

# Institute of Imaging and Biomedical Photonics, National Chiao Tung University

## Regulations on Academic Studies for Master Program Students

- Discussed and Passed at Curriculum Committee Meeting of College of Photonics on May 20, 2009
- Discussed and Passed at 2<sup>nd</sup> Division, College, Institute Joint Meeting of College of Photonics on Sept. 14, 2009
- Revised and Passed at the 98 Academic Year 1<sup>st</sup> Curriculum Committee Meeting on Dec. 17, 2009
- Approved at the 98 Academic Year 2<sup>nd</sup> Academic Affairs Meeting on Dec. 24, 2009
- Revised and Passed at the 15<sup>th</sup> Division, College, Institute Joint Meeting of College of Photonics on Mar. 21, 2011
- Passed at the 99 Academic Year 2<sup>nd</sup> Curriculum Committee Meeting on May 19, 2011
- Approved at the 99 Academic Year 6<sup>th</sup> Academic Affairs Meeting on June 16, 2011
- Revised and Passed at the 6<sup>th</sup> Division, College, Institute Joint Meeting of College of Photonics on Oct. 31, 2011
- Revised and Passed at the 15<sup>th</sup> Division, College, Institute Joint Meeting of College of Photonics on April 9, 2012
- Revised and Passed at the 16<sup>th</sup> Division, College, Institute Joint Meeting of College of Photonics on April 23, 2012
- Approved at the 100 Academic Year 5<sup>th</sup> Academic Affairs Meeting on June 7, 2012
- Revised and Passed at the 16<sup>th</sup> Division, College, Institute Joint Meeting of College of Photonics on April 22, 2013
- Approved at the 101 Academic Year 1<sup>st</sup> Expanded Academic Affairs Meeting on June 6, 2013
- Revised and Passed at the 13<sup>rd</sup> Division, College, Institute Joint Meeting of College of Photonics on Apr. 14, 2014
- Approved at the 102 Academic Year 4<sup>th</sup> Academic Affairs Meeting on June 5, 2014

### **Admission Requirements**

Article 1 Applicants who hold an undergraduate degree or equivalent from public universities, registered private universities, independent academies, or foreign academic institutions recognized by the Ministry of Education of the Republic of China are eligible to take the Graduate Entrance Exam or screening test to enroll in the Master programs of the College of Photonics (referred to the College). The Institute is not enrolled Master Program transfer students or the transfer students from other Institutes.

### **Period of Study**

- Article 2 The Master Program admits general and on-job students; the relevant provisions for the period of study are as follows:
1. The period of study for general students is limited to one to four years, for on-job students is two years to five years.
  2. The said period of study does not include the leave. Students for some reason can apply for leave of absence for one semester, one academic year or two academic years before the start of the semester exams. Leave of absence from study can be accumulated up to two academic years. When the time is due and the student cannot return to school because he/she needs time to conduct medical rehabilitation, he/she can apply for extension and subject to be approved by the consideration of Academic Affairs Committee.
  3. If the student attend the Program less than two years, and during the period of study, he/she and advisor in the name of the Institute published more than one paper at the journal recognized by SCI; except for the advisor, the student is the first author, then the student can apply for early graduation after completing courses requirements. After the College

Teaching and Curriculum Committee preliminary review and pass the said application, it will report to College Affairs Meeting to review and pass.

### **Registration and Taking Courses**

Article 3 Graduate students of the Institute should follow the regulations of school to register and take courses; the relevant provisions are as follows:

