

# National Central University, Department of Life Sciences

## Master's Student Study Regulations

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### Article 1 General

The regulations of the master program in the Department of Life Sciences, including admission, enrollment, training, and master's thesis defense, are provided as the following Articles, complying with the regulations of the National Central University Study Regulations and National Central University Regulations on the Degree Examinations for Postgraduate Students.

### Article 2 Academic Advisor

1. All full-time (project) teachers in the department (including assistant professors, associate professors and professors) and teachers from cooperative units that have signed a joint cooperation agreement with the department to supervise graduate students can serve as supervisors. In principle, a maximum of two new students can be accepted each year. Overseas students are not included here. If a teacher from a co-supervising cooperative unit serves as the supervising professor, a teacher from the same department must serve as co-supervisor.
2. Newly enrolled students should select an academic advisor prior to the first academic day of the enrolled semester. An academic advisor will be assigned by the department chair if a newly enrolled student is unable to find one.
3. The academic advisor's approval is required for course selection, the application of academic suspension with or without student status, and the application of graduation.
4. The spouse, in-laws, and close relatives of the graduate student cannot be the advisor of the graduate student.

### Article 3 Division Change and Advisor Change

1. To change an academic advisor is allowed if the primary academic advisor is no longer able to supervise the student or if unforeseen scenarios take place. The approvals of the previous and new academic advisors and the department chair are required for changing an academic advisor.
2. A student changing an academic advisor within the same division must be supervised by a new academic advisor at least three semesters before graduating.
3. The student having an academic advisor in a cooperative institute, Academic Sinica or NHRI, must comply with the regulations of the cooperative program for changing an academic advisor.
4. The application of changing a division is allowed only after one year of enrollment. A

student changing the division must be supervised by a new academic advisor at least two years before applying for a master's thesis defense. Students can only apply for changing the division once during their study period.

5. Application Process: Students must fill out and complete the process of the following two documents in advance,
  - (1) Application Form for Change Advisor (Appendix 1) : After it has been signed and approved by the previous advisor (or division mentor), the new advisor and the department chair, the application form should be sent to the department office to be archived.
  - (2) Advisee's Declaration & Agreement (Appendix 2) in triplicate, one for the previous advisor, one for the departmental office, and one for the graduate student. It states that "without the written consent of the previous advisor, the results of the research project under the guidance of the previous advisor will not be regarded as the results of joint research with the new advisor or any part of the master's thesis."
6. Master students in the accelerated program are not allowed to change academic advisor. are not allowed to change laboratory.
7. Direct-admission doctoral student is not allowed to change his advisor.
8. The international student must be supervised by the primary academic advisor for at least one semester before applying for the change of the academic advisor.
9. If any graduate student changes his/her thesis advisor without following the procedures specified in Article 3, Item 5, of this Regulations, NCU will not recognize the graduate student's grade for the thesis defense.
10. Master students are not allowed to apply for transferring to another department.

**Article 4 Degree Completion Time Limit**

The time limit of degree completion is one to four 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.

**Article 5 Course Credits**

1. Credits for Graduation: Twenty-four credits are required for graduation, excluding dissertation credits.
2. Required Courses:

Course Code	Course Title	Credit(s)
LS6005	Seminar I	1
LS6006	Seminar II	1
LS6017	Seminar III	1
LS6018	Seminar IV	1
LS5027	Topic Seminar I	0
LS5028	Topic Seminar II	0
LS5029	Topic Seminar III	0

Course Code	Course Title	Credit(s)
LS5030	Topic Seminar IV	0
*LS5039	Molecular Biology	3
*LS5040	Molecular Biology	3
*LS5037	Environmental Biology	3
*LS5042	Current Topics in Microbiology	3
*LS6024	Biotechnology I	3
*LS7021	Current Topics in Plant and Microbial Biology	3
	Topic Seminar	0

The \* courses: LS5039, LS5040, LS5037, LS5042, LS6024,LS7021 :

