

Regulations for the Master's Program

Institute of Microbiology and Immunology
National Yang Ming Chiao Tung University**

I. General Principles

This Institute is officially approved by the Ministry of Education as the **Institute of Microbiology and Immunology, National Yang Ming Chiao Tung University** (hereafter referred to as “the Institute”), in English: **Institute of Microbiology and Immunology, National Yang Ming Chiao Tung University (IMI, NYCU).**

II. Admissions

All admissions procedures and requirements shall be conducted in accordance with the admissions brochure of the corresponding academic year.

III. Enrollment and Registration

1. New student registration shall follow the procedures outlined in the admissions brochure, university enrollment notices, and relevant regulations.
2. Admitted students must complete the required enrollment procedures within the designated period and present their diploma(s) or verification documents.
3. Any admitted student found to have submitted falsified documents will have their student status revoked immediately.

IV. Curriculum Requirements

(A) Domestic Students

1. General Track — Required Courses

- Advanced Microbiology and Immunology – Immunology (2 credits)
or Immunology (English-taught) (2 credits)
- Advanced Microbiology and Immunology – Virology (2 credits)
or Virology (English-taught) (2 credits)
- Advanced Microbiology and Immunology – Bacteriology (2 credits)
or Bacteriology (English-taught) (2 credits)

Note: Only one version (Chinese or English) may count toward graduation. If both are taken, only one may be counted.

- Modern Research Methods in Biology (2 credits)

Among the four courses listed above, students must take **at least three**.

- Academic Research Ethics (0 credits)

2. Physician–Scientist Track — Required Courses

- The same course options as items ①–③ above; students must take **one of the three**.
- Physician–Scientist Master’s Research (I) (3 credits, Fall semester)
Physician–Scientist Master’s Research (II) (3 credits, Spring semester)
- Academic Research Ethics (0 credits)

(B) International Students — Required Courses

- Immunology (English-taught) (2 credits)
- Virology (English-taught) (2 credits)
- Bacteriology (English-taught) (2 credits)
- Modern Research Methods in Biology (Chinese-taught) (2 credits)
or Biomedical Experimental Techniques (English-taught) (2 credits)

Students must take **at least three** of the above courses.

- Academic Research Ethics (0 credits)

(C) Regulations Applicable to Both Domestic and International Students

1. First-year students must take **Biomedical Lectures** (1 credit) for at least **two semesters**.
2. After selecting a laboratory (except 1st-year Fall semester), students must enroll in **Research in Microbiology and Immunology** (2 credits) every semester.
3. Students must take **Seminar in Microbiology and Immunology** (2 credits) **three times** before graduation. A fourth enrollment is allowed if necessary.
 - Physician–Scientist students must complete **two enrollments**.
4. Electives must be chosen from courses announced by the Office of Academic Affairs each semester.
5. Course selection, adding, and dropping must comply with university academic regulations.

V. Study Duration, Credits, and Credit Transfer

1. The period of study ranges from **1 to 4 years**. Leave of absence, withdrawal, or extension must follow university regulations.
2. Students must complete **at least 24 credits**, including required courses defined by the Institute (exclusive of the thesis).
3. Leave of absence follows university regulations.
4. Up to **12 credits** (half of the required graduation credits) may be transferred, subject to approval by the Curriculum Committee before the add/drop deadline.

VI. Transfer to the Institute

1. Students who have studied for at least one semester may apply for transfer with approval from their original department and upon review and approval by the Institute and the Dean of Academic Affairs.
2. Transfer is limited to **one time** and students must fulfill all graduation requirements of the Institute.

VII. Examinations and Grading

1. Course assessment includes continuous evaluation, midterm exams, and final exams, conducted at the instructor's discretion.
2. Final grades must be submitted to the Office of Academic Affairs within two weeks after the end of the examination period.
3. Grade changes due to errors must follow the university's "Regulations for Grade Submission and Correction."
4. Grading:
 - o Numerical grading system: 100-point scale; 70 = passing.
 - o For students admitted from Academic Year 2015 onward: letter grading system; **A+** = highest, **B-** = passing.
 - o Conduct grades follow the letter system; Grade **B** = passing.
5. Required courses that are failed must be retaken.
6. Students unable to attend examinations due to official duties, illness, or major incidents must follow relevant university procedures.

VIII. Thesis Supervision

(A) Thesis Advisor

1. Students should select an advisor within the first two weeks of the semester (before the add/drop deadline).

2. Advisors must comply with Institute regulations; faculty with spousal or close kinship relations (within 3 degrees) to a student may not serve as their advisor.
3. If a student cannot find an advisor or if the advisor becomes unavailable, the Institute Director shall assist in arranging supervision.
4. Changing advisors requires a written application and approval.
5. Advisors wishing to terminate supervision must submit written documentation; the Institute will notify the student and assist in finding a new advisor.
6. Research results and ideas originating from the former advisor may only be used with their consent.
7. Advisors bear responsibility for thesis misconduct or academic integrity violations.

