Graduation Requirements – NTU CHEM

Effective and applicable for all NTU CHEM students registered after September 2018

University	**National Taiwan University**
Department	**Department of Chemistry**
Duration	3-7 years
Minimum Credits	**26** credits in total (Excluding Mandarin course or *Dissertation/Thesis* credits).
Required Courses (18 redits)	1. **Discussion in Advanced Chemical Biology (I)** (4 credits) 2. **Discussion in Advanced Chemical Biology (II)** (3 credits) 3. **Lab Rotation**: register in term 2 of the 1st academic year (2 credits) 4. **Faculty Presentation:** required in term 1 of the 1st academic year (1 credit) 5. **Seminar**: required for 2 academic years (4 credits in total) 6. **Colloquium**: required for 2 academic years (4 credits in total) 7. Mandarin Class: required for international students or students whose first language is not Mandarin for 1 academic year. No registration required. A certificate will be issued upon passing the course. 8. **Ethics Course**: Students are required to take and pass the course arranged by the TIGP office and NTU before the end of the 1st academic year. Students should register Dissertation (Ph.D.) (Chem8999) at the semester when they are going to take the Oral Exam/Dissertation Defence.
Specialized Courses (8 units)	At least 5 credits for specialized elective course(s). The elective courses should be on the approved list announced by the CBMB office. CBMB office has the authority to decide whether a course can be counted towards specialized course credits based on the program policy.
Regulations & Graduation Requirements	**Qualifying Exam: Thesis Proposal Exam** ◆ Students must take the thesis proposal exam as a qualifying exam by 31 August (if he/she enrolls in the autumn semester) or 31 February (if he/she enrolls in spring semester) at the end of the 2nd academic year. ◆ One make-up exam is permitted if a student fails the first examination. ◆ Students must pass the thesis exam in order to continue in the program. *Students will be granted Ph.D. candidacy after passing the qualifying exam and all the required courses upon application.* **Progress Report Requirement** Students are required to hold an annual dissertation advisory committee meeting starting in the 3rd year of the program. This report and any additional reports required by the advisor(s) should be sent to the CBMB office by 31st May every year until graduation. The student is responsible for submitting this form or an explanation from the advisor by the deadline. All students are required to submit a self-evaluation form. Students from the 4th year should submit the student assessment document as well. Students do not need to submit an annual progress report during the year they hold a pre-

	oral exam or the final defense, but the exemption is required.
	Pre-Oral Exam Ph.D. students must have a first- or co-first-author paper based on their dissertation submitted or accepted before the pre-oral exam. The author list of the paper must include at least one supervisor or co-supervisor affiliated with NTU CHEM. Namely, the author list of the paper must include at least one faculty member affiliated with NTU CHEM. The student should also list his/her registered department and TIGP-CBMB as part of the affiliation in the publication(s). On applying for Pre-Oral, students should submit the **pre-oral application form** to the CBMB office. The application should be submitted at least two weeks before the pre-oral exam. Students should form the exam committee for the Pre-Oral exam and inform the CBMB office at least one week before the scheduled exam of: (1) the exam committee members' names and affiliation, (2) the exam location and date/time. Besides the supervisor(s), there should be at least two members in the committee. At least one of the committee members must be from NTU CHEM. Students should submit evaluation forms to the CBMB office after the pre-oral exam.
	Oral Exam/Dissertation Defence The student can hold the thesis defense **6 months** after passing the pre-oral exam. Ph.D. students must have a published or accepted first- or co-first-author paper based on their dissertation before the oral exam takes place. Students should submit following documents to the CBMB office before the announced deadline by the program office. 1. NTU Oral Exam Application Form 2. CBMB Graduation Application Form 3. NTU CHEM Self-Evaluation Form 4. A Dissertation Abstract (Word File Via Email) 5. Dissertation Cover With The Supervisor's Signature 6. Official Transcript 7. Publication with the Supervisor's Signature 8. Safety Training Certificate 9. Academic Research Ethics Education Certificate A public speech about the dissertation is required. The program office will ask for further information after the dissertation defense application is approved. The Committee shall consist of 5 to 9 members. Excluding the advisor and co-advisor(s), there must be at least 4 other committee members. Among these, at least 1 member must be from outside the department. Please specify whether each member is internal (from within the university) or external (from outside the university) when submitting the committee list. All other matters shall be governed by the university's regulations. The committee members will nominate the committee chair (cannot be the dissertation advisor). The committee will grade the candidates based on the dissertation content and oral exam performance. The minimum passing grade out of 100 is 70. However, the student does not pass if more than 1/3 (≥2 persons) of the examiners give a score lower than 70. Students

	will have one chance to retake the exam, which must be completed before the end of the 7th academic year.
Safety Training	Students should take the training arranged by NTU CHEM or ENVIRONMENTAL PROTECTION & OCCUPATIONAL SAFETY & HEALTH CENTER. Please make sure to use **F801 NTU Dept. of Chemistry EHS Training Record Form** as the certificate. Seniors students do not have to retake the training before 2021, but should fulfill the requirements of the department from 2022. Reference: https://www.ch.ntu.edu.tw/en/esh.html