

**Tamkang University Department of Chemistry
Master's Program Rules and Regulations**

1. Regulations regarding entrance examinations and degree completion time limits are as prescribed by the Department of Education and the Office of Academic Affairs.
2. Regulations regarding selection of supervising professor
 - a. The student must select a supervising professor before the end of his or her first semester in this program, and must do so in accordance with this department's regulations, which are as follows: (1) Professors who possess a research grant may accept two students per year. (2) Professors not possessing a research grant may accept one student per year. (3) A professor may accept one additional student during a given year under the condition that all of the professor's incoming students that year have completed four semesters of directed study under the professor's supervision. (4) Any professor who has not possessed a grant for three consecutive years is not eligible to accept students. (5) Professors above normal retirement age who do not possess a research grant may not accept students. The aforementioned regulations apply even if a student is changing supervising professors due to special circumstances.
 - b. Changing supervising professors during one's time in this program is generally not permitted. If special circumstances arise, a student may change supervising professors only with the written approval of both the old and new supervising professors. Following a change of supervising professor, the student must complete two additional semesters of study, not including the semester during which the change occurred, before applying to take the thesis oral examination.
3. Regulations regarding coursework
 - a. Coursework-related requirements are as follows:
 - i. When taking Seminar (II) and Seminar (III), student is required to give an oral presentation in front of the class and to submit a written report.
 - ii. Student must complete two courses in accordance with his or her field of study:
 1. Advanced Physical Chemistry (I) and (II) or
 2. any two of Advanced Organic Chemistry (I), (II), (III) or
 3. Advanced Inorganic Chemistry (I) and (II) or
 4. any two of Advanced Analytical Chemistry (I), (II), (III) or
 5. Advanced Biochemistry (I) and (II) or
 6. any two of Advanced Life Sciences (I), (II), (III).
 - b. Other required courses are as follows:
 - i. "Mini Course in Chemistry" lecture series (Ph.D. level course).
 - ii. Seminar (I), (II), (III) and (IV); these courses should be taken in the proper order.
 - c. A minimum of 28 credits are required for graduation, not including four credits for thesis work.
 - d. Students must discuss research and coursework plans with their supervising professor, and should select courses only after receiving their supervising professor's signed approval. Students who have not yet selected a supervising professor should obtain the signed approval of the department chairperson before selecting classes.
4. Regulations regarding research

- a. Graduate students' primary research work must be carried out on the premises of this school; in the event of violations, the department chairperson may recommend against allowing the student to take the thesis oral examination.
 - b. Students using glassware, instruments and/or chemical supplies for their research are required to fill out the proper application forms, to obtain the signed approval of their supervising professor and the department chairperson, and to follow all prescribed procedures.
 - c. Students may operate precision instruments after assessment and authorization by the person in charge. When operating instruments, students must follow relevant guidelines and the instructions of the person in charge. Students are liable for damage caused by failure to follow relevant guidelines and instructions.
5. Regulations regarding thesis oral examination
- a. A student may apply to take the thesis oral examination only after completing all required courses, accumulating 28 credits, and obtaining the approval of his or her supervising professor.
 - b. The thesis examination committee consists of three members from this institution or other institutions as recommended by the student's supervising professor; at least one member must be from an outside institution. Committee members shall be invited by this school's president at the recommendation of the department chair and one member shall be appointed the chair of the committee; the student's supervising professor is not eligible to serve as committee chair.
 - c. Thesis oral examinations are held during a period of time designated by the university. Generally a thesis oral examination should take one hour, including approximately 30 minutes of lecture and approximately 30 minutes of responding to questions.
 - d. Examination committee members must attend the examination personally; sending a representative is not permitted. At least two thirds of committee members should attend the thesis examination, at least three committee members should be present, and at least one third of the members present must be from outside institutions.
 - e. The scope of the thesis oral examination is limited to content relevant to the thesis; in general it is expected to be an oral examination, but when deemed necessary it is permitted to include a written test as well. The examination is evaluated on a 100-point scale, with 70 points considered a passing score. The score given to the student is the average of the scores given by the examination committee members in attendance; however, if at least one half of the members give a non-passing score, then the student is considered not to have passed the examination regardless of the tabulated score. Scores may not be changed once they are given. Students who have not exceeded the degree completion time limit may apply for retesting during the following semester or the following school year; retesting may be done a maximum of one time.
6. Regulations regarding service
- a. Graduate students are expected to work as teaching assistants. This work is assigned by the department's scholarship committee, and is generally assigned for a period of one year.
 - b. All departmental procedures for graduating students must be completed before graduation.

Master's Program Rules and Regulations

7. Following approval by the Departmental Affairs Council, these regulations shall take effect from the 2014-15 academic year forward; amendments shall take effect on the same basis.