

**Taipei Medical University  
School of Nursing,**

**International Ph.D. Program  
in Nursing**

**2020. 08**

## Message from the Dean



I am extremely honored to have been chosen as Dean of the TMU College of Nursing, and I promise sincerely to bring more compassion, caring, and communication to our warm and enthusiastic team. I hope that we can work together to develop innovative ideas, and make the college a place where individuals can make a meaningful impact and change the world. We are fortunate to have an outstanding faculty that includes many leaders in the areas of nursing practice, research, and clinical technical training. Our numerous excellent instructors will also ensure that this college becomes the global standard for training nursing personnel, and our students and alumni will be influential in such areas as preventive medicine, innovation, healthcare, and social welfare research and practice.

We would like to thank our past deans, teachers, colleagues at the three hospitals, and students, as well as all alumni, for their ongoing, untiring efforts in sparking the successful development of this college. As a result of their dedication, we have jointly created many superb teams, a superior study environment, and exceptional learning results. The college began in 1963 by establishing a nursing & midwifery program. The program was reorganized as a nursing department in 1977, and since that time, the college has consistently respected students' individual differences, and earned a reputation for prioritizing the enrichment of student life and the quality of learning. The college's nursing department gives students' full-scale, professional nursing training and education programs. The nursing department is also geared to systematically develop nursing personnel and high-end nursing professionals through a complete course of study, including undergraduate, masters, and Ph.D. programs. In addition, the college has also been concerned about the global problem of an aging society and, consequently, established a Geriatric Nursing and Management Department in 2007 (renamed Geriatric Health Management Department), and offered a master's degree program in long-term care in 2013. Further, the college established a post-graduate nursing department in 2016 that is positioned to provide superior professional nursing personnel to serve the country's medical community.

Looking ahead, we will expand our college-level nursing research center, providing senior services and research, and focusing on healthcare, social care, cultural care, and ecological care as our core directions. We will engage in interdisciplinary and industrial/academic collaboration in the areas of culture, society, and ecology. In addition, we will collect long-term care and geriatric information for big data research and analysis, establish a practical long-term care education platform, provide consulting and training to relevant personnel when needed, and transform these pursuits into the country's long-term care policy research and development center.

Future development for the college will include integrating instruction and research, incorporating scientific thinking in practice, and promoting interdisciplinary and multi-disciplinary study spanning the areas of education, research, and disease care. All links between disciplines and departments at the college are developing in tandem and are mutually-influencing.

To improve teaching, we will hire professional instructors, create an even stronger faculty, and consolidate our educational system. We will establish a teaching and research instruction system, provide new instructors to teach consulting methods and promote guidance, and establish

professional learning growth communities. We will promote the tracking of research-oriented, teaching-oriented, and industry-academic collaboration-oriented instructors, and create diversified promotion pathways. We will integrate the core courses of the college, develop courses based on common core features, and improve course review and feedback mechanisms. We will strengthen professional specialty instruction and promote the study of exemplars of medical culture. We will also establish and review course teaching materials in order to ensure superior course quality.

Together these efforts will promote improved teaching methods and establish a superior instructional environment. We will increase cross-domain learning between offered courses, strengthen practical industry-oriented courses, offer all-English courses and open online OCW and MOOCs courses, and actively encourage conformance with international trends.

Research performance of the QS nursing department is ranked among the top 100 in the world and the top 10 in Asia. In the future, we will expand research and innovation, and continue to improve our superior research environment. We will boost instructors' research capabilities, broaden instructors' research scopes, advise instructors about English-language academic papers, and implement research training courses for instructors. We will enrich the research resources of the college by promoting international academic exchange, allowing instructors and graduate students to study overseas, strengthening the links with industry, increasing cooperation between the college and peer institutions, establishing models of international cooperation to increase the quantity and quality of academic papers, and recruit outstanding international professional staff. With the goal of expanding clinical translational research, we will encourage researchers to conduct clinical trials of experimental applications, increase the value-added benefits of health insurance and clinical care, and initiate medical big data development research. In addition, we will intensify research in distinctive areas, including strengthening existing college-level research teams, boosting research capabilities, training specialized research teams, and establishing inter-school linkage in key research areas. Our overall goal is to make the college a leading center for nursing in Asia and one of the world's finest nursing research institutions.

