assistance position must be responsible of at least 3 weeks of course per semester.

4. Electives Course and Other Course Enrollment Regulations:

- A. Within the first semester, incoming students must complete a zero credit independent-study course on Academic Research Ethics (including two units of Ethic Responsibility course and Avoiding Plagiarism course; totaling 4 hours) on the university learning system. Students who do not pass the online courses are not allowed to apply for the degree oral examination.
- B. Prior to entering and working in the laboratory, incoming students should carefully read the Laboratory Health and Safety Regulations provided by the university Environmental Safety Center. During the first semester, student must also participate in a Health and Safety Training Workshop held by the university Environmental Safety Center. Students

who fail to participate in the workshop will not be allowed to enter the laboratory workplace. Students who fail to participate without a proper reason will lead to a termination of scholarship/grant (stipend) by the department.

- C. Every semester, students' course enrollment record must be approved by the academic advisor and sent to the department office for archiving.
- D. Foreign students who received an average score of 70 and above in the previous academic year and passed a Chinese course are eligible for application of the National Central University Foreign Student Scholarships.

6. Degree Completion Time Limit

- A. The time limit of degree completion for general students is two to seven years. Part-time students who did not complete the required courses within the time limit or have not completed the degree dissertation are allowed a one year extension.
- B. The time limit of degree completion for accelerated doctoral student is two to seven years commencing from the date of Ph.D. pursuit.

7. Transfer Credit/Credit Waiver: For detailed information, refer to the department Transfer Credit/Credit Waiver Regulations.

Article 5 Progress Report

- 1. After passing the qualification examination and prior to the oral dissertation defense, students must conduct at least one progress report.
- 2. Application date: An application must be submitted to the department one week prior to the progress report.
- 3. The progress report committee is recommended by the academic advisor and selected after the approval of the department chair. A total of three to five committee members (including academic advisor and joint-advisor) are selected.
- 4. Proceeding method: similar to general article publication method, an oral presentation is required to report the progress of the dissertation.
- 5. The student should submit the progress report to each committee member at least one week ahead of time. The result of the presentation will be signed by each committee member. Afterwards, the official document will be sent to the department office for archiving and a copy will be sent to the academic advisor for archiving.

Article 6 Qualification Exam

1. Examination Eligibility and Timeframe

- A. After completing the core/required courses and approved by the academic advisor, doctoral students are allowed to apply for the qualification exam between **the first semester of the third year and the second semester of the four year**.
- B. Application time: A written application (Appendix 2) must be submitted to the department one month prior to the expected examination date, and the qualification examination must be completed in the applying semester.

2. Examination Topic and Format

- A. The qualification examination is presented in an oral examination format
- B. Examination Topic: English write-up of a recent three-year National Science Council research proposal topic. Graduate student will select a topic approved by the qualification examination committee, write a research proposal (must comply with the National Science Council format), and submitted it to the qualification examination council two weeks prior to the scheduled examination date. The proposal will be rejected if it does not comply with the specified format.
- C. Grade: the passing grade is an average of 70 and above by the attended committee member; however, examinee will not pass if one third and above of the attending committee members give a failing grade. If the grade received does not meet the standards, examinee is allowed to apply for a re-examination (only one re-examination is allowed). Students who do not pass the qualification examination prior to the end of the fourth academic year of study will result in expulsion.

3. Qualification Examination Committee

- A. The qualification examination committee is recommended by the academic advisor and selected after the approval of the department chair. A total of three to five committee members (including academic advisor and joint-advisor) are selected.
- B. All qualification examination committee members must conform to the university Degree Examination Bylaw Regulations.
- C. Academic advisors are ex-officio committee member. A committee member (other than the academic advisor) will be nominated to be the coordinator. Academic advisors shall not assess the qualification examination.

4. Points of Attention

- A. To complete the qualification examination process, after passing the qualification examination, students must revise the research proposal based on the committee member's comments and submit a completed research proposal to the department for archiving prior to the end of the semester.
- B. If a student has not passed the qualification examination by the end of the fourth academic year, he/she will be expelled. If for any substantial reason, dropout, etc., an extension for passing the qualification examination will be granted based on the time of absence
- C. If a master's student pursuing a doctoral degree does not pass the qualification examination, the student is allowed to apply to continue the master's program after the application has been passed in the Department Affairs Meeting and ratified by the university president.
- D. If a bachelor degree student pursuing a doctoral degree does not pass the qualification examination, the student is allowed to apply to transfer to the master's program as a first year graduate student after the application has been passed in the Department Affairs Meeting and ratified by the university president.
- E. Students who applied for the qualification examination but is unable to complete it in the regulated semester due to substantial reasons, the student should apply to revoke

the qualification examination application prior to the end of the university academic semester. If the revoke application is overdue, a failing grade will be received.

