

Requirements for Master's and PhD Program of School of Dentistry of Taipei Medical University

Approved at College Administrative Faculty Meeting of College of Oral Medicine on September 5, 2006
Amended at College Administrative Faculty Meeting of College of Oral Medicine on November 15, 2007
Amended at College Administrative Faculty Meeting of College of Oral Medicine on August 17, 2010
Amended at College Administrative Faculty Meeting of College of Oral Medicine on September 6, 2011
Amended at College Administrative Faculty Meeting of College of Oral Medicine on August 23, 2012
Amended at College Affairs Faculty Meeting of College of Oral Medicine on May 21, 2013
Amended at Academic Affairs Faculty Meeting of Taipei Medical University on June 13, 2013
Amended at College Affairs Faculty Meeting of College of Oral Medicine on November 25, 2013
Amended at Academic Affairs Faculty Meeting of Taipei Medical University on December 12, 2013
Amended at College Affairs Faculty Meeting of College of Oral Medicine on February 7, 2014
Amended at Academic Affairs Faculty Meeting of Taipei Medical University on March 27, 2014
Amended at College Affairs Faculty Meeting of College of Oral Medicine on March 5, 2015
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Amended at College Affairs Faculty Meeting of College of Oral Medicine on November 18, 2015
Amended at School Affairs Faculty Meeting of School of Dentistry on May 10, 2016
Amended at College Affairs Faculty Meeting of College of Oral Medicine on May 11, 2016
Amended at Academic Affairs Faculty Meeting of Taipei Medical University on May 17, 2016
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Amended at College Affairs Faculty Meeting of College of Oral Medicine on February 17, 2017
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Amended at School Affairs Faculty Meeting on April 12, 2022
Amended at College Affairs Faculty Meeting on April 14, 2022
Amended at Academic Affairs Faculty Meeting on May 18, 2022

Requirements for Master's programs

- Article 1 Duration of study: In accordance with the regulations of Taipei Medical University.
- Article 2 At least 30 credits must be completed, including 14 compulsory credits (including 6 credits of Master's thesis) and at least 16 elective credits.
- Article 3 Qualifications as the thesis advisors for graduate students in Master's programs:
- A. The thesis advisor must be qualified as a full-time assistant professor (or higher) of the university and serve as a full-time faculty member or a clinical dentist in an affiliated hospital.
 - B. The co-advisor must be qualified as an assistant professor (or higher).
 - C. A full-time faculty member of the university shall not be allowed to serve as the thesis advisor from a year prior to retirement.
- Article 4 To change the advisor, the Application Form for Master Students to Change Thesis Advisors must be filled out with the reasons for the change noted. It can only take effect after the consent of the original

advisor and the head of the department.

Article 5 The school formulated the Consent Form for Copyright Licensing in accordance with the Regulations of Taipei Medical University Academic Work Publication and Author Listing as the basis for authorship order on papers submitted during graduate students' studies or after the completion of their thesis.

Article 6 Master's thesis proposal:

A. Students must submit a thesis proposal in the semester prior to graduation. Only those who have the thesis proposal passed can apply for the degree examination in the following semester. The thesis topics of graduate students must conform to the professional field of oral science.

B. When students submit their thesis proposal, the following documents should be submitted:

(A) Application for thesis proposal

(B) Recommended list of committee members for the thesis proposal

(C) Official transcript

(D) Consent form for thesis proposal

(E) Thesis

(F) Consent form for copyright licensing

C. Proposal review:

A proposal review committee of three to five members is recruited by the advisor to review the thesis proposal. The committee members are recommended by the advisor and approved by the director. The advisor is an ex-officio member.

The committee members must be qualified as assistant professors (or higher), specialize in the field in which the students are studying for a master's degree, and must review whether the student's thesis topic meets the professional field of oral science.

D. The result of the proposal review shall be sent by the advisor to the office of the School of Dentistry for reference. Students who fail the thesis proposal shall not be allowed to apply for the degree examination, and the number of thesis proposals shall not exceed two times.

