臺北醫學大學口腔醫學院
碩、博士班修業規定辦法
TMU College of Oral Medicine
Master's and Doctoral Degree Regulations

碩士班修業規定辦法

Master's Degree Regulations

一、修業年限：碩士班修業年限為 2 年，得延長 2 年。

1. The term of the master's degree program shall follow TMU's Academic Regulations

二、修業學分：學生修畢三十學分(含論文 6 學分)。

2. Required credits for graduation: There should be a total of at least 30 credits.

(1) 牙醫學系碩士班現行科目經所課程委員會討論決議，歸屬為基礎及臨床兩大學程。

(1) The Curriculum Committee has divided the master's curricula into basic and clinical groups.

(2) 同時修碩士學位與專科醫師訓練之牙醫學系碩士班研究生，須修滿本所各臨床分組規定畢業最低學分數 (含必修 6 學分，論文 6 學分，及基礎學程中至少 12 學分之基礎醫學課目)方能畢業。臨床實習每學期最多不得超過 3 學分，最多不超過四學期，因報考專科醫師而超修之臨床學分數，不得用以抵免畢業所需之最低學分數。其中論文 6 學分須於論文口試通過後才能取得。

(2) Students training for a specialty must finish the minimum for the clinical group (6 credits for required courses, 6 credits for thesis, and at least 12 basic medicine credits) before graduating. The maximum for clinical courses is 3 credits, and should not be over 4 semesters. The extra credits taken for the entrance of the specialty examination cannot be counted in the credits for graduation. The 6 credits for the thesis are given after the student has passed the oral examination for the thesis.

(3) 僅修口腔基礎醫學碩士學位之牙醫學系碩士班研究生須修滿本所規定畢業最低學分數 30 學分(含必修 6 學分，選修 18 學分，論文 6 學分)方能畢業。

(3) Those in the basic oral medicine group must acquire at least 30 credits (including 6 credits for required courses, 18 elective credits and 6 for the thesis) before graduating.

(4) 如因報考專科醫師需要修習相當學分數之臨床課目，指導教授得以延長研究生之修業年數最多兩年。修習專科醫師需要之學分數由本所及實習醫院牙科部共同認定。

(4) Students who need credits to enter the specialty examination may prolong their program for two years with approval of their instructor. The credits needed to enter the specialty exam are decided by the program and the internship hospital.

(5) 各臨床分組研究生必須遵照各組之『課程設計暨教學小組』所訂定的課程準則完成臨床訓練要求。

(5) All students in the clinical group must finish clinical training under the regulations established by the Curriculum Design and Education Team.

(6) 中文能力由指導教授視情況決定；106 學年度入學新生起適用，英語能

力於學位考試申請前需達本校研究生英語認證實施要點附表二 B2 等級。相關證明得於每學期結束前繳交至本系辦公室。惟 106 學年度入學新生得選修語言中心之英文選修課程總計兩門或以上通過，視同通過本系之英語畢業門檻。

(6) Matters considering the student's Chinese ability shall be decided by their instructor. English ability certification must be handed in before the degree test and has to meet the requirement level B2 as shown in Attachment 2 starting from the students that enter after the year of 2017. The certification can be handed in to the office of Oral Medicine before every semester ends. Those who entered after 2017 are viewed as passing the English requirement after acquiring two or more English courses at the Language Center of Taipei Medical University.

三、 本學院具助理教授級(含)以上資格，得擔任研究生之指導教授或共同指導教授，並與專任指導教授各得一半學分。兼任教師具助理教授級(含)以上資格僅能擔任共同指導教授。

3. The College's assistant professors and those of higher academic rank may be appointed as adviser or co-adviser of the student, and divide half of the credits with full-time instructors. Part-time instructors with the academic ranking of assistant professor or above can only be appointed as co-instructors.

四、 更換指導教授須填寫「碩士班異動指導教授申請書」並註明異動理由，經原指導教授與系所主管同意後始得為之。

4. To change instructors, an *Application for Change of Instructor for Master's Program* should be submitted with the reason for the change noted and the approval of the original instructor and the program director.