(B) Thesis Advisory Committee

1. A committee of **3–5 members** (Assistant Professor/Researcher level or above) shall be formed for each student; members may be adjusted as needed.
2. Committee members guide the student's coursework, literature review, experimental research, and thesis writing—mere nominal involvement is strictly prohibited.

(C) Laboratory Selection

1. Full-time faculty may accept up to **two Master's students per year**; adjunct faculty may accept **one student every other year**.

(D) Laboratory Transfer

1. Students may transfer laboratories only after working in the original lab for **at least six months**.
2. The receiving advisor must be a full-time or adjunct faculty member of the Institute.
3. The transfer process requires written consent from both the original and the new advisor, with signatures from both advisors and the Institute Director.
4. Faculty members approached by transfer-seeking students must first notify the Institute Director.

(E) Thesis Progress Reports

1. Students must present progress reports each semester after selecting a laboratory (except first-year Fall semester).

- 1st year Spring: before May 15
- 2nd year Fall: before October 31
- 2nd year Spring: before April 15
- For 3rd & 4th year (if applicable): same deadlines as above
- 2. Extensions are permitted only if committee members cannot meet by the deadline or if the advisor deems the student insufficiently prepared.
- 3. Report schedules and committee lists must be submitted at least one week in advance for room arrangements.
- 4. **Grading Criteria:**
 - A+ (95): Passed with an accepted/published manuscript
 - A- (85): Passed
 - B (75): Passed after re-presentation or delayed presentation
 - C (60): Presented but failed
 - X (0): Not presented before semester ends

IX. Master's Degree Examination

(A) Application

Students must submit the application form and transcript, signed by the advisor, at least **seven working days** before the examination.

(B) Eligibility

1. Completion of at least **one year** of study.
2. Completion of **24 course credits** (excluding thesis).
 - Students with fewer than 24 completed credits may apply but must pass all required credits by the end of the semester.

(C) Degree Examination Committee

1. Committee of **3–5 members**, internal or external, with a convener approved by the Institute Director. The advisor may not serve as convener.
2. Member qualifications follow NYCU's "Degree Conferment Regulations."
3. Committee members are recommended by the advisor and appointed by the University President.
4. Committee changes require approval before the oral exam.

(D) Thesis Writing

1. Theses must be written in Chinese or English, in horizontal format. Academic misconduct (fabrication, falsification, plagiarism, ghostwriting) results in a failing grade with no opportunity for retake.
2. Thesis draft must follow university formatting rules and be submitted to committee members one week before the exam.

(E) Examination Period

- Fall semester exams must be completed **before January 31**;
- Spring semester exams must be completed **before July 31**.

(F) Examination Procedures

1. The degree exam includes thesis defense and thesis evaluation.
2. An originality report must be completed before the defense.
3. The oral defense is public, with the time, location, and thesis title announced beforehand.
4. Committee members must attend in person; proxies are not allowed.
5. At least **three members** must attend for the exam to be valid.

(G) Scoring

1. A+ (100) = highest; B− (70) = passing.
2. If half or more committee members give a failing grade, the exam is failed.
3. Students must revise their thesis according to committee comments; two-thirds approval is required for final acceptance.
4. Conditional passes must meet all conditions before the degree is conferred.

(H) Retake Policy

Students who fail must retake the exam before the study limit expires; **only one retake** is allowed.

(I) Submission of Final Documents

Students must submit all required documents (scoresheet, printed thesis, originality report, declaration forms, electronic files, etc.) and complete the exit procedures before receiving the diploma.

X. Graduation and Exit Procedures

1. Printed theses must be submitted by the last working day before the next semester begins. Late submission requires re-registration unless the study period has ended.
2. Thesis binding must follow university and Ministry of Education formatting.
3. One bound copy is stored in the university library (hardcover), one in the National Central Library (softcover), and one in the Institute office.
4. Thesis access follows relevant laws; confidential or patent-related works may apply for restricted access.
5. Students must complete online graduation procedures with advisor and Institute Director approval.
6. After completing all requirements, students will be conferred the **Master of Science (M.S.)** degree.
7. Students unable to complete graduation within the required period may apply for retention with proper documentation.

8. The Institute may **revoke a conferred degree** for falsification, fraud, plagiarism, or other academic misconduct.

XI. Matters Not Covered

Any matters not specified herein shall follow other relevant NYCU regulations.

XII. Amendments

These regulations take effect after approval by the Curriculum Committee and subsequent institutional review. Amendments follow the same procedure.