1. To select courses at the registration, the students must obtain the advisor and the Institute Director's consent. If students have not yet selected the advisor, then the courses selected must be approved by the Institute Director, same as adding or dropping courses.
2. To take courses from other college or university, the students must obtain the approval of Institute Director. Students cannot take two subjects at the same period, if students violate this regulation, then the scores of two subjects are both counted zero.
3. The student must complete 24 credits before graduation, including at least 18 credits taken from the College, and with the approval of the advisor and the Institute Director, other credits can be taken from the related courses of Science and Engineering, Electrical Engineering, Information, biotechnology and other fields.
4. The evaluation of the courses is adopted for 100-Point scoring method, the passing grade is 70, if failed to reach 70, and then the credits are not counted into graduation credits.
5. Before graduation, the graduate students of the Institute are required to take the core course Electro-Optics and the scores must be reached the passing grade.
6. Colloquium is the each-semester required course for first-year graduate students. The scores must be reached the passing grade, if failed to reach the passing grade, then the course must be retaken.
7. Seminar is the each-semester required elective course for first-year graduate students (If the student needs to apply for leave of absence within the semester, then he/she shall withdraw the required courses).
8. Independent Study is the each-semester required elective course for second-year or higher graduate students. (If the student needs to apply for leave of absence within the semester, then he/she shall withdraw the required courses).
9. The credits of Colloquium, Seminar and Independent Study related courses are not counted into the minimum numbers of graduation credits.
10. Except for legitimate reasons, the students are not allowed to take courses

that have been offered by the College from other university at the same semester, otherwise the credits are not counted into graduation credits.

11. The credits of courses taken from relevant department of the University are not counted into graduation credits.
12. The subjects of graduation credits are approved by the College Teaching and Curriculum Committee.

### **Credit transfer**

Article 4 If the graduate student took prerequisite courses before admission, when he/she is admitted to the Master Program, he/she can attach supporting documents to apply for credit transfer, and the relevant provisions are as the following:

1. The total credits transferred shall not exceed 6 credits, but it is limited to the courses taken two years before admission. The credits transferred must be the courses offered by the Institute of the University, and not accounted into graduation credits of the University.
2. Graduate students can apply for credit transfer within the first week after first -year admission; upon application the transcript and required supporting documents must be attached. The Credit transfer is approved by the College Teaching and Curriculum committee.

### **Advisor**

Article 5 The graduate student should select the advisor to engage in thesis research, the relevant provisions of selecting the advisor are as follows:

1. The graduate student should select a full-time assistant professor (or higher) as advisor within 3 weeks after admission, and submit to Institute Director for approval. If the student fails to select within the prescribed period, then Teaching and Curriculum Committee would handle it.
2. The responsibilities of the advisor are as follows:
  - (1) Instruct and assist the graduate student to complete the thesis;
  - (2) Instruct and assist the graduate student to schedule elective courses;
  - (3) If the graduate student wants to send out any document or participate in thesis research related activities, he/ she must seek the consent of the advisor.
3. The graduate student can select a scholar or specialist outside the College as the co-advisor, application must be proposed within the first three weeks after admission, the proposal and the reasons must be described in detail, and ask the Institute Director for approval, but still the student must have full-time teacher of the College as advisor.
4. The graduate student selects a scholar or specialist outside the College as

the co-advisor, except for the scholar or specialist as a full-time University assistant professor (or higher), his/her information must be sent to Teacher Review Committee of the Institute for qualification review.

5. The graduate student who changes the advisor during the period of study must file an application, fill out “Application Form for Replacing (Changing) Advisor”, and ask the original advisor, new advisor and the Institute Director for approval. If the original advisor is disagree and they cannot reach a consensus after the coordination, then the student can appeal to College Teaching and Curriculum Committee, resolved by the Teaching and Curriculum Committee. The student can only apply for graduation oral defense one year after changing advisor; prior to the defense, the student need send the thesis to original advisor to review and confirm, and sign “Thesis Confirmation Form for Graduate Student Replacing Advisor”.

### **Degree Examination**

Article 6 Within the prescribed period of study, the graduate student who completes required subjects and credits, as well passes the Degree Examination is allowed to graduate, and conferred the Master degree. The relevant provisions of the degree examination are as follows:

1. When the credits taken meet the graduation requirements, and the student with the approval of the advisor can submit the thesis draft, transcript, Advisor's Recommended Letter to apply for Degree Examination.
2. The student who would complete the required courses and credits of the master degree at the end of the semester can take the master degree examination earlier that semester. Upon the student completing the required credits, he/she will be conferred the Master degree.
3. Degree Examination must be conducted orally and openly. The time, place and title of thesis must be announced 7 days before the examination.
4. Degree Examination Committee consists of Advisor, Co-advisor and two to four members (at least one member from outside of the University). The Institute Director must appoint a committee chairperson from among the committee members. The adviser of candidate cannot be the chairperson.
5. Degree Examination Committee members shall have one of the following qualifications:
  - (1) Used to be a professor, associate professor or assistant professor who taught the subject that related to the dissertation of the graduate candidate;

- (2) Academia Sinica academician or served as a research fellow , assistant research fellow, associate research fellow of Academia Sinica, who is specialized in research the discipline of the thesis proposed by the graduate candidate;
- (3) The one who is specialized in research the discipline of the thesis proposed by the graduate candidate owns a doctoral degree with outstanding academic or professional achievements;
- (4) A member must have outstanding academic or professional achievements in rare or specific fields.