Article 7 Students must pass the following graduation thresholds before applying for the degree examination:

A. English graduation threshold:

(A) From the 2017 academic year, students enrolled need to meet Level B2 in the attached Form 2 according to the Implementation Guidelines for Graduate Student English Certification of the university. Or students can choose to take a total of two or more English courses offered by the language center and pass (scoring over 70 in a semester), which is seen as reaching the English graduation threshold of the school. The credits completed in such English courses are not included in the graduation credits.

(B) From the 2022 academic year, the Implementation Guidelines for Graduate Student English Certification apply to the students enrolled.

B. Certificate of submission to SCI journals

A degree examination can be applied for only after the students meet the two requirements above and pass the review.

Article 8 Master's Degree Examination:

A. Apply within the specified time in accordance with the school calendar.

B. Students must complete the compulsory and elective credits stipulated in the Master's program, pass the thesis proposal review, submit the thesis to SCI journals, and obtain a certificate of submission to reach the graduation thresholds, and receive consent from the advisor. After that, the students can apply for the degree examination.

C. The committee members of the thesis defense shall be three to five members recommended by the advisor, of which the off-campus members shall be limited to one-third. The heads of degree programs of each department shall select and designate one person as the convenor according to the list recommended by the advisor, and the advisor and the co-advisor shall not serve as the convenor. The passing score shall be 70, and the score is the average score from the participating committee members.

D. The students must collect committee members' feedback and revise the thesis. After that, the students go through the degree examination review and the process of leaving school, and a degree certificate can be issued.

Article 9 Other unsettled matters shall be dealt with in accordance with the relevant regulations of the Ministry of Education and the University.

Article 10 The regulations are approved by the academic affairs faculty meeting and come into effect after the approval by the president and the announcement; the same when they are amended.

Requirements for PhD degree

Article 1 Duration of study: In accordance with the regulations of Taipei Medical University.

Article 2 Course credits: at least 30 credits must be completed, including 22 compulsory credits (including 6 credits of dissertation) and at least 8 elective credits.

Article 3 Qualification as the dissertation advisors for PhD students:

A. The advisor must be qualified as a full-time associate professor (or higher) of the departments under the college.

B. The co-advisor must be qualified as an assistant professor (or higher).

C. A full-time faculty member of the university shall not be allowed to serve as an advisor from three years prior to retirement.

Article 4 To change the advisor, the Application Form for PhD Students to Change Dissertation Advisors must be filled out with the reasons for the change noted. It can only take effect after the consent of the original advisor and the head of the department.

Article 5 Relevant regulations for qualifying examination:

A. Students can apply for the qualifying examination after completing at least 18 credits of compulsory and elective credits stipulated in the school. Students must pass the qualifying examination before the end of the third year of the PhD program.

B. The qualifying examination includes two stages: a written examination and a dissertation defense. Those who fail the written examination are not allowed to take the dissertation defense. The

number of failures in the written and dissertation defense shall not exceed two times respectively. If still failing, the student should be expelled. PhD students become PhD candidates after passing the qualifying examination.

- C. The examination: The head of the department shall serve as the recruitment and promotion committee member to invite instructors who are not the advisor of the students to form a qualifying examination committee (the members can be off-campus), and have the committee approved by the dean. The qualification examination committee consists of several members with a one-year term in office.
- D. The examination committee is in charge of assigning the written exam, including the examination form and the content to be tested. The written materials for the dissertation defense are drafted in accordance with the format of the Research Project of the Ministry of Science and Technology.
- E. Examination time: the examination is held in September once an academic year.
- F. Students can be exempt from the qualifying examination by publishing an SCI paper, and the paper must be published or accepted prior to the qualifying examination.