- Students who in the Division of Biomedicine are required to take and pass two of the three courses LS5039, LS5040, and LS6024.
- Students who in the Division of Plant & Microbial Environmental Biology are required to take two of the five courses: LS5039, LS5040, LS5037, LS5042, and LS7021.
- **During the period of course, students must take the 0-credit Topic Seminar course for four semesters and pass it. (Retrospectively revised, students admitted before the 112<sup>th</sup> academic year must take 4 semesters of special speech courses and pass the grade)**

3. Academic Grade: According to university regulations, graduate students must receive at least 70 points to be considered as passing and no makeup exam is given from the failing courses. However, if a failing grade is received in the required courses, you must retake the course until it is passed.
4. Elective Course Regulations:
  - A. If more than two department special topic research elective courses are taken (or six credits and above), the extra course credits will not be granted as the required graduation credits.
  - B. Within the first semester, newly enrolled students must complete a zero credit independent-study course on Academic Research Ethics (including two units of Ethic Responsibility course and Avoiding Plagiarism course; four hours in total) on the university learning system. Students who do not pass the online courses are not allowed to apply for the degree oral examination.
  - C. The academic advisor's approval is required for taking the elective courses.
  - D. International students who received an average of 70 and above in the previous academic year, and passed a Mandarin Chinese course are allowed to apply for the National Central University Foreign Student Scholarship.
5. Course Credit Waiver: For detailed information, refer to the Department and the National Central University Course Credit Waiver Guidelines.
6. Master's students who have earned at least 16 credits of required graduate courses (excluding the credits of undergraduate-level make-up courses) and have met any of the following criteria shall be deemed as having demonstrated exemplary academic performance:

- A. Ranking in the top one-third of the department of the cohort ranking based on the average course grades and potential in scientific research.
- B. Other special circumstances assessed by the department and potential in scientific research.

### **Article 6 Training Course Regulations**

Before entering and working in the laboratory, new students should carefully read the Laboratory Health and Safety Regulations provided by the Center of Environmental Protection and Safety, NCU. During the first semester, student must also attend a Health and Safety Training Workshop held by the Center of Environmental Protection and Safety, NCU. Students who fail to participate in the workshop will not be allowed to enter the laboratory workplace. Students who fail to attend a training workshop without validate excuse will lead to a termination of scholarship/grant (stipend) by the department.

### **Article 7 Presentation of thesis**

Prior to the application of the thesis defense, **the student must have presented at least one report, in the form of a poster or oral presentation, in either the local or international conferences. In the report, the student must be the first author, his/her academic advisor must be the corresponding author,** and “Department of Life Sciences, National Central University” must appear in the affiliation. The abstract of the oral presentation or poster must be included in the application of the oral thesis defense.

### **Article 8 Master’s Thesis Defense**

1. Committee of the master’s thesis defense: According to the regulations of NCU examination provision, a thesis committee consists of three to five scholars from the related research field, including the academic advisor and at least one external scholar. The committee members shall be recommended by the department to the NCU president and appointed by the president. The committee members could recommend one member as the convener for the degree examination committee; however, the thesis advisor should not be chosen as the convener. The thesis defense can only be held when at least three committee members are present, and cannot be represented by others.
2. The oral thesis defense can be conducted via video conferencing only under certain circumstances upon approval of the department chair. A video recording of the whole process is required during the oral thesis defense. The audio and video files of the oral thesis defense should be handed to the department office for archiving.
3. The application form for the master’s thesis defense must be completed online. Application must be submitted before the deadline listed in NCU academic calendar and must be submitted two weeks prior to the date of master’s thesis defense (please go the Office of Registrar/Register Division website to download the application form and related documents). Students must fill in the degree examination application form online, and submit all documents together, including the recommendation letter from the advisor, the dissertation draft, the “Digital Receipt” of the “Thesis Originality Check”, the certificate of passing academic ethics education course, and the abstract of posters or oral

presentations presented in the professional during the school year. The "Current View" of the "Thesis Originality Check" should be provided to the oral defense committee members before the oral defense.

