

**Approved at the committee meeting of the International Master Degree Program for
Molecular Medicine in Emerging Viral Infections on Oct. 4, 2021**
**Revised and approved at the committee meeting of the International Master Degree Program
for Molecular Medicine in Emerging Viral Infections on Sept. 18, 2024**

Chang Gung University

International Master Degree Program for Molecular Medicine in Emerging Viral Infections

Master's Student Handbook

**For students enrolled in or after the 2021–2022
academic year**

**For students enrolled in the International Master Degree
Program for Molecular Medicine in Emerging Viral
Infections in September (Fall) or March (Spring)**

Academic Calendar

Date	Description
Sep. 10	Confirm advisor letter.
Sep. 30	Apply for a thesis advisor through the Online Sign-Off System (students may apply for degree examination only after completing their advisor applications). Home page of Chang Gung University→Campus Information System Online Sign-Off System→Application Form 038A for thesis advisor application
Within 12 months of enrollment	Submit a thesis outline. Submit an oral examination application form (1 week prior to the date of oral examination), assessment form, and first draft of thesis outline to the Departmental Affairs Office.
Within 3 months after the thesis outline has been completed	Submit a thesis progress report. Submit an oral examination application form (1 week prior to the date of oral examination), assessment form, and first draft of the thesis progress report to the Departmental Affairs Office.
Nov. 30 (first semester) Apr. 30 (second semester)	Stage 1 of thesis oral examination Sign in to the Campus Information System→ Click “Online Sign-Off System” under the CGU-Flow System section and upload a full academic transcript, list of completed courses, proof of completion of the ethics course, and proof of completion of the technical program. Home page of Chang Gung University→Campus Information System Online Sign-Off System→Application Form 011A for academic performance review
Dec. 31 (first semester) May. 31	Stage 2 of the thesis oral examination (application should be submitted no later than 2 weeks prior to the date of degree examination)

(second semester)	Sign in to the Campus Information System→ Click “Online Sign-Off System” under the CGU-Flow System section and upload the proof of English proficiency required for graduation. Home page of Chang Gung University → Campus Information System→ Online Sign-Off System→ enter account information→Application Form 035A for degree examination
Jan. 31 (first semester) Jul. 31 (second semester)	Register for an oral examination time slot: After confirming with the relevant advisor, register the date and time of your oral examination and report this information to the Departmental Affairs Office no later than 14 days prior to the oral examination. Bring the following on the day of the oral examination: Declaration of Thesis Originality Form, Overall Assessment Form for Thesis Oral Examination (1 copy), Thesis Oral Examination Assessment Form (print out enough copies of this form from the Degree Examination Application System for the entire examination committee), Oral Examination Committee Approval Form, and receipt (several copies, provided by the graduate institute secretary). After completing the oral examination, submit the original as well as a copy of the Overall Assessment Form for the Thesis Oral Examination to the Office of Academic Affairs to register the examination results, and submit a receipt to the program secretary. The Oral Examination Committee Approval Form must be bound with the thesis.
Feb. 15 (first semester) Aug. 15 (second semester) (or the next working day if the date falls on a holiday)	Upload the thesis to the library website. The thesis must be reviewed and approved before it can be printed and the Deregistration Procedure Form can be completed. Submit the Deregistration Procedure Form to the relevant advisor for ratification, and submit a copy of the thesis to the Departmental Affairs Office.

Example: Submit thesis outline by May→ submit thesis progress report after January of the following year→ take oral examination in July of the next year

1. Guidelines for implementation of the International Master Degree Program for Molecular Medicine in Emerging Viral Infections

(1) Name:

As approved by the Ministry of Education, the official Chinese name of the program is “長庚大學新興病毒分子醫學國際碩士學位學程,” and the official English name is “International Master Degree Program for Molecular Medicine in Emerging Viral Infections, Chang Gung University.”

(2) Objective:

The hope of this program is to attract Taiwanese and international students with strong research potential. Participation from international students will contribute to the internationalization of Taiwan’s higher education system as well as foster students’ abilities to think independently and with a global mindset when conducting research. In addition, this program will enhance students’ professional competence in biotechnology-related industries and enable them to collaborate with international institutions to form safety networks against emerging viruses.

