

慈濟大學生物醫學全英語學分學程修習辦法

Tzu Chi University

Requirements for Taking

The Full English International Postgraduate Program in Biomedical Research

102年12月06日102學年度第1學期第2次教務會議修訂通過
103年10月7日103學年度第1學期第1次教務會議修正通過
108年5月17日107學年度第2學期第2次教務會議修正通過
109年10月5日109學年度第1學期第1次教務會議修正通過
111年5月13日110學年度第2學期第2次教務會議修正通過
111年10月21日111學年度第1學期第1次委員會議修正通過
111年12月2日111學年度第1學期第2次教務會議修正通過

- 一、依「慈濟大學學程設置及修讀辦法」設立生物醫學全英語學分學程（以下簡稱本學程），並訂定「慈濟大學生物醫學全英語學分學程修習辦法」（以下簡稱本辦法）。

Article 1

In accordance with the "Requirements for Founding and Taking Academic Programs," the University founded the Full English International Postgraduate Program in Biomedical Research (hereinafter referred to as IPPBR), and formulated the "Requirements for Taking the Full English International Postgraduate Program in Biomedical Research" (the following referred to as these requirements).

- 二、課程採認規劃：本學程採認課程包含「基礎課程」與「專業課程」。

（一）基礎課程（6-7 學分）：

序號	課程名稱	學分數
1	專題討論(一)	1
2	專題討論(二)	1
3	專題討論(三)	1
4	專題討論(四)	1
5 (擇1門)	論文寫作	1
	研究計畫寫作	1
	研究發表與論文寫作實務	2
6	慈濟人文與研究 <u>典範</u>	1
7	茶花道	0 (必修)
8	基礎中文	0 (必修)

- （二）專業課程：醫學院研究所或各碩博士班所開設之生物醫學相關全英語課程至少 7 學分。

Article 2

This program requires students to complete general and professional courses:

1. Students must complete six credit hours of the general courses listed below:

Number	Course Title	Credit Hour(s)
1	Seminar I	1
2	Seminar II	1
3	Seminar III	1
4	Seminar IV	1
5 (Choose One)	Thesis Writing	1
	Proposal Writing	1
	Practice of publication of research results and paper writing	2
6	Tzu Chi Humanity and the Role Model in Biomedical Science	1
7	Arts of Tea Ceremony and Flower Arrangement	0 (Required course)
8	Basic Chinese	0 (Required course)

2. Students must complete seven credit hours of graduate courses related to biomedical sciences, taught in English, and offered by the department/institute/master's program/doctoral program of Tzu Chi University's College of Medicine.

三、學程修讀與認證：

- (一) 本學程提供本校醫學院外籍研究生以及通過相當於全民英檢中高級複試之本國研究生修讀，學生修習醫學院各研究所及碩博士班開設之全英語課程方可列入學程採認科目。
- (二) 學生參加本學程修習之全英語課程，得同時認列為各研究所及碩博士班之畢業學分。
- (三) 修讀本學程學生所修習之課程層級須符合學生就讀之班制，修習低於就讀班制之課程學分，不得列計為本學程學分。
- (四) 修滿本學程規定課程 14 學分以上且成績及格者，經審查通過後，核給學分學程證明書。

申請方式：填妥「學程證明申請書」(如本辦法附件)，檢附歷年成績單，送請學生就讀之系所主管簽註認證所修習之全英語「專業課程」科目符合該系所之專業，於學期第 16 週前提交本學程執行秘書，審核通過者授予「生物醫學全英語學分學程證明書」。

Article 3

Studying IPPBR

1. IPPBR is available to the College of Medicine's international graduate students and IPPBRdomestic graduate students, who have passed the high-intermediate level of the General English Proficiency Test (GEPT) or test equivalent. This program only accepts graduate courses taught in English and offered by the department/institute/master's program/doctoral program of the College of Medicine.
2. The full English courses and credit hours earned in IPPBR by students will meet their graduation requirements set by the student's department/institute/master's program/doctoral program.
3. The level of courses taken by students participating in IPBR must coincide with what they are studying. IPPBR does not accept courses with lower levels than those of the students enrolling.
4. IPPBR will issue a certificate of completion to students who have completed fourteen credit hours or more of the required courses, fulfilled the program's requirements, and passed the program's review.

The process of applying for a certificate of completion is listed below:

Fill out the "Application for Certificate of Completion" (See appendix);

Provide transcripts of all the years;

Obtain consent from the head of the department/institute/master's program/doctoral program that all-English courses they took were professional courses;

Submit the documents listed above to the IPPBR Office before the 16th week of the semester.

Those who have passed the review will be awarded a certificate of completion.