4. Students should write a thesis in accordance with the "Graduate Thesis Format Regulations" of the school and complete a similarity comparison of thesis using the Turnitin system of the school library before applying for the oral examination. The total similarity index of the originality of the comparison result shall not exceed 35 %, and a copy of the first draft of the paper should be sent to each oral examination committee member two weeks before the oral examination. According to the university's guidelines for interaction between thesis advisors and graduate students, students who change their advisors during their studies must submit a first draft of their thesis to the department office and send it to the original advisor.
5. Time and location of oral master's thesis defense: The thesis defense must take place in the department within the timeframe listed in NCU academic calendar and the venue will be arranged by the department office.
6. A score of 100 is the full mark of a degree examination, and a score of 70 out of 100 is considered a pass. The score of a degree examination is determined by the average of the scores given by the examination committee members. However, the scores given by one half (1/2) of committee members at a master's degree examination are under 70, the student is considered failed in the degree examination. Grading is permitted only once. A student can only take the degree examination one time in one semester. If a student fails the degree examination but has not reached the maximum period of study, he or she may take a make-up examination in the following semester or academic year. Only one make-up examination is permitted. If the student fails a second time, he or she shall be forced to withdraw from NCU.
7. Students who have submitted the application of thesis defense but were unable to complete the process before the deadline of a semester for the validate excuses, the student may apply to revoke the application of thesis defense before the end of NCU academic semester. If the revoke application is overdue, a failing grade will be received.
8. Before completing the thesis review, the supervisor (including the co-supervising professor) and the degree examination committee must confirm that "the title and content of the thesis are consistent with the attributes of the department and the professional research field", and review whether the thesis meets the standards of non-disclosure or delayed disclosure. After passing the thesis oral examination, the master's thesis must be revised according to the opinions of the oral examination committee, and the "Verification Letter from the Oral Examination Committee for Master's Students" signed by the degree examination committee must be attached to the thesis.

## **Article 9 Graduation and Departing from the University**

1. Submission of master's thesis: Students who have passed the degree examination and completed thesis review must submit the required number of copies of the thesis, and complete the online filing of the thesis abstract and full-text electronic file. In addition, please supervise the professor and graduate students to confirm that the comparison

results of the oral examination papers comply with the regulations of the department, and send them to the department office for review after signing.

2. Graduation: The students who pass the oral thesis defense and complete the dissertation ratification process will be conferred a “Masters of Science” 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.

A. Department:

- I. Clean up the space and equipment of the laboratory. (advisor)
- II. Return the laboratory keys, experimental results, research records, and the files related to the project, etc. (advisor)
- III. Stop the authorization of 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 printed and bound copy of the master’s thesis. (department office)

B. Other:

- I. Finishing the dormitory check-out procedure, and pay the fee: please obey the rules of NCU Student Housing Service Division.
- II. Library: Return all borrowed books and pay any fines. Students should upload the electronic file of the master’s thesis first. If the delaying access to the master’s thesis was chosen, it is required to submit an additional paperback or hard cover copy of the master’s thesis.
- III. Office of Physical Education: Returned borrowed equipment.
- IV. Office of International Affairs (applies only to overseas Taiwanese students and international student)
- V. Division of Registrar:  
In order to receive a graduation certificate, the student is required to submit one hard copy of the master’s thesis in paperback and student ID card for identity validation.

Those who lost their student ID cards must complete the procedures for reporting the loss and cancellation of their student ID cards before they can receive their graduation certificates.

**Article 10 Others:**

1. The regulations listed above are applicable to **all current master’s students**.
2. If inadequate information is included in this regulation, you should comply with Ministry of Education related regulations.
3. The regulations become valid upon approval by the Department Affairs Committee, the **College Curriculum Committee**, and the Academic Affairs Committee. Amendment is processed under the same circumstances.