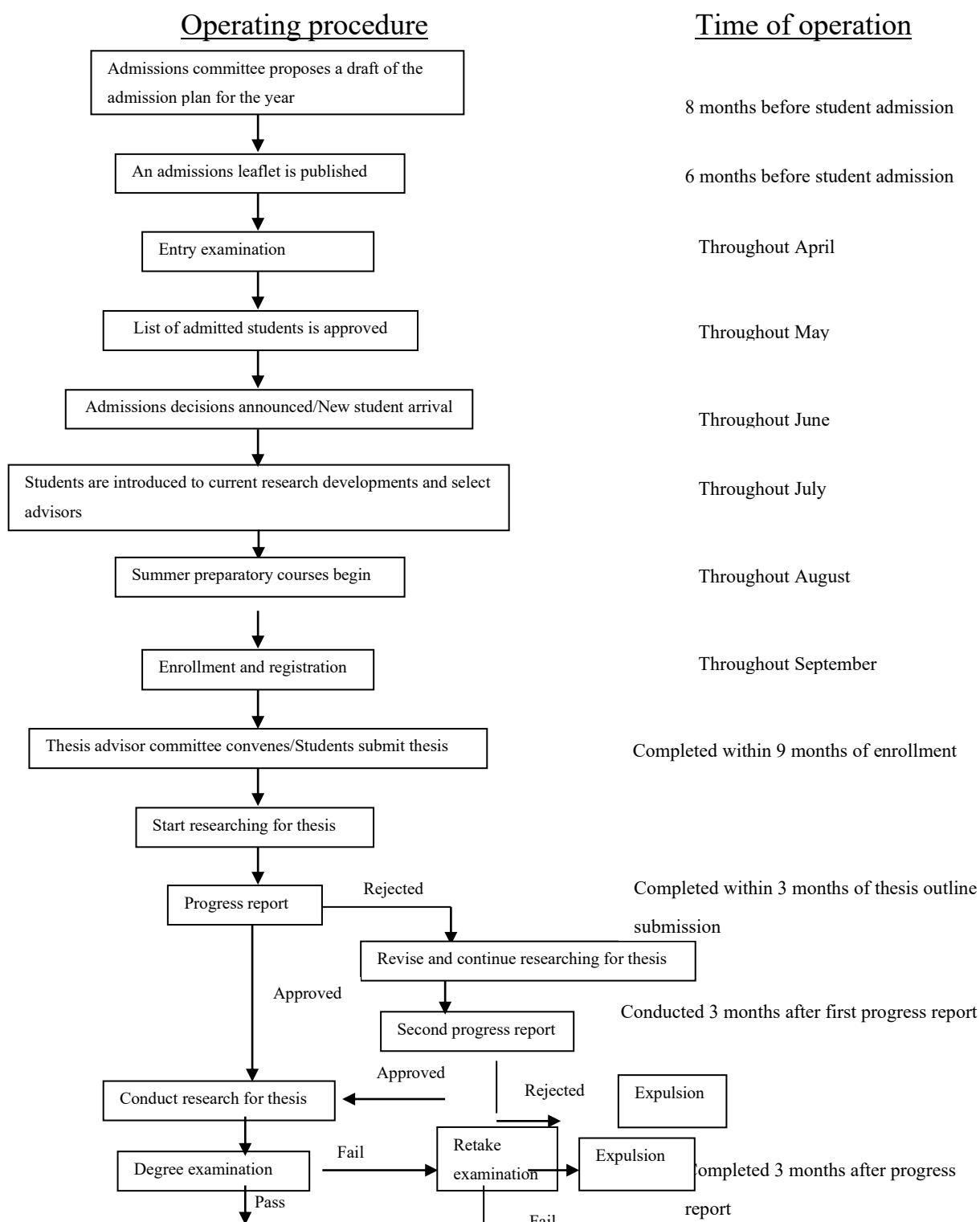
(3) Organization:

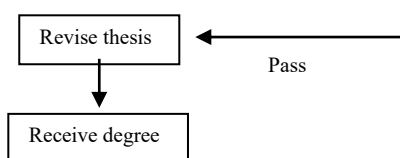
The program is headed by a director and several committees. The director is responsible for organizing and coordinating the program’s undertaking and serves as a representative of the program. The committees are responsible for formulating education policy, developing course content, and executing education-related duties.