The dissertation topic must conform to the professional field of oral science. SCI papers published by graduate students must rank in the top 20% of the field, and the Impact Factor is ≥ 1 . Students must publish the SCI papers as the first author, and the advisors or co-advisors shall be the corresponding authors. The papers used for the exemption from the qualifying examination must be attached with each author's consent form. The SCI papers published by the students must meet the requirements above for exemption from the qualifying examination. The ranking of the paper is subject to the ranking at the time of receiving the acceptance letter, and equal contribution shall not be calculated into course credits. The papers used to apply for exemption from the qualifying examination shall not be included in the number of papers for passing the graduation threshold. Clinical case reports, review papers, conference papers,

and correspondence shall not be used as dissertations.

Article 6 The school formulated the Consent Form for Copyright Licensing in accordance with the Regulations of Taipei Medical University Academic Work Publication and Author Listing as the basis for authorship order on papers submitted during graduate students' studies or after the completion of their dissertation.

Article 7 Relevant regulations for dissertations to be published in SCI journals:

- A. At least two SCI papers, which shall be included in the dissertation, must be published before applying for the degree examination. Both (or all) the submitted SCI papers must rank in the top 40% in the field, or among the submitted SCI papers, either one of the papers' Impact Factor is ≥ 5 , or the sum of multiple papers' Impact Factor is ≥ 5 . The credits of the paper ranking higher, subject to either the ranking at the time of receiving the acceptance letter or the ranking at the time of applying for the degree examination, are calculated into course credits.
- B. The dissertation topic must conform to the professional field of oral science.
- C. Students must publish at least one of the dissertations as the first author, and the students' authorship order shall not be lower than the second author, and the co-first author shall be regarded as the first author. The dissertations must be named in the School of Dentistry of the College of Oral Medicine of Taipei Medical University. The advisors or co-advisors must be one of the corresponding authors of the SCI papers, and the papers used for the degree examination application must be attached with each author's consent form. Article 5 of the Regulations must be processed before the students change their advisors or co-advisors, and the new advisors or co-advisors also serve as the corresponding authors.
- D. Only one author of the SCI paper can use the paper to be exempt from the qualifying examination or have the paper be calculated in the number of dissertations for the graduation threshold regardless of whether the authorship order is the first, the second, or the co-first. The content of the papers must be coherent, and the subject

must be consistent with the content of the dissertations.

- E. Clinical case reports, review papers, conference papers, and correspondence shall not be used as dissertations.

Article 8 Students must pass the following graduation thresholds before applying for the degree examination:

A. English graduation threshold:

(A) From the 2017 academic year, students enrolled need to meet Level B2 in the attached Form 2 according to the Implementation Guidelines for Graduate Student English Certification of the university. Or students can choose to take a total of two or more English courses offered by the language center and pass (scoring over 70 in a semester), which is seen as reaching the English graduation threshold of the school. The credits completed in such English courses are not included in the graduation credits.

(B) The Implementation Guidelines for Graduate Student English Certification apply to the students enrolled from the 2022 academic year.

- B. At least two (or more) SCI papers, whose sum of Impact Factor is ≥ 5 , or a single paper, whose Impact Factor is ≥ 5 , must be published before applying for the degree examination, as detailed in Article 7.

A degree examination can be applied for only after the students meet the two requirements above and pass the review.

Article 9 PhD degree examination:

A. Apply within the specified time in accordance with the school calendar.

B. Students must complete the compulsory and elective credits stipulated in the PhD program, reach the graduation thresholds specified in Article 8, and receive consent from the advisor. After that, the students can apply for the degree examination

C. The committee members of the dissertation defense shall be five to nine members recommended by the advisor. After the approval of the director, the member list shall be sent to the dean for selection. More than one-third of the members should be off-campus, and the

advisor and co-advisor shall not serve as the convenor. The passing score shall be 70, and the score is the average score from the participating committee members.

- D. The students must collect committee members' feedback and revise the dissertation. After that, the students go through the degree examination review and the process of leaving school, and a degree certificate can be issued.

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