Article 7 Degree Examination

1. Examination Eligibility: Application is allowed after the following conditions are met:
 - A. Completed the required courses and credits for the doctoral program.
 - B. Pass the qualification examination.
 - C. **Must publish two SCIE(SCI) papers Or at least one paper with SCIE(SCI) journal Ranking $\leq 50\%$** with the student as the first author and advisor as the corresponding author. (If the research for the publication was done during the master's degree and if two or more publisher are present, the level of contribution will be decided by the academic advisor.)
2. Degree Examination Submission
 - A. A degree examination application must be submitted during the regulated timeframe of the academic semester. Prior to the degree examination application, students must fill-in an Enclosed Document Checklist (Appendix 3). At the time of application, a submission of at least two first author SCI publication copies, a transcript, a degree examination application form, an advisor letter of recommendation, and a dissertation draft are required. After the approval of the advisor and department chair, the application will be sent to the Office of Academic Affairs to be transferred to the university president. Once ratified by the president, the applicant is allowed to take the degree examination. All documents must be archived in the department system.
 - B. Student should compose the dissertation based on the Graduate Student Graduation Dissertation Format Regulations and send a draft to each committee member two weeks prior to the oral defense.
3. Degree Examination Committee
 - A. Based on the university Doctoral and Master's Student Degree Examination Regulations, the advisor will recommend five to nine examination committee members one month prior to the designated test date. The department chair will then recommend the committee members to the university president for hiring and organizing the committee.
 - B. The advisors are ex-officio committee member. A committee member (other than the academic advisor) will be nominated to be the coordinator.
 - C. Any modification to the approved examination committee will be based on university regulations.
4. Oral Dissertation Defense
 - A. Prior to the oral defense, one must have a public presentation about the dissertation topic.
 - B. Doctorate candidates must conduct the oral dissertation defense on campus and at least five members of the degree examination committee must be present. The committee member cannot entrust others to be present on behalf of them and should

ask questions regarding the research.

- C. The final score will be the average score given by the present degree examination committee members. The full score is 100 points and the passing grade is 70 points. However, if one third or more of the present committee members give a failing grade, it is equivalent to a failure. Only one assessment is allowed. One reexamination is allowed in the following semester or following year for those who received a failing grade and have not reached the study time limit. If another failing grade is received, you will be expelled from the university.
- D. Degree examination will take place once a semester. Doctoral students who applied for the degree examination but is unable to complete it in the regulated semester due to substantial reasons, the student should apply to revoke the degree examination application prior to the deadline stated in the university academic calendar. If the revoke application is overdue, a failing grade will be received.
- E. After passing the oral dissertation defense, revision must be made based on the comments given by the oral defense committee members, submit the doctoral dissertation, and a Dissertation Oral Defense Committee Ratification Document must be signed by the committee members that were present for the oral dissertation defense and attach to the dissertation.
- F. Accelerated doctoral student who did not pass the doctoral oral dissertation defense examination may be bestowed a master's degree based on the doctoral degree examination committee's decision and if the student meets the department master's student standards.

Article 8 Graduation and Departing from the University

- 1. Submit Doctoral Dissertation: those who passed the degree examination and completed the dissertation ratification process must submit the regulated copies of dissertation, a complete dissertation abstract, and upload a full electronic copy online for archiving.
- 2. Graduation: Doctoral students of the department who passed the degree examination, completed the dissertation ratification process, and other related process will be bestowed a "Science Ph.D." degree.
- 3. Departing from the university: Please go to the Office of Registrar (Register Division) website to download the NCU Application Form for Leaving School and proceed with the leave school verification process in sequence.

A. Academic Unit:

- I. Cleanup the research office, equipment, etc. (advisor)
- II. Return laboratory key, and related project documents and disks. (advisor)
- III. Return building access card and printing card. (department office)
- IV. Return book and other utilities borrowed from the department. (department office)
- V. Fill-in Career Survey, Graduating Student Exit Questionnaire, and Education Satisfaction Questionnaire. (department office)
- VI. Submit **one hardcover copies of your graduation dissertation**. (department office)

B. Other:

- I. Student Life Assistance Division: Dormitory Service Center (applies only to dormitory residents)
- II. Library: Return all borrowed books and pay any fines. Also, submit a hardcover graduation dissertation and an audited electronic copy.
- III. General Services Division: Return graduation gown.
- IV. Office of Physical Education: Returned borrowed equipment.
- V. Office of Cooperatives: Apply for withdrawal.
- VI. Office of International Affairs (applies only to overseas Taiwanese students and international student)

C. Administration Unit:

- I. Office of Registrar: submit a paperback copy of your graduation dissertation and turn in your student identification for verification (it will be returned to you after the verification process)
- II. Receive diploma.