四、欲申請「生物醫學全英語學分學程獎學金」者須修讀本學程，學程修讀情形將列入獎學金資格核給之參考。

Article 4

Those who plan to apply for the Scholarship of Full English Courses of the International Biomedical Graduate Program must enroll into IPPBR. The IPPBR Office will take the courses and credit hours that students have completed into consideration in making the scholarship decision.

五、生物醫學全英語學分學程獎學金申請及審核方式：

(一) 新生：提供入學申請資料，同時填具申請書向國際暨兩岸事務處申請，並進行面試。

- (二) 在學生：首次申請者須填具申請書向本學程執行委員會申請，並提供進度報告接受評估及進行面試。
- (三) 復學生及轉換實驗室學生：須重新申請獎學金，填具申請書向本學程執行委員會申請，並提供進度報告接受評估及進行面試。

Article 5

Application and review related to the Scholarship of Full English Courses of the International Biomedical Graduate Program are listed below:

1. First-year students

Fill in the application form and provide the admission application-related documents to the Office of International Affairs. The IPPBR Office will conduct an interview later on.

2. Current students

First-time applicants must fill in an application form and provide a progress report for the IPPBR Office to review and conduct an interview.

3. Reinstated or transfer students

They must re-apply for the scholarship by filling in an application form and providing a progress report. The IPPBR Office will review the application and conduct an interview before making the decision.

六、生物醫學全英語學分學程獎學金規範：

- (一) 申請本學程獎學金者須於申請後二年內完成修習本學程規定之「基礎課程」。
- (二) 申請本學程獎學金學生應修習全英語專題討論課程(Seminar)，若已修習所就讀研究所、碩博士班之必修非全英語專題討論課程(Seminar)，仍須加修全英語專題討論課程(Seminar)。
- (三) 領取本學程獎學金期間，每學期應提出研究進度報告並完成評分者問題答覆，以做為評估能否續領本學程獎學金之依據。
- 研究進度報告方式由本學程執行委員會規劃，邀請本學程執行委員、醫學院各研究所碩博士班主管及申請學生之指導教授參與評估，就申請人之報告評估其研究進度發展性是否良好。
 - 因故休學或退學者，自休退學日起取消其獎學金領取資格。
 - 本學程獎學金之獲獎學生無論是否續領本學程獎學金，皆須進行當學期進度報告，報告表現不佳或未進行進度報告者，將進行以下處置：
 - 進度報告未繳交者：追繳當學期獎學金，並取消次學期領取獎學

金之資格，不得再申請本學程獎學金。

(2) 進度報告未通過者：須於期限內修改進度報告，並經重新評核通過，否則取消次學期領取獎學金之資格，如欲再領取本學程獎學金，須重新提出申請。

4. 如發現進度報告有造假、變造、抄襲、由他人代寫或其他舞弊情事，經調查屬實者，撤銷其領取本學程獎學金之資格，並追繳當學期獎學金，不得再申請本學程獎學金。

5. 進度報告之方式包含下列二項：

(1) 口頭報告：將進度報告簡報以錄影方式製作口頭報告，報告影片時間以不超過7分鐘為原則。

(2) 書面報告：進度報告簡報

A. 封面格式：

學生姓名：
入學年度：
學號：
<u>系所名稱</u> ：
碩士班/博士班：
指導教授姓名：
自評分數 (0 至 100 分)：

B. 內容項目：

a. 已獲獎學生、再次申請者及已在學者：報告內容應包含修業時程表(Timeline)、摘要、學習進度、整體表現、未來展望、發表著作...等。

b. 初獲得入學許可之學生：請說明預計修業時程表(Timeline)、該學期研究規劃、未來展望...等。

6. 進度報告繳交期限：每學期公告截止日期前繳交進度報告簡報電子檔(PDF或PPT)，口頭報告影片上傳至指定網站，並提供影片連結。

Article 6

Requirements for applicants of the Scholarship of Full English Courses of the International Biomedical Graduate Program

1. Applicants must complete the general courses stipulated in this program within two years after the date of application.
2. Applicants must complete the required seminar courses in English. If they have taken required seminar courses offered by the department/institute/master's program/doctoral program that are not taught in English, they must retake the seminar courses conducted in English.

3. While receiving the scholarship, students must submit a research progress report and answer the reviewer's question each semester. The program will use these to determine continuation of the scholarship.
- (1) The program's executive members, the heads of the department/institute/master's program/doctoral program of the College of Medicine, and the applicants' faculty advisors will decide the format and evaluate the research progress report.
 - (2) Students who take a leave of absence or discontinue their studies will be disqualified from receiving scholarships, starting from the date of discontinuation of their studies.
 - (3) Scholarship recipients must present a progress report each semester, regardless of whether they continue to receive the scholarship that semester or not. Those who do not have satisfactory performance, or fail to report their progress, will be dealt with as follows:
 - i. Those who have not submitted their progress report:

Recipients must return the scholarship for the current semester, will not receive any scholarship for the following semester, and may never apply for the scholarship again.
 - ii. Those who fail to pass the IPPBR's review of their progress report:

Recipients must revise their progress report and present it for re-evaluation. If they fail again, they will not receive any scholarship(s) for the next semester. If they are eager for this scholarship, they must re-apply for it.
 - (4) If the progress report is found to be fraudulent, altered, plagiarized, written by others, or associated with deceitful matters, and the investigation has verified it, the University will revoke the recipient's qualification for receiving the scholarship, ask the recipient to return the scholarship for the current semester, and disallow the recipient to apply for this scholarship in the future.
 - (5) The progress report contains two parts:
 - i. Oral presentation:

Recipients must present it with a video, and the presentation should be no more than seven minutes long.
 - ii. Written report:

The format is listed below:

 - A. Cover page:

Student's Name:
Enrolment Year:
Student ID Number:
Department/Institute:
Master's/Doctoral Program:
Faculty Advisor:

B. Contents:

a. Scholarship recipients, re-applicants, and applicants who are current students:

Their progress report should include their study timeline, a brief of their studies, learning progress, overall performance, future prospects, published works, etc.

b. First-year students:

They should present their planned study timeline, the current semester's research plan, future prospects, etc.

(6) Deadline for submitting the progress report:

Submit electronic file, such as PDF or PPT, on or before the deadline set by the University. Upload oral presentation-related video to the designated website and provide the link for the public to access it.

七、擔任本學程獎學金獲獎者指導教授須三年內具有第一或通訊作者之著作或校內外研究計畫補助。

Article 7

The faculty advisor of the scholarship recipient must be a first or a corresponding author of an on-campus or have been in an off-campus research project within the last three years.

八、擔任本學程獎學金獲獎者指導教師需履行下列義務：

- (一) 必須出席所指導學生之專題討論報告，並參加全英語專題討論每學期至少 3 次。
- (二) 參加本學程學生指導相關之討論會議。
- (三) 參與本學程學生進度報告評分。
- (四) 參與本學程獎學金申請之面試。

Article 8

The faculty advisor of the scholarship recipient of IPPBR must fulfill the following obligations:

1. Participate in student's seminar presentations in Chinese and English at least three times per semester.
2. Attend student-related IPPBR meetings.

3. Evaluate the student's progress report.
4. Participate in interviewing scholarship applicants.

九、本辦法經本學程執行委員會通過，提交教務會議通過後公告實施，修正時亦同。

Article 9

The Meeting of the Program's Executive Members must pass these requirements before submitting them to the Meeting of the Office of Academic Affairs for final approval. Any amendments shall follow the same procedure.

【附件】

慈濟大學學生學程證明申請書

日期： / / (mm/dd/yyyy)

修習學程	生物醫學全英語學分學程					
學號						
學生姓名						
系所名稱						
序號	學程規定		學生申請認列			
	課程名稱	學分	學期	課程名稱	學分	成績
1	專題討論(一)	1				
2	專題討論(二)	1				
3	專題討論(三)	1				
4	專題討論(四)	1				
5 【擇1門】	論文寫作	1				
	研究計畫寫作	1				
	研究發表與論文寫作實務	2				
6	慈濟人文與研究典範	1				
7	茶花道	0				
8	基礎中文	0				
9	專業課程：					
10	專業課程：					
11	專業課程：					
12	專業課程：					
13	專業課程：					
14	專業課程：					
15	專業課程：					
合計最低應修學分		14	合計實得學分			
經辦單位						
學生所屬系所主管審查簽核				學程執行秘書審查簽核		
(簽章及日期)				(簽章及日期)		

【Appendix】

Tzu Chi University
Application for Certificate of Completion

Date : / / (mm/dd/yyyy)

Program Title	Full English International Postgraduate Program for Biomedical Research					
Student ID Number						
Student's Name						
Department/ Institute/ Program						
Number	Required Courses		Completed Courses			
	Course Title	Credit Hour(s)	Semester Year	Course Title	Credit Hour(s)	Grade
1	Seminar (I)	1				
2	Seminar (II)	1				
3	Seminar (III)	1				
4	Seminar (IV)	1				
5 (Choose 1)	Thesis Writing	1				
	Proposal Writing	1				
	Practice of publication of research results and paper writing	2				
6	Tzu Chi Humanity and the Role Model in Biomedical Science	1				
7	Arts of Tea Ceremony and Flower Arrangement	0				
8	Basic Chinese	0				
9	Professional Course:					
10	Professional Course:					
11	Professional Course:					
12	Professional Course:					
13	Professional Course:					
14	Professional Course:					
15	Professional Course:					

Total required credit hours	14	Total completed credit hours	
For Office Use Only			
Head of the Student's Department/Institute/Program		Executive Secretary of IPPBR	
(Signature and date)		(Signature and date)	