This college will face a challenging road ahead considering the continued tight budgets at home and growing global educational and industrial competition. Students and teachers alike must leave their comfort zones, engage in greater self-examination and self-renewal. When tackling the difficulties and challenges, do not think that you are different from others; everyone is the same. When discussing ability and talent, do not think that you are the same as others, because everyone is unique.

As Dean of this college, I am profoundly honored to have this opportunity to work with everyone, and to join with you as we strive to fulfill our mission of better health for all. This is an all-new beginning, and brings with it the opportunity for even more vigorous development. It will also give us the chance to establish even better clinical practice, applied evidence-based research, and innovative, pioneering nursing education, academic research and development. The contribution of the TMU College of Nursing and its influence in this city, region, Taiwan, Asia and the world, is certain to be even greater and farther-reaching. All of your hard work will ensure our shared success and future triumphs!

**Kuei-Ru, Chou**

Dean, College of Nursing

August 2020

## Message from the Director



Welcome and congratulations on your admission to the Taipei Medical University. We are delighted that you are joining our School of Nursing and welcome you for the exciting and challenging journey ahead. It is our desire to do everything possible to make your nursing educational experience rewarding and successful.

Started from 1963, the TMU Nursing is devoted to the professional education for health care practitioner and leaders. Our nursing programs provide both baccalaureate and graduate levels nursing education designed with the evidence-based practice and delivering caring care in mind. Students will be actively engage in the learning processes, and involve in the academic and clinical practicum that will empower you to become a professional registered nurse. More than 4,000 of our outstanding graduates trained and devoted themselves into professional nursing and healthcare careers domestically and globally.

Our master programs aim at cultivating advanced nursing competency, capabilities of conducting clinical teaching and researches. The doctorate programs dedicate to prepare the future professional nursing leaders who will independently conduct professional research and be the health care leader after graduation. Nursing faculties at TMU are committed to your success in the program and will be available to guide and support you as you progress through the nursing program.

TMU Nursing offers multidimensional learning environments and excellence research guidance. The School of Nursing and together with three university-affiliated hospitals provide opportunities for clinical practice and research collaboration with health care professionals ranging from health promotion, acute care, chronic care, and hospice.

Please feel free to discover more about TMU Nursing through our web site or contact us for any inquiry about our nursing program. At TMU Nursing, you will find devoted faculty and supportive environment for nursing students' professional developments and growth.

**Shu-Yu Kuo**

Director, School of Nursing

August 2020

# History

The College of Nursing (CON) was founded as a 5-year junior college program in 1963. It aimed to educate outstanding professional nurses by recruiting junior high-school graduates. By 1977, the quality of nursing education had improved considerably and the junior college program became an undergraduate program that recruited only high-school graduates, all of whom were female. The first male students to enter an undergraduate nursing program in Taipei Medical University (TMU) were recruited in 1985. In the current undergraduate program, students are required to complete 128 credits (about 4 years of coursework) in order to obtain a bachelor's degree.

To comply with Taiwan's national education policy, which sought the systematic improvement of professional nursing quality, a pilot RN-to-BSN program was initiated in 1990. Under this program, junior college graduates who completed the credit requirements were awarded a bachelor degree. Following a successful trial period, the program, under which students with RN licenses are enrolled annually, was officially established in 1994.

Other programs have been introduced to enhance professional development and improve health care. A 3-year RN-to-BSN anesthetic nursing program was established in 2005 but was discontinued, having achieved its goals, in 2012. In response to social and population change and the growing needs of the older people, the School of Geriatric Nursing and Care Management program was established in 2007. This program recruits high school graduates, requires four years of course work, and awards a bachelor's degree.

A master's program was established in the Graduate Institute of Nursing in 1995. Its aim was to provide advanced nursing education