(4) Amendments to the Guidelines:

Any amendment to the guidelines shall be approved through program affairs meetings, be announced on the program website, and shall go into effect only after it has been publicly announced.

2. Operating procedure for the International Master Degree Program for Molecular Medicine in Emerging Viral Infections





3. Entry examination and related regulations: Refer to the admission leaflet for the corresponding year

4. New student arrival and registration:

Refer to the university calendar released each year by the Office of Academic Affairs for registration times. All admitted students will be notified of the time of enrollment and registration when notified of admission.

5. Advisors:

A thesis advisor must be a full-time or jointly appointed faculty member at the level of assistant professor or above in the International Master Degree Program for Molecular Medicine in Emerging Viral Infections of the College of Medicine, Chang Gung University, or must have been approved by the program director and at a program affairs meeting.

Responsibilities of a thesis advisor:

- (1) Provide academic guidance to advisees throughout their master's studies, including in registering for courses, reading academic papers, conducting experiments for their thesis, and writing their thesis.
- (2) Provide general support to advisees throughout their master's studies.
- (3) Attend all review meetings related to their advisee.
- (4) Recommend examination committee candidates to their advisee.

★ If a student wishes to change advisors or if the advisor can no longer fulfill their role with reason, the student may change advisors with the approval of

the original advisor, the new advisor, and the program director. (Change of advisor shall be applied for through the Online Sign-Off System).

6. Courses and credits:

Each semester, students must meet with their advisor to plan their course registration. The course registration form must be signed by the advisor before being submitted to the director for their signature. The form will then be sent to the Office of Academic Affairs for filing.

(1) Compulsory courses:

1. Seminar: four required credits. Students who graduate before completing all four credits or students who are completing a bachelor's and master's combined program who have obtained two credits are exempt from this requirement. However, such students are still required to earn the minimum number of credits for graduation.

Each semester, students must analyze studies related to a topic of their choice, provide a systematic oral report on the relevance of the research questions in these studies as well as their methodologies and results, and answer seminar attendees' questions. The course instructor may decide whether students may be in the same group as their advisors.

- ★ The academic speech sessions account for 20% of the overall grade for the course. Students must notify the course instructor in advance if they cannot attend a session; students must notify the instructor of an inability to attend due to illness through phone call. Students who arrive late to the session by less than 10 minutes will have two points deducted from their overall grade, and each unauthorized leave (including lateness exceeding 10 minutes or leaving earlier than 10 minutes prior to the end of a session) will result in a five-point deduction from the student's overall grade,

with a maximum deduction of 20 points. For students working full time, each personal leave will result in a two-point deduction from their overall grade, with a maximum deduction of half of their total grade.

★ Alternative to academic speech sessions: This option is available for senior students who are concurrently studying for a master's program at the university and for students who are working full time. Before the end of the second week of each semester, eligible students may apply to have speeches attended outside of the program recognized as fulfilling the course requirements.

2. Master's thesis: six credits, granted after passing thesis oral examination
3. Program-specific compulsory courses (refer to the list of compulsory courses for more details)

(2) Elective courses:

1. For the scope of elective courses, refer to the course schedule released by the department each semester.
2. For the number of credits for each course, refer to the department's list of Ministry of Education–approved compulsory and elective courses for each academic year.
3. To add or drop courses, refer to the relevant university protocols.

(3) Calculation of credits and related guidelines:

1. For general students, the standard period of study is 1–4 years; for students who are working full time or have special circumstances, the period of study is determined in accordance with Article 16 of the Academic Regulations of Chang Gung University.