五、 本學院依「臺北醫學大學論文發表之作者排序原則規範」制定「著作權授權利用同意書」，作為研究生修業期間或論文完成後，其論文投稿之作者排序依據。

5. The college has designed the a *Letter of Consent for Copyrights* on the basis of "Taipei Medical University Academic Papers' Author ordering Regulation" as the guideline for the order of authors for thesis publication.

六、 碩士班論文計畫考試(Proposal)：

6. Thesis Examination

(1) 研究生修畢規定之必選修學分後，需在畢業前一學期提出碩士論文計畫考試，經審查通過者，才可提出學位考試。研究生提出碩士論文計畫考試時，應繳交下列文件：
(A) 碩士論文研究計畫審查申請書
(B) 碩士論文研究計畫審查委員推薦名單
(C) 修習科目學分及成績表
(D) 研究計畫審查同意書
(E) 研究計畫
(F) 著作權授權利用同意書

(1) Research students should acquire all compulsory credits and apply for and satisfactorily pass the examination of the thesis proposal one semester before their scheduled date of graduation. They should turn in the following papers when applying for examination of their thesis proposal:

(A) Thesis Proposal Examination application

(B) Nomination list for the Thesis Proposal Examination Committee

(C) The student's transcripts

(D) The Letter of Consent for Examination of the Thesis Proposal

(E) Thesis proposal

(F) Letter of Consent for Copyrights

(2)考試結果由指導教授將審查結果送牙醫系辦公室，未通過計畫考試之研究生不得申請論文口試，論文計劃考試次數不得超過兩次。若仍不及格者，應令退學。

(2) Instructors should submit test results to the office of Oral Medicine. Students who have failed the Thesis Proposal Examination shall not apply for the oral examination of the thesis. The Thesis Proposal Examination can be only taken twice. The student shall withdraw from the program if they fail to succeed the second time.

(3) 審查方式：

(3) Procedure of the Examination:

由指導教授組成三至五人之委員會進行口頭/書面審查。審查完畢後，將審查意見表送至所內備查。研究計畫審查小組委員三人由指導教授推薦經所長核定之。審查委員宜具有部定助理教授以上資格並擔任與相關科目之經歷，指導教授為當然委員。

The Primary Instructor will compose a committee consisting of 3-5 members for the oral examination and document review and submit this to the institute. Committee members should be nominated by the instructor and approved by the institute's dean. The instructor is an absolute member of the committee, and other members should hold the academic rank of Assistant Professor or above, and have experience that relates to the thesis topic.

七、 碩士班學位考試：

7. Master's Degree Examination

(1) 研究生修畢碩士課程所規定之必、選修學分數，且通過研究計畫考試後，將所寫論文整理後投稿至 SCI 雜誌並取得投稿證明，經指導教授同意後得提出論文口試申請。

(1) Research students should acquire all compulsory and elective credits, pass the Thesis Proposal Examination, and receive a letter of proof of the submission of the thesis from an SCI journal and the consent of their instructor before applying for the oral examination of the thesis.

(2) 申請時應繳交之文件：

(2)　The following papers are required for application:
    1. 碩士論文口試申請書
    1. Application for Oral Examination of Thesis
    2. 修習科目學分及正式成績單
    2. The student's transcripts
    3. 碩士論文考試委員推薦名單
    3. The nomination list for Thesis Proposal Examination Committee
    4. 碩士論文初稿
    4. Thesis draft
    5. SCI 雜誌投稿證明
    6. Letter proving submission of the thesis from an SCI journal
    6. 著作權授權利用同意書
    6. Letter of Consent for Copyrights

(3) 碩士學位口試委員由指導教師推薦三至五名為委員，其中校外委員以三分之一為限，由各系所學位學程主管依指導教授建議名單圈選並指定一人為召集人，評分超過七十分方得通過。

(3) The Primary Instructor shall nominate 3 to 5 instructors as members of the Master's Degree Examination Committee. A maximum of one-third should be from outside of the University. After the nominees are approved by the director of the institute, the dean of the college shall choose the members and the committee chair. The student needs at least 70 points of a possible 100 to pass the examination.

