

長庚大學  
生物醫學研究所  
Graduate Institute of  
Biomedical Sciences



2022  
Manual for  
International  
Master of Science Students



# Contents

Mission, Scopes, and Infrastructure .....	1
Enrollment and Registration .....	1
Thesis Advisor .....	2
Courses and Credits .....	2
Guideline for Thesis Preparation.....	3
Requirements for Applying for Degree Examination .....	4
Requesting the Degree Examination .....	4
Details of the Degree Examination .....	5
Procedure for Graduation.....	6
List of Courses.....	8

## **Mission, Scopes, and Infrastructure**

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### **Name**

As approved by the Ministry of Education, Taiwan, the official name of the institute is "The Graduate Institute of Biomedical Sciences" (hereinafter referred to as GIBMS), Chang Gung University (hereinafter referred to as CGU).

### **Mission**

We are committed to providing a solid and foundation of training in biomedical sciences and beyond. We empower students to become excellent biomedical scientists in theory, leadership, innovation, and practice.

### **Organization**

There is one director and various committees in our institute. The director is the representation of the institute. The director's responsibilities are to overlook the whole institute, coordinating the intra- and inter- committees. The committees are responsible for setting the guidelines for courses and developing the curriculum and details.

### **Amendments**

All amendments of GIBMS became effective after a full review and approval by the Institute Committee, and announced by the GIBMS website (<http://gibms.cgu.edu.tw/>).

## **Enrollment and Registration**

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Dates for enrollment and registration will be stated in the acceptance letter.

## Thesis Advisor

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1. The dissertation advisor must be a faculty member of GIBMS, Departments of Basic Medical Sciences of the Medical College, Departments of Biomedicine, Medical Biotechnology and Laboratory Science, Graduate Institute of Natural Products. Members who are not affiliated with these institutes/departments can be also served as a dissertation adviser after approval by the respective divisional or institutional committee.
  
2. Responsibilities of the dissertation advisor:
  - (1) To guide the student in all academic matters, including course selection, paper assignment, experimental design and execution, and dissertation writing.
  - (2) To guide a student's extracurricular activities.
  - (3) To attend all committee meetings on the research progress of the student.
  - (4) To recommend committee members for student's evaluation.

Note 1. When a student needs to change advisor or the advisor is unable to continue his/her duty, a new advisor will be appointed with the approval by the original advisor, the newly assigned advisor and the Institute Director. The student needs to submit an application form to the GIBMS office for transfer.

Note 2. After approval by the Division Committee, an adjunct faculty member who is actively participating in teaching courses in his/her associated division will be qualified to serve as a thesis advisor.

## Courses and Credits

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1. Refer to the Graduate Program PhD Curriculum for the required/elected courses.
  
2. Required courses:

- (1) Seminar: 4 credits required (one per semester). Students who have completed the MS program in less than 4 semesters and students of the Bachelor-MS program need to complete at least two credits for graduation. To be noted, students can take other credits to fulfill the graduation requirement.
  - (2) MS thesis: 6 credits offered after completion and passing of the thesis defense.
  - (3) Division required courses: courses can be CHOSEN from the MS Curriculum with the approval of the thesis advisor
3. Completion time, credit requirements and related regulations for graduation
- (1) MS students are expected to complete their studies in one to four years. Extensions may be granted according to Article 16 of the CGU Academic Regulations.
  - (2) 24 credits (not including the thesis credits) are required for completion of the MS degree.
  - (3) Passing score for all courses and final defense: 70

## **Guideline for Thesis Preparation**

1. Thesis Advisory Committee:

All students must set up a thesis advisory committee. The committee comprises of 3 members; all members must hold a position equivalent to Assistant Professor/Researcher or above. Committee members are subject to future changes.

2. Thesis Proposal and Progress Reports:

After selecting a thesis advisor, students must present their thesis proposal to a Thesis Advisory Committee before the end of the second semester (7/31 or 1/31) and have a thesis progress report before the end of the third semester (1/31 or 7/31). The thesis adviser may request the student to present his/her thesis progress report at fifth (or more) semester if the student cannot graduate at the end of the fourth semester. The passing grade is 70.

3. In case the student cannot hold his/her thesis proposal or progress report on time, he/she should apply for postponing it in advance. The application will need to be approved by both the thesis adviser and the Director of GIBMS.