The qualifications of (3) and (4) are reviewed and recognized by the Institute Teacher Review Committee.

The graduate candidate's spouse or third-degree relatives, relatives by marriage may not serve as Master Degree Examination Committee member.

6. All the Examination Committee members must attend the Degree Examination in person. No replacement allowed. The Degree Examination can be held if there are two thirds (or more) and at least 3 committee members attend the Degree Examination;
7. The dissertation must be written in Chinese or English and comply with the “NCTU Thesis and Dissertation Formats”. The Thesis should include Abstract (in Chinese and English), Introduction, Research Methods, Results, Conclusions, References, etc. The thesis draft should be submitted to Degree Examination Committee for review 7 days before the exam date. The thesis earned the other degree shall not be presented again.
8. The graduate candidate should base on thesis contents to make public oral statement to Degree Examination Committee; Examination Committee members would query and question the thesis and the related contents of report, to detect the candidate’s research level and related expertise. The sit-ins shall not ask questions or express any opinion.
9. The passing grade and full marks for the degree examination are 70 and 100, respectively. Evaluation must only be conducted once and according to the average of scores given secretly by the members present. Nonetheless, the graduate candidate is deemed failed, and no average score should be calculated, when the scores given by half or more members present are below the passing grade.
10. The student, who failed the degree examination and the study period is not yet expired, with the approval of the advisor can retake the examination once.
11. The Degree Examination will be flunk, if the Examination Committee finds

out and confirms there is plagiarism or any cheating in thesis. In this case, if the degree has been conferred, then the degree will be revoked and the degree certificate will be recovered.

12. Oral Defense Committee members would indicate the thesis modified direction and points to the student who passes thesis oral defense as the dissertation modification basis. Students should submit the revised thesis to review. In order to pass the thesis, it needs at least two thirds of Examination Committee member to agree.

The thesis review would not be scored additionally. The attending Examination Committee members should sign “Thesis Oral Defense Committee Approval Form” to the student who passes thesis review. The thesis result of the student who completes thesis review is the Degree Examination result.

13. The student who passes the thesis examination before January 31 or July 31, but fails to complete thesis review or submit “Thesis Oral Defense Committee Approval Form” within two weeks of the next semester should be registered in the next semester. If the student has not submitted the Approval Form during the period of study, the degree examination result is considered to be failed, and must be expelled under provisions.

### **Expulsion**

Article 7 Graduate students who have one of the following circumstances should be expelled.

1. The deadline of registration for each semester is two weeks after the start of school. The student fails to complete the registration formalities.
2. At the expiration of Period of Study, the required subjects and credits still are not completed, or the Degree Examination is failed.

### **Re-Admission**

Article 8 If the student is re-admitted within two years after dropping out, then he/she can apply for credit transfer of the credits taken. The credits can be transferred at most 24 credits, and the period of study can be shortened.

### **Appeal**

Article 9 If the graduate student thinks himself/ herself to be unfairly treated during the period of study, he/she can propose appeal in writing to the Institute. The Institute shall complete to investigate the contents of appeal and resolve reasonably within thirty days.

Article 10 The graduate student can choose to be regulated by the Regulations on Academic Studies when admitted or the current Regulations on

Academic Studies when graduated.

Article 11 Matters not provided herein must be subject to related laws and regulations of the Ministry of Education and the University. If there is any doubt, please submit it to College Affairs Meeting for resolution.

Article 12 These regulations are approved by College Affairs Council, sequentially reviewed by University Curriculum Committees, and implemented after verifying by Academic Affairs Meeting. The same procedure will be repeated for each revision.

✘The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.✘