(4) 考試通過彙整委員意見及進行論文修改，付梓核發學位證書。

(4) After the student has passed the Master's Degree Examination and has finished revising the thesis according to the committee members' advice, this should be reported to the University, and the diploma shall be issued.

八、修訂程序:本規定經教務會議通過報請校長核定後公告施行；修正時，亦同。

8.Procedure of Revision：

The above regulation shall be passed by the Academic Affairs conference and approved by the principle, afterwards announced and enforced.

博士班修業規定辦法

Doctoral Degree Regulations

一、修業年限：依照臺北醫學大學學則辦理。

1. The program's graduation shall follow TMU's Academic Regulations.

二、博士班研究生入學時需填寫全職研究同意書，始得修課。

2. Research students for the doctoral program have to sign a letter of consent for full-time research before starting classes.

三、博士班研究生指導教授資格訂為：

3. Qualifications for the primary advisers of doctoral students:

(1) 博士班研究生之指導教授須為本學院下各系所之專任副教授級(含)以上始得擔任，具博士學位之助理教授得擔任共同指導教授。

(1) The primary instructor has to be a full-time associate professor or professor of the college. Assistant professors with a doctoral degree may be appointed as co-instructors.

(2) 兼任教師需具助理教授級(含)以上之資格，且不得擔任研究生之唯一指導教授，僅能擔任共同指導教授。並與專任指導教授各得一半學分。

(2) Part-time instructors have to hold academic rank of assistant professor or above, and can only be appointed as co-instructor. They shall divide half of the credits with the full-time instructor.

四、更換指導教授須填寫「博士班異動指導教授申請書」並註明異動理由，經原指導教授與系所主管同意後始得為之。

4. To change instructors, an application should be submitted with the reason for the change noted and the approval of the original instructor and the program director.

五、修業學分：修滿至少三十學分，扣除博士論文十二學分外，另修至少十八學分。

5. Required credits for graduation: There should be a total of at least 30 credits, which include 12 for the dissertation.

(1) 學分修習時限：以第一、二年為原則。

(1) 30 credits should in principle be acquired within the first two years.

(2) 學分內容：

(2) The credits include:

a. 必修：專題討論 4 學分、口腔暨生醫科技特論 4 學分、組織工程 2 學分。

a. Compulsory credits: 4 credits for topic discussion, 4 credits for oral biotechnology and 2 credits for tissue engineering.

b. 必選：生理學 (曾有過生理學四學分或以上者得免修，本學分不得計入畢業要求之三十學分中)

b. Compulsory course: physiology. Those who have acquired 4 or more credits in this course can be exempted; this course cannot be counted in the 30 credits for graduation.

(3) 同學寫申請表，並經指導教授、行政老師與系主任核可後始得上網選課，經申請核可後之選修課目學分得列為畢業要求之三十學分中，但最多以 4 學分為上限。

(3) Students may choose courses online after filling out the letter of consent and securing the approval of the primary instructor, the administrative instructor and the chairof the department. After application, the elective courses can be counted in the 30 credits for graduation, with a maximum of 4 credits.

(4) 106 學年度入學新生起適用，英語能力於學位考試申請前需達本校研究生英語認證實施要點附表二 B2 等級。相關證明得於每學期結束前繳交至本系辦公室。惟 106 學年度入學新生得選修語言中心之英文選修課程總計兩門或以上通過，視同通過本系之英語畢業門檻。

(4) English ability certification must be handed in before the degree test and has to meet the requirement level B2 as shown in Attachment 2 starting from the students that enters after the year of 2017. The certification can be handed in to the office of Oral Medicine before every semester ends. Those who entered after 2017 are viewed as passing the English requirement after acquiring two or more English courses at the Language Center of Taipei Medical University.