## **Requirements for Applying for Degree Examination**

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1. Completion of the 24 course units (including the required courses in the respective division).
2. Certificate of completing “Taiwan Academic Research Ethics Education” course.
3. Completion of the thesis requirements such as the thesis proposal, progress report, and participation in the annual thesis poster competition (at least once).

## **Requesting the Degree Examination**

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**Please refer to the “Guidelines for Degree Examination” posted by Graduate Studies Section, Office of Academic Affairs.**

1. Stage one (review all credits):
  - (1) Completion of the “Achievement Review Form”
  - (2) Application period: For the 1<sup>st</sup> semester, from August 1 to November 30. For the 2<sup>nd</sup> semester, from February 1 to April 30.
2. Stage two (oral examination)
  - (1) Completion of “Application Form for Degree Examination”
  - (2) Application period: For the 1<sup>st</sup> semester, from August 1 to December 31. For the 2<sup>nd</sup> semester, from February 1 to May 31.
  - (3) In addition to the guidelines and regulations laid out in the bulletin (Graduate Studies Section, Office of Academic Affairs), students have to complete the requests disclosed in the “Master’s Thesis Oral Defense Application Form” for the GIBMS and provide

corresponding records. The graduating students must submit the original copies of papers to the department office and upload the copies to the 035A archive under the online approval process.

- (4) Submit the examination date to the “University Affairs Information System” and print out the "Overall Score Sheet" and "Score Sheet".

## **Details of the Degree Examination**

1. All examination-related regulations and implementations are in accordance with the "CGU Master's and Doctoral Degree Examination Implementation Measures" issued by the Office of Academic Affairs.

2. Oral Examination Deadline:

The Degree Examination Application form needs to be completed by the candidate before taking the oral examination. The final Oral Examination evaluation form needs to be submitted to the Office of Academic Affairs before 31st July or 31st January.

3. The Thesis Originality Comparison form:

Candidates need to complete the “Thesis Originality Comparison” form before the Oral Examination and provide the form to the Examiners on the day of Oral Examination.

4. Examination Committee

- (1) In principle, the Oral Defense Committee shall consist of 3 Examiners (including External Examiners). However, 4 Examiners are needed if the candidate is supervised by 2 thesis advisors. The thesis advisor is the ex-officio member of the Oral Defense Committee, but cannot serve as the Committee convener.
- (2) The members of the Master's degree Oral Defense Committee must hold a position equivalent to Assistant Professor/Researcher or above in the Universities or Research Institutes of Taiwan, ROC.

- (3) Once verified, the Oral Defense Committee cannot be changed without a proper reason. If there is a need to change the Oral Defense Committee, the 035B form (Application for the change of the Degree Examination) needs to be submitted.

## 5. Thesis

The thesis draft, following the approval of the thesis advisor, needs to be delivered to the Examiners two weeks before the examination.

## 6. Oral Defense

- (1) Candidates shall present their dissertation and answer to Examiners' questions at the designated location and time agreed by the Examiners.
- (2) The final grade of the oral defense shall be the average of the grades decided by all attending Examiners. A minimum final grade of 70 is needed to pass the oral defense. In addition, the oral defense is considered failed if 1/2 or more of the attending examiners give a grade of under 70.
- (3) The candidate who has failed the oral defense may retake the oral defense within 3 months during the remaining school years. The candidate shall be expelled from school should he/she fails the second oral defense.
- (4) Following the successful passing of the oral defense, the candidate shall obtain the recommendation letter form of the thesis advisor and the examiners' approval form, and submit the final Thesis.
- (5) If there are any questions, please refer to the "Chang Gung University Master and Doctoral Degree Examination Implementation Measures".

## Procedure for Graduation

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### 1. Submitting a Master's thesis

- (1) The final version of the thesis must be revised in accordance with the suggestions given by the thesis committee.



(2) Upon finalization, the full version of the thesis in accordance with the graduation thesis format has to be uploaded to the Chang Gung University Library > E-Resources > Thesis/Dissertation. After the approval, the thesis is printed in the prescribed format in paperback. One copy is then sent to the GIBMS, one copy to the library, and one copy to the Office of Academic Affairs (this copy will be transferred to the National Central Library).

## 2. Leaving CGU

(1) According to the items listed in "School Leaving Procedure Form" obtained from the University Affairs Information System, go to the relevant offices to complete and verify the procedures.

