

Study Regulations for the Master's Program in the Department & Institute of Physiology, National Yang Ming Chiao Tung University

Revised on September 30, 2025

I. Name: The Institute of Physiology, National Yang Ming Chiao Tung University (hereinafter referred to as "the Institute"), as approved by the Ministry of Education.

II. Admission Qualifications and Related Regulations:

- (I) See the admission brochure for the current academic year for details.
- (II) Master's students who demonstrate excellent academic performance and research potential may apply for direct admission to a doctoral program, subject to the Institute's quota for that year. However, this must be done in accordance with "National Yang Ming Chiao Tung University Regulations for Direct Admission to PhD Program."
- (III) Students who have completed one semester or more of study may apply to transfer to another Institute with the Institute's approval, in accordance with "National Yang Ming Chiao Tung University Regulations for Transfer of Students between Departments/Institutes."

III. New Student Registration and Enrollment:

- (I) New student registration and enrollment will be handled in accordance with the current academic year's admission brochure, the university's admission and registration notices, and other relevant regulations.
- (II) Newly admitted students must personally complete the enrollment procedures at the university within the specified period. Failure to do so without prior approval will result in the cancellation of admission.
- (III) If any documents submitted by a new student are found to be falsified, the student will be expelled.
- (IV) Graduate students of the Institute should, in principle, select a thesis advisor before the end of the add/drop course in the first semester.

IV. Courses: Refer to the Department & Institute of Physiology Master Program.

V. Duration of Study and Credits:

- (I) The duration of study for master's degree programs is limited to one to four years.
- (II) Master's degree students must complete at least 24 credits, including credits for required courses as stipulated by the Institute.

VI. Examinations and Grades:

- (I) Examinations include regular assessments, midterm exams, and semester exams. Instructors conduct regular assessments at any time; midterm exams are conducted according to their own schedules within the semester's calendar. Semester examinations will be scheduled by the Institute according to the academic calendar, with the examination time and location first determined and then submitted to the Academic Affairs Office for announcement. The examinations will be conducted according to the announced schedule.
- (II) Students' overall semester grades will be calculated by the instructors and entered into the grading system within two weeks after the semester examinations.
- (III) If an instructor requests a change to a grade due to error or omission, they must submit relevant supporting documents in writing, following the university's "Grading Procedures Guidelines." The application for grade change will be reviewed by the Institute's director, examined by the dean, and approved by the provost before being corrected by the Academic Affairs Office.
- (IV) For master's program graduate examinations, a B- (70 points on a 100-point scale) is considered passing, and an A+ (100 points on a 100-point scale) is regarded as the maximum score. Conduct grades will be graded using a grading system, with a B grade being the passing grade.
- (V) Students who fail required courses in the Master's program must retake them during their studies. There is no limit to the number of retakes, but the courses must be completed before the application period for any examinations stipulated by the Institute.
- (VI) Students unable to attend examinations due to official duties, illness, or major accidents will be handled according to the relevant regulations of the university.

VII. Graduate Student Affairs Committee: Composed of current assistant professors or above from the undergraduate department, this committee is responsible for assisting in assessing the academic progress of all graduate students and distributing graduate scholarships and grants. The committee should hold a meeting at the start of each semester to review each graduate student's educational performance in the previous semester. If a student's educational performance is unsatisfactory, the committee may request the course instructor, the student, and their advisor to provide an oral or written explanation of the reasons. If necessary, the committee may require the student to retake the course or undergo an assessment test.

VIII. Advisors: Each graduate student's advisor must meet the relevant requirements of the "National Yang Ming Chiao Tung University Guidelines for Interaction Between Thesis Advisors and Graduate Students". The thesis advisor plays an absolutely crucial role in the master's program they supervise, bearing responsibility and obligation for the student's course selection, finances, experiments, and other matters. Other committee members play a supporting role, with both sides prioritizing the best interests of the graduate student. In case of major disputes—whether between the advisor and the master's student, or between the advisor, the master's student, and the committee—the disputes should be arbitrated by the Graduate Affairs Committee or a temporary committee formed by the Institute's director.

IX. Degree Examination:

(I) To apply for the master's degree examination, applicants should submit relevant documents (such as application forms, academic transcripts, etc.) to the Institute within the period specified in the Institute's announcement, and no later than seven days before the examination date, in accordance with university regulations. The advisor and the Institute director will review the application, and a list of approved oral examination committee members should also be submitted to the Academic Affairs Office.

(II) Other examination requirements:

1. Completion of all required courses in the Institute with passing grades.
2. Initial review and approval of the thesis draft by the advisor.
3. Before the thesis examination, a thesis originality comparison report should be completed and submitted to the examination committee for reference; after the thesis examination, the supervising professor should sign and confirm the degree

examination results.

4. The student's revised final draft of the thesis should include a thesis originality comparison report and be confirmed by the supervising professor.

(III) Degree Examination Committee:

1. The degree examination committee shall consist of three to five members, with one member serving as the convener; the supervising professor may not serve as the convener.
2. The qualifications of master's degree examination committee members shall be handled in accordance with the relevant provisions of "National Yang Ming Chiao Tung University Regulations for Conferral of Graduate Degrees".
3. Once approved, master's degree examination committee members may not be changed arbitrarily.

(IV) Thesis Drafting: The draft must be written in accordance with the prescribed format. After review and approval by the supervising professor, the required number of copies (one for each degree examination committee member) should be printed and submitted to each examination committee member at least 2 weeks before the degree examination.

(V) Degree Examination:

1. The degree examination includes the thesis examination and thesis review.
2. Examination results are calculated as the average of the scores given by all attending examination committee members. If half or more of the committee members give a failing grade, the student fails.
3. The thesis examination grade is B- (70 points on a 100-point scale) for passing and A+ (100 points on a 100-point scale) for full marks.
4. Students who fail the thesis examination may apply for a retake if their study period has not expired. Students applying for a retake must complete the application form within the period specified in the Institute's announcement and obtain approval from their supervising professor, Institute's director, provost, and president before being allowed to retake the exam. Only one retake is permitted; if the student fails again, they will be expelled.
5. After passing the degree examination, students must submit the relevant documents within the specified period according to "National Yang Ming Chiao Tung University Regulations for Conferral of Graduate Degrees."

X. Graduation and Departure Procedures:

- (I) After passing the degree examination, any revisions suggested by the degree examination committee must be completed according to the suggestions, or the reasons for any inability to revise must be explained. The final draft can only be completed after approval by the supervising professor, and the thesis approval form must be signed by both the supervising professor and the Institute's director.
- (II) The thesis format should comply with the relevant regulations on graduate thesis format announced by the university's registration group. If the thesis involves confidential matters, patents, or is legally prohibited from being provided, and the applicant wishes to apply for non-disclosure or delayed disclosure, the relevant regulations on delayed disclosure of theses should be followed.
- (III) The relevant procedures should be completed in accordance with Article 15 of the university's "Regulations for the Conferment of Graduate Degrees." A complete electronic copy of the thesis (a PDF file without a password) must also be provided to the Institute for archiving.
- (IV) Only after completing the foregoing can the departure procedures be completed according to the university's regulations, and the degree certificate and "Master of Science" degree be awarded.

XI. Any matters not covered herein shall be handled in accordance with other relevant regulations of the university.

XII. This regulation has been reviewed and approved by the curriculum committees at all levels, and amendments will follow the same process.