六、資格考相關規定：

6. Doctoral Degree Qualification Examination

(1) 修滿所上規定之必、選修至少十八學分後，得申請參加資格考試，研究生需於註冊後滿三年內通過資格考。

(1) After acquiring 18 credits as required by the program, students may apply for the Doctoral Degree Qualification Examination. Research students should pass the examination within 3 years after initial registration.

(2) 資格考試分筆試與口試兩階段，筆試不及格者，不得參加口試。筆試通過可保留資格，不論筆試或口試不及格者可於六個月後進行補考，筆試與口試不及格次數各不得超過兩次。若仍不及格者，應令退學。通過資格考後，即成為博士學位候選人。

(2) The examination is divided into written and oral tests. Those who fail the written test may not proceed to the oral test. Both tests can be taken for a second time within 6 months. Both tests cannot be taken more than 3 times; students should withdraw from the program if they fail to pass by then. After passing the examination, the student will become a candidate for the doctoral degree.

(3) 考試方式：由系主任擔任遴聘委員，邀請非應考學生指導教授之相關授課老師組成資格考試委員會(得聘所外委員)，送請院長核備，資格考試委員會由委員若干人組成負責，任期一年。

(3) Procedure of the examination: The chair of the department will select instructors other than the student's primary instructor to compose the examination committee (instructors outside of the college may also be appointed) and approved

by the Dean of college; these members of the committee shall serve for a year.

(4) 由考試委員會負責筆試部分之命題，筆試之考試形式與命題內容範圍。口試之書面資料依據『科技部專題研究計畫』格式書寫。

(4) The committee shall be in charge of the written test, including the questions, and the form and range of the test. The written report for the oral examination shall be written according to the Ministry of Science and Technology's format for research projects.

(5) 考試時間：一學年二次，分別在三月及十月舉辦。

(5) Examinations shall be held twice a year, in March and October.

(6) 研究生得以發表 SCI 論文一篇抵免資格考，所發表之論文須於資格考日期之前(刊出或提出論文接受函)。研究生所發表之 SCI 論文須於該領域排名前 20%，且影響係數(impact factor)≧1。SCI 論文研究生須以第一作者發表，指導教授或共同指導教授為通訊作者，論文之使用於免資格考，需附每位作者同意書。研究生所發表之 SCI 論文須滿足上述條件始得抵免資格考。符合畢業條件之研究生需得進行畢業口試。論文排名以獲得接受函時之排名為準，equal contribution 則不予計算。

(6) Graduate students can use a published SCI or JECM paper that fills all the following qualifications as an offset against the Doctoral Degree Qualification Examination. The paper has to be accepted or published before the day of the Qualification Examination (the acceptance letter must be submitted). The SCI paper has to be in the top 20% of that research field, and the impact factor has to be 1 or above. The student has to be the/a first author of the paper, with the primary instructor(s) as corresponding author(s). All authors have to consent for the paper to be used as an offset against the Doctoral Degree Qualification Examination. Those who are qualified for graduation must proceed to Graduation Oral Exam. The rankings of the paper based on the accepted letter and equal contribution is not counted.

七、本學院依「臺北醫學大學論文發表之作者排序原則規範」制定「著作權授權利用同意書」，作為研究生修業期間或論文完成後，其論文投稿之作者排序依據。

7. The college has designed the a *Letter of Consent for Copyrights* on the basis of "Taipei Medical University Academic Papers' Author ordering Regulation"as the guideline for the order of authors for publication.

八、博士畢業論文發表於 SCI 期刊之相關規定：

8. Regulations on the publication of the doctoral dissertation in SCI journals:

(1) 畢業論文需符合以下規定，始得以提出申請畢業：
畢業時需至少發表 2 篇 SCI，收錄論文之原始著作，該論文須於該領域排名前 40%，或有多篇 SCI 收錄論文，其影響係數(impact factor)總分達 5 分以上。論文排名以獲得接受函時之排名為準，單一論文 IF<5 之 equal contribution 不予計算。

(1) The dissertation has to meet the following qualifications before the student may apply for graduation:

At least 2 SCI papers have to be published, and the dissertation should be in the top 40% of that field, or had published many SCI papers and have an impact factor of 5 or above. The rankings of the paper based on the time of the accepted letter and single paper's IF<5 equal contribution is not counted in.