Article 9 Applicable Students and Supplements

1. This regulation is applicable to doctoral students enrolled in the 2021 academic year or later. And applicable to all students who are currently studying.
2. If inadequate information is realized in this regulation, you should comply with Ministry of Education related regulations.
3. The regulations will be carried out after it has been ratified in the Department Affairs meeting, and reported in the Academic Affairs meeting. Amendment is processed under the same circumstances.

National Central University—Department of Life Sciences Graduate Student Change of Laboratory Application Form

101.5.1 Amended in the Department Affairs Meeting

101.11.13 Amended in the Department Affairs Meeting

102.6.18 Amended in the Department Affairs Meeting

Application date : YY MM DD

Student ID #:	Name:	Application Date: ____ semester of the ____ academic year		
Enclosures: personal learning motivations, research interest, future research direction, and other testimonial documents are required to be included to explain a change in changing laboratory. Furthermore, please summarize the reason for changing laboratory in this column.				
Appraisal Comments				
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Advisor Comments:			
	Department Chair Comments:			
Applicant	Current Advisor	New Advisor	Department Supervisor	Department Chair

Receipt

◇Students should keep record◇

Student: Please Fill-in	Student ID:	Name:	Application Date: ____ semester of the ____ academic year
Department Use Only	Appraisal verdict: <input type="checkbox"/> Pass		
	<input type="checkbox"/> Fail (Reason : _____) Replied Date : ____ YY__MM__DD		

Precautions:

1. Student who changed laboratory within the same division is required to study in the new laboratory for at least three semesters in order to graduate.
2. Change in division is only allowed after one year of enrollment. Moreover, after changing divisions, master's students must stay in the new laboratory for at least two year (doctoral Student must stay for at least three years) before applying for a dissertation oral defense examination. Change in division is only allowed once.

National Central University, Life Sciences Department
 【 】 Academic Year 【 】 Semester
 Doctoral Student Qualification Exam Application Form

102.6.18 Amended in the Department Affairs Meeting

Application date : ____Year____month____Date

*One transcript should be attached when applying for the qualification exam. After the oral examination, a copy of the dissertation should be sent to the department office of archiving.

Mandarin Chinese Name		English Name		Student ID		Tel.	
Department		Division		Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
<input type="checkbox"/> First Examination				<input type="checkbox"/> Second Examination			
Topic:							
Degree Examination Committee Member Profile							
Name	Highest Education	Service Unit	Title	Qualification	Remarks		
Notes :							
1. Doctoral qualification examination committee members that are not professors, or Academia Sinica scholars or researchers should indicate “conform to department employment standards,” and have the department chair sign and approve.							
2. Please indicate the advisor and chair under the examination committee remarks section. The chair is nominated by each committee member but the advisor cannot be nominated and cannot judge							

Academic Unit Preliminary Trial			
Core Credits	<input type="checkbox"/> The student has completed the regulated credits of _____. <input type="checkbox"/> Teaching assistant for _____ course in ____ semester of the ____ academic year. Passed the Life Science Practicum in _____ semester of the _____ academic year.		
Examination Location			Examination Date/Time
Advisor		Department Supervisor	Department Chair

National Central University, Life Sciences Doctoral Student Enclosed Document Checklist for Application of Degree Examination

102.6.18 Amended in the Department Affairs Meeting

A. Filled-in by the student

Filed Date: ____ Year ____ Month ____ Day

Name		Division	
Telephone		Student ID	
Dissertation Topic			

B. Academic Unit Preliminary Trial

Items	Checklist Content	Validator Signature
Graduation Credits	<input type="checkbox"/> Student has already taken the department regulated graduation credits of ____ credits. <input type="checkbox"/> Already Passed ____ core credits; ____ elective credits. ____ Credits taken this semester; course ID: _____. Please enclose a transcript.	Department Office :
Other Elective Regulations	Already self-studied and passed Academic Research Ethics (including two units of Ethic Responsibility course and Avoiding Plagiarism course; totaling 4 hours)	Department Office :
Teaching Assistant	1. Teaching assistant for _____ course in ____ semester of the ____ academic year. 2. Passed the Life Science Practicum in ____ semester of the ____ academic year.	Department Office :
Qualification Examination	Passed the qualification examination in the ____ semester of the ____ academic year.	Department Office :
Progress Report	Processed the progress report in ____ semester of the ____ academic year.	Department Office :
Dissertation Publication	Published ____ SCI dissertation(s) as the first author (enclose dissertation copy) 1. 2.	Advisor :
Public Speech	Scheduled for the ____ semester of the ____ academic year to give a public speech on the dissertation topic. Topic : Date/Time : ____ Year ____ Month ____ Day ____ O'clock Location : <u>Science Building 5, Room-</u>	Department Office :
Dissertation Draft	Please enclose one dissertation draft.	Advisor :
Letter of Recommendation for Advisor	Please enclose one letter of recommendation.	Advisor :