

National Chung Hsing University

Graduate Institute of Clinical Medicine

Guidelines for Graduate Student Supervision and Thesis Quality Assurance

August 7, 2024 - Approved by the Graduate Institute of Clinical Medicine Affairs Meeting

Article 1

These guidelines are established in accordance with the "National Chung Hsing University Master's Degree Examination Regulations" to ensure the quality of graduate theses at the National Chung Hsing University Graduate Institute of Clinical Medicine (hereinafter referred to as "the Institute").

Article 2

Graduate students must select a thesis advisor (hereinafter referred to as "advisor") by the end of their first semester. Students must submit the advisor's written consent to the Institute office for registration. The submission will be recorded after approval by the Institute's Director.

Article 3

The advisor must hold a doctoral degree in a medical-related field and be a full-time (or project), adjunct, or jointly appointed Assistant Professor or above at the Institute. Advisors automatically serve as members of the thesis oral examination committee.

Article 4

When new Master's students choose adjunct or jointly appointed faculty as their advisors, at least one full-time faculty member must serve as a co-advisor, and the student will count toward the annual advising quota of the full-time faculty co-advisor.

Article 5

Each full-time faculty member may supervise up to three new Master's students annually, and adjunct or jointly appointed faculty may supervise up to one new student per year.

Article 6

For students returning to study after an extended absence, advisor quotas will follow the allocations from the academic year they were admitted. If an advisor exceeds the

quota, the excess will be deducted from the advisor's quota for new students in the following academic year.

Article 7

If students remain without an advisor after all quotas are filled, the Institute. Affairs Meeting will resolve the matter, giving priority to faculty members who have not filled their quotas in the past two years.

Article 8

These must align with the Institute's professional fields and be verified by the Thesis Examination Committee. Disputes about alignment with the Institute's fields will follow the "National Chung Hsing University Master's Degree Examination Regulations."

Article 9

Students must submit proof of completing an academic ethics education course before applying for the thesis examination, as stipulated by the "National Chung Hsing University Implementation Guidelines for Academic Research Ethics Education for Faculty and Researchers."

Article 10

The Thesis Examination Committee consists of three to five members, at least one-third of whom are outside the university. Spouses and relatives within the third degree of kinship cannot serve as the student's advisor or examination committee members. The advisor recommends committee members, who are approved by the Institute Affairs Meeting and appointed by the university president. The advisor automatically serves as a committee member but may not act as the chair. Committee members must have expertise in the student's research area and meet one of the following qualifications:

1. Current or former professors, associate professors, or assistant professors.
2. Academician of Academia Sinica, or current or former researcher, associate researcher, or assistant researcher at Academia Sinica.
3. Hold a doctoral degree and have significant academic achievements.
4. Specialize in a rare or unique field of study or professional practice, with notable academic or professional achievements.
5. The Institute Affairs Meeting shall determine the criteria for recognizing

qualifications under items 3 and 4 above.

Article 11

The thesis oral examination must be conducted in a public format.

Article 12

Before completing graduation procedures, graduate students must submit a "Statement of Academic Integrity and Originality Comparison" for their finalized thesis. The similarity index, excluding sections such as the table of contents, materials and methods, references, and appendices, must be below 25%. Articles published by the student as the first author during their studies may be excluded from the similarity check. If the standards are not met, a detailed explanation must be provided and confirmed by the thesis advisor before graduation procedures can proceed.

Article 13

If allegations of plagiarism, ghostwriting, or other misconduct involving a Master's thesis from the Institute are received, the case shall be reviewed in accordance with the "National Chung Hsing University Principles for Handling Violations of Academic Ethics in Master's and Doctoral Theses," ensuring fairness, impartiality, and objectivity.

Article 14

These guidelines take effect upon approval by the Institute Affairs Meeting, the Dean of the College of Medicine, and the Academic Affairs Office. Amendments follow the same procedure.