(2) Deadline for submitting "School Leaving Procedure Form" to the Office of Academic Affairs is August 15th for graduating in the first semester, or February 15th for the second semester.

(3) The requirements of GIBMS for School Leaving Procedure are: (i) a completed "Application Form for Students Leaving the Laboratory of GIBMS" (please download the form from the GIBMS website), and (ii) a copy of thesis.

## List of Courses

General Required Courses	Course Title	Credit	Year	Semester		Note
				Fall	Spring	
Required	Seminar	4	1~2	1	1	Students must take all 4 semesters.
Elective Courses	Special Topics in Biochemistry, Cell & Molecular biology (1) (*)	2	1	2		
	Biological and Biomedical English Paper Writing Style (*)	2	1	2		
	Biochemistry and Molecular Biology(*)	2	1	2		
	Microbiology-Bacteriology (*)	2	1	2		
	Advanced Immunology (*)	3	1	3		
	Bioinformatics & Biostatistics (*)	2	1	2		
	Human physiology(*)	4	1	4		
	Cellular Physiology & Signal Transduction (*)	2	1	2		
	Advanced Technologies in Systems Biology (*)	3	1	3		
	Molecular Imaging (*)	3	1	3		Offered bi-annually, starting in 2007
	Vaccine Development (*)	3	1	3		offered bi-annually, starting in 2009
	Special Topics in Emerging Viruses (*)	2	1	2		
	Special Topics in RNA Viruses (*)	2	1	2		
	Free Radical Biology and Medicine (*)	2	1	2		
	Translational Cancer Medicine (*)	2	1	2		Offered jointly with the MS program. Prerequisite: Cell Biology or Molecular Biology
	Animal Model for Studying Emerging Infectious Diseases(*)	2	1	2		
	Genomic Data Science (*)	2	1	2		
	Deep Learning with Python (*)	2	1	2		
	The Biotechnology Regulations (*)	1	1	1		
	Molecular & Cellular Biology (*)	2	1	2		
	Special Topics in Membrane Trafficking and Exocytosis(*)	2	1		2	
	Advanced Cell Biology (*)	2	1		2	
	Cell Growth and Apoptosis (*)	2	1		2	
	Special Topics in Biochemistry, Cell & Molecular biology (2) (*)	2	1		2	
	Advances in Microbiology (*)	2	1		2	
	Advances in Immunology (*)	2	1		2	
	Medicinal pharmacology(*)	4	1		4	
Scientific Integrity and Scientific Writing (*)	2	1		2	Offered bi-annually, starting in 2018	

	Advanced Bacteriology (*)	2	1		2	
	Technologies and Advances in Emerging Viral Infections (*)	2	1		2	
	Methodology of Molecular Virology (*)	2	1		2	
	Anti-virus Drug Development (*)	2	1		2	
	Advanced Clinical Virology (*)	2	1		2	
	Test Reagent Kit Development (*)	2	1		2	

Note: Subjects chosen by students must be approved and signed by the Thesis supervisor.

**Director of GIBMS:** \_\_\_\_\_

**Head of the Course Committee:** \_\_\_\_\_

## Appendix I. Forms for graduate students

Please refer to the link ([www.gibms.com.tw](http://www.gibms.com.tw)) for detailed information.





### Student related forms

-  [學生指導教授指導確認書 Advisor Agreement.doc](#)
-  [課程免修核定 Course Exemption Confirmation Form.doc](#)
-  [更換指導教授申請書 Change Advisor Application Form.doc](#)
-  [長庚大學生物醫學研究所教學助教評核作業細則-修改.doc](#)
-  [學生指導教授指導確認書 Advisor Agreement.odt](#)
-  [更換指導教授申請書 Change Advisor Application Form.odt](#)
-  [課程免修核定 Course Exemption Confirmation Form.odt](#)
-  [長庚大學生物醫學研究所教學助教評核作業細則-修改.odt](#)

### Thesis and qualifying related forms

-  [論文報告申請書 Application Form.doc](#)
-  [評分表 Presentation\\_Score\\_Sheet.doc](#)
-  [論文報告申請書 Application Form.odt](#)
-  [評分表 Presentation Score Sheet.odt](#)

### Seminar

-  [seminar score for teacher.doc](#)
-  [seminar-score.doc](#)
-  [seminar score for teacher.odt](#)
-  [seminar-score.odt](#)