(2) 畢業論文中至少有一篇以第一作者發表，其餘著作之作者排序不得低於第二順位。畢業論文均需具名臺北醫學大學口腔醫學院牙醫學系，指導教授或共同指導教授須為 SCI 論文通訊作者之一，論文之使用於畢業申請，需附每位作者同意書。若畢業論文之指導教授或共同指導教授有異動者，需依據本辦法第四條之規定辦理通過後，始可擔任畢業論文之指導教授或共同指導教授，且並擔任通訊作者。

(2)The student should be the first author of at least one of the papers, and not lower than the 2nd author of the remaining papers. All of the papers should be published with the name of the College of Oral Medicine and the Department of Oral Medicine. Primary instructor or one of the co-instructors should be one of the authors. A letter of consent for the paper to be used in the application for graduation from all authors should be attached. If there's a change in the instructor or co-instructor, the procedures must follow the regulation 4. and shall there be a change in the instructor or co-instructor and be the corresponding author.

(3) SCI 文章無論排名第一或第二，共同第一，只能有一人提出抵免資格考或申請學位考試。著作內容必需具連貫性，主題須與博士論文內容相符合。

(3)Regardless of being number one, two or co-one author, there shall only be one person that could file an offset against the Doctoral Degree Qualification Examination or apply for degree. The content must be corresponding and the topic has to be coordinated with doctoral paper.

(4) 臨床病例報告、回顧性論文、研討會論文與聯絡書信等不得作為畢業論文。

(4) Clinical case reports, review papers, conference papers and letters used for communication cannot be counted.

九、博士論文所內初審：

9. The Primary Exam for the Doctoral Dissertation

(1) 繳交資料：
   a. 正式成績單。
   b. SCI paper 之抽印本(或接受函)。
   c. 博士論文初稿。
   d. 作者排序同意書
   e. 著作權授權利用同意書

(1) The following should be submitted:

   a.   Student transcripts

   b.   A reprint of the SCI paper or acceptance letter

   c.   A draft of the dissertation

   d.   Letter of Consent for naming order

   e.   Letter of Consent for Copyrights

(2) 由所長組成所內初審委員會進行論文審核，通過後始可申請正式的博士

學位口試。

(2) The institute director shall assemble a committee for the primary examination, which the student must pass before applying for the final doctoral degree examination.

十、博士學位考試：

(1) 依本校行事曆規定時間內提出申請，並將論文草稿送達各口試委員先行審查。

(2) 博士學位口試委員由指導教師推薦五至九名為委員，由院長依指導教授建議名單圈選並指定一人為召集人送請系主任核備，評分超過七十分方得通過。

(3) 博士學位口試通過後，彙整委員意見，進行論文修改，而後付梓報校申請學位證明。

10. The doctoral degree examination

(1) Application for the oral examination should be followed by the schedule issued by TMU, and the draft of the dissertation should be submitted to examination committee members for review.

(2) The primary instructor shall nominate 5 to 9 instructors, and after the institute director has approved the nominees, the college's dean shall choose the members and convener of the committee. To pass the examination, the total average (graded by the committee members) should be at least 70 points and approved by the chair of the department.

(3) After the student has passed the Doctoral Degree Examination and has finished revising the dissertation according to the committee members' advice, this should be reported to the university, and the diploma shall be issued.

十一、 修訂程序：

本規定經教務會議通過報請校長核定後公告施行；修正時，亦同。

11. Procedure of Revision：

The above regulation shall be passed by the Academic Affairs conference and approved by the principle, afterwards announced and enforced.