2. The number of credits required for graduation is 30 (including thesis credits).
3. For every course, a minimum of 70 points out of the overall 100 points is required to pass.
4. Excluding the courses listed as compulsory/elective courses and the courses offered by the doctorate program of the Division of Biotechnology of the Graduate Institute of Biomedical Sciences, this program allows for up to four elective credits earned in courses offered by other doctorate programs within the College of Medicine. If students wish for credits earned from courses offered by other colleges to be counted in the program, they must request approval from the curriculum committee prior to registering for these courses.
5. Students will begin a Thesis Research course in the second semester of the first year of their master's degree program. Students who complete the course will be granted six credits in the semester of their graduation.
6. With course instructor permission, students may apply for a credit transfer in accordance with Article 4 of the university's Credit Transfer Guidelines.
7. If students wish for elective courses offered by other departments to be counted by the program, they must request approval from the curriculum committee prior to registration for the course. Applications submitted mid-semester for retrospective approval of registered courses will not be accepted.
8. To qualify as a scholarship candidate, granted for the first semester of the second year of the master's degree program, students must have earned three credits or more in the course.

7. English proficiency requirements for graduation:

Students must meet at least one of the following English proficiency requirements to graduate

- (1) A passing score in the first stage of the GEPT high-intermediate level
- (2) A TOFEL score of 500 or higher
- (3) A TOFEL CBT score of 173 or higher; TOFEL iBT score of 61 or higher
- (4) An Average FLPT-English score of 65 or higher
- (5) An IELTS score of 5 or higher
- (6) A TOEIC score of 600 or higher
- (7) A Linguaskill (formerly BULATS) score of 145 or higher
- (8) Students holding a bachelor's degree or higher from a university with English as the official language may apply for exemption from the aforementioned English proficiency requirements.

Students who have previously taken off-campus English proficiency tests but do not meet the requirements specified in (1)–(7) may take an on-campus English proficiency test hosted by the university; passing-by-compensation criteria will apply.

- (9) Students who have taken two or more internal English proficiency tests and whose test results have adequately improved may be considered as meeting the English proficiency requirements. For details regarding the passing-by-compensation criteria and required level of proficiency test improvement, refer to the relevant guidelines released by the Language Center.
- (10) Students who fail to pass by compensation through the on-campus English proficiency test can meet the proficiency requirements for graduation by

participating and receiving a passing grade in an on-campus English language seminar for one semester.

※ Students must upload their proof of meeting the English proficiency requirements to the Online Sign-Off System for review in the second stage of applying for graduation.

8. Thesis advice:

- (1) Thesis advice committee: Each master's student is assigned a separate thesis advice committee by the department. The committee typically consists of three members (including external members) or four members, if the student has two advisors. The committee members must possess at least one of the following qualifications: (1) having the rank of an assistant professor or above; (2) belonging to Academia Sinica as an academician or a research fellow or associate research fellow; (3) possessing a doctorate degree and demonstrating outstanding academic achievements; or (4) having a specialty and academic or professional achievement in a niche or specialized field. The eligibility of prospective committee members possessing qualifications (3) and (4) shall be determined through a program affairs meeting.
- (2) Thesis progress report:
 1. After students have selected the laboratory they wish to join, they must begin preparation on their thesis outline, which must be submitted 3 months prior to their thesis progress report.
 2. Grading
 - * Pass: 70 or higher
 - * Fail: 69 or lower
 - ※ A student who fails twice will be considered to have failed the

compulsory courses after retaking it, in which case they must be expelled.

9. Degree examination:

A degree examination may be held 3 months after the student submits their thesis progress report.

For information related to the examination, refer to the Chang Gung University Implementation Guidelines for Master's and PhD Degree Examination released by the Office of Academic Affairs. The degree examination shall be conducted in accordance with the degree examination information announced by the Office of Academic Affairs.

(1) The application for degree examination comprises two stages:

1. Stage 1: Application for Academic Performance Review Form for On-Time Graduates from Graduate Programs

The application period continues from the first day of the first semester to November 30 or from the first day of the second semester to April 30. The sign-off process requires approximately 1 week to complete. Students who have not completed Stage 1 will not be allowed to proceed to Stage 2. Students may check the results of their applications after 1 week through their Office 365 email or through the system to which they submit their application. Once their applications are approved, students may apply to begin the second stage of their degree examination through the same system.