## Application Form for Change Advisor Department of Life Sciences, NCU

Feb.22,2022

<b>Name</b>		<b>Student ID No.</b>		<b>Phone</b>	
<b>Program</b>	<input type="checkbox"/> Master's Program <input type="checkbox"/> PhD Program	<b>Division</b>	<input type="checkbox"/> Biomedicine <input type="checkbox"/> Plant & Microbial Environmental Biology		
<b>Cooperative Program Unit</b>	<input type="checkbox"/> Dept. of Life Sciences NCU <input type="checkbox"/> Institute of Molecular Biology, Sinica <input type="checkbox"/> National Health Research Institute, Sinica <input type="checkbox"/> Institute of Plant and Microbial Biology, Sinica				
<b>Reason for conversion</b>	Student Signature : _____ Date : _____				
<b>Audit opinion</b>					
<b>Previous Advisor</b>	I agree with the graduate student _____ to change the advisor. Signature : _____ Date : _____				
<b>New Advisor</b>	I agree to take over the guidance of _____. Signature : _____ Date : _____				
<b>Division Mentor</b>	Graduate students _____ have not yet found a new supervisor, I agree to the administrative documents such as course selection and suspension in the temporary agency until a new supervisor is found. Signature : _____ Date : _____				
<b>Director of the Department</b>	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree Signature : _____ Date : _____				

**Precautions:**

1. After students choose an institute that cooperates in graduate education, they can only change the advisor within the same institute. (**Only NCU ↔ NCU, NHRI ↔ NHRI, Sinica ↔ Sinica is allowed**)
2. Master students who have changed labs within the same division (Biomedical or Plant) need to study in the new lab for at least three full semesters before they can graduate.
3. Students can apply for changing the division after one year of admission. After changing the division, the master student must remain in the new laboratory for at least two years before applying for an oral dissertation defense (three years for PhD students). Students can only apply for changing the division once during their study period.
4. International students cannot change their advisors during the first semester.
5. A copy of the thesis should be approved and signed by the previous advisor 10 days before the degree examination is held. The previous advisor could appeal if there is any dispute regarding Advisee's Declaration & Agreement. The previous advisor should file an appeal to the program five days before the oral exam. After the appeal is filed, the oral exam will be suspended; the decision will be made by the departmental Committee within one month.
6. Students must fill out The Advisee's Declaration & Agreement — one for the previous advisor, one for the departmental office, and one for the graduate student.

7. If any graduate student changes his/her thesis advisor without following the procedures specified of these Regulations, NCU will not recognize the graduate student's grade for the thesis defense.

## Advisee's Declaration & Agreement Department of Life Sciences, NCU

### ● Advisee's Declaration

I, \_\_\_\_\_(Student ID: \_\_\_\_\_) , would like to change my advisor from \_\_\_\_\_(Name) to new advisor. Before receiving former's approval, joint research or achievement generated with the former will not be my main body of mine with new advisor. I hereby declare.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_(Y/M/D)

### ● Agreement

I, \_\_\_\_\_(Party A) and my advisor \_\_\_\_\_(Party B), both agree the item listed below regarding the right of disclosure of our joint research result or achievement.

- Both parties could disclose research result or achievement.
- The right of of disclosure is belonged to Party \_\_\_\_\_.

Party A's signature : \_\_\_\_\_

Date : \_\_\_\_\_(Y/M/D)

Party B's signature : \_\_\_\_\_

Date : \_\_\_\_\_(Y/M/D)

#### Notice:

1. Three countersigned original copies of each of the above-mentioned documents should be prepared— one for the previous advisor, one for the departmental office, and one for the graduate student.
2. A copy of the thesis should be approved and signed by the previous advisor 10 days before the degree examination is held. The previous advisor could appeal if there is any dispute regarding Advisee's Declaration & Agreement. The previous advisor should file an appeal to the program five days before the oral exam. After the appeal is filed, the oral exam will be suspended; the decision will be made by the departmental Committee within one month.
3. If any graduate student changes his/her thesis advisor without following the procedures of these Regulations, NCU will not recognize the graduate student's grade for the thesis defense.