Link for application:

Home page of Chang Gung University → Campus Information System → Online Sign-Off System → enter account information → Application Form 011A for academic performance review

Required documents: (upload a scanned copy)

- (1) Proof of completion of technical program
- (2) Full academic transcript (the Office of Academic Affairs will provide transcripts for on-time graduates; delayed graduates must provide the document themselves)
- (3) List of registered courses (for courses registered for in the graduation academic year, students must print out the results of course registration for each semester from the Campus Information System and attach the results to the list of registered courses)
- (4) Proof of completion for the Taiwan Academic Research Ethics Education course

2. Stage 2: Application Form 035A for scheduling degree examination

Applications for scheduling degree examinations should be submitted no later than 2 weeks prior to the date of examination, by December 31 and May 31 for the first and second semesters, respectively. The sign-off procedure requires approximately 2 weeks.

Link for application:

Home page of Chang Gung University → Campus Information System → Online Sign-Off System → enter account information → Application Form 035A for degree examination

Required documents (upload a scanned copy): proof of meeting English proficiency requirements for graduation

Students may check the results of their application after 2 weeks through their Office 365 email or the system to which they submit their application. Once the application is approved, they may enter in the time and location of their degree examination and print out the

Assessment Form for Thesis Oral Examination and the Overall Assessment Form for Thesis Oral Examination through the same system.

Deadline of oral examination: Students must complete their degree examination application before taking the oral examination. The Overall Assessment Form for Thesis Oral Examination must be submitted to the Office of Academic Affairs by July 31 or January 31 for the first and second semesters, respectively.

(2) Criteria for oral examination: Students must meet the following two criteria before applying for a thesis oral examination.

1. Obtain the credits required by the master's program for graduation
2. Complete the first draft of the thesis

(3) Examination committee:

1. The standard oral examination committee shall comprise three members (from Chang Gung University), with the thesis advisor as one of the three members. The committee members shall jointly select one member, excluding the advisor, to serve as the convener.
2. Examination committee members must have a rank of assistant professor or above.
3. No changes can generally be made to the committee members once approved.

(4) First thesis draft: (refer to the attachment, the Chang Gung University Guidelines for Thesis and Dissertation: Writing Style)

The first draft of the thesis must be written with adherence to writing style requirements and, after being approved by the thesis advisor, be

submitted to the oral examination committee 2 weeks prior to the oral examination. Errors and typos must be avoided in the draft, and if any are identified, they will be listed for correction. The Declaration of Thesis Originality Form must be completed prior to the oral examination and provided to the committee for reference on the day of the oral examination.

(5) Thesis oral examination:

1. The thesis oral examination shall be conducted at a designated location on-campus and at a time agreed upon by the examination committee. The examinee will orally present their thesis and answer questions proposed by the committee.
2. The overall results of the examination will be the average of all attending committee member scores (at least three members, with a minimum passing score of 70). An examinee will be considered to have failed if half or more of the committee members give a score of lower than 70.
3. Students who fail the oral examination may apply to retake the examination after 3 months if the retake can be scheduled within the maximum length of their studies. Students are allowed a maximum of one retake and will be expelled if they fail the retake.
4. After passing the oral examination, students must complete the Declaration of Thesis Originality Form for the final version of their thesis and obtain an approval letter from their thesis advisor (i.e., the Oral Examination Committee Approval Form).
5. For matters that are not included in these guidelines, please refer to the university's regulations concerning degree examination.

10. Graduation and deregistration procedures:

(1) Submit thesis:

Students must revise their thesis in accordance with the suggestions of the examination committee and upload the full text of the revised thesis to the Chang Gung University Library→ E-Resources→ Thesis/Dissertation. Once the thesis is reviewed and approved, it should be printed out and paper-bound in three copies, with one to be submitted to the Program Affairs Office and two to be submitted to the library. The thesis must also be uploaded to the following URL: <http://thesis.lib.cgu.edu.tw/cdrfb3/>.

(2) Deregistration procedure: The Deregistration Procedure Form must be completed and submitted to the Office of Academic Affairs by August 15 and February 15 for the first and second semesters, respectively. After all course grades (including those for general courses and oral examinations) have been submitted to the Office of Academic Affairs, students will be able to print out the Deregistration Procedure Form from the Campus Information System. Students will receive their certificate of graduation after completing all procedures specified on the form and obtaining their advisor's signature on the form.

※ Department requirements: I. the advisor must provide their signature in the designated space on the form; II. a copy of the thesis must be submitted to the Program Affairs Office.

(3) Graduation: Students are granted a Master of Science degree after completing their studies.

International Master Program for Molecular Medicine in Emerging Viral Infections, Chang Gung University Advisor Confirmation Letter

To the relevant authorities of the International Master Program for
Molecular Medicine in Emerging Viral Infections,

I, _____, a master's student in the class of _____(year of
graduation) of the International Master Program for Molecular Medicine
in Emerging Viral Infections, will be advised by
Professor _____. This has been approved by the advisor and
the research professor. I understand that this approval does not guarantee
that I will be admitted into the advisor's laboratory. The selection of the
advisor shall follow the procedures specified in the Chang Gung
University Advisor Selection Guidelines for Students of the International
Master Program for Molecular Medicine in Emerging Viral
Infections. After completing this application, make sure to submit the
advisor application in the "CGU-FLOW System."

Signature of advisor: _____

(yyyy)

(mm)

(dd)

Application Form for Student Thesis Outline (Progress Report) for the Semester of the Academic Year for the International Master Program for Molecular Medicine in Emerging Viral Infections

(yyyy) (mm) (dd)

Name		Student ID	
Thesis title			
Time of oral examination	(yyyy) (mm) (dd) : to : AM/PM		
Location of oral examination			

List of oral examination committee members:

Committee member	Department	Job title	Correspondence address	Phone number	Notes

Director

Advisor

(Signature)

(yyyy) (mm) (dd)

International Master Program for Molecular Medicine in Emerging
Viral Infections, Chang Gung University
Thesis Outline Review

Date: (yyyy) (mm) (dd)

Student name:

Student ID:

Advisor:

Thesis title:

Suggestions:

Assessment of reviewer: _____

Signature of reviewer: _____

International Master Program for Molecular Medicine in Emerging
Viral Infections, Chang Gung University
Assessment of Thesis Progress Report for the Second Year of
Master's Degree Program

Date:

Student name:

Student ID:

Advisor:

Thesis title:

Assessment: (Please tick only one box)

☐ Very good: unconditional pass

☐ Satisfactory: please refer to the following suggestions

☐ Unsatisfactory: please revise thesis according to the
following suggestions

Suggestions:

Assessment results: _____ (minimum passing grade: 70)

Signature of the assessor: _____

Application Form for Recognition of Speeches Attended Outside of the Program

學號 Student ID		姓名 Name	
簽認同意 Signature	指導教授 (Advisor) : 課程負責人(Instructor) :		
Archived at the Program Affairs Office	日期(date) :		
Notes	1. Only senior students and students working full time are eligible for application. 2. Applications must be submitted by the end of the second week of each semester.		

International Master Program for Molecular Medicine in Emerging Viral Infections,
Chang Gung University

Application Form for Recognition of Speeches Attended Outside of the Program

學號 Student ID		姓名 Name		
演講時間 Date/time		演講地點 Place		
演講者 Speaker			使用語言 Language	
演講題目 Topic				
主辦單位 Coordinator/ Organization				
摘要 Summary				
簽認同意 Signature	指導教授 (Advisor) : 課程負責人(Instructor) :			
Archived at the program office	日期(date) :			
Notes	1. The program allows eligible students to attend on-campus and off-campus speeches related to biology or medicine to obtain up to four credit hours. 2. The number of times of such applications will be accepted in each semester will depend on the total number of speeches the student must attend in that semester. 3. The application form must be submitted to the Program Affairs Office within 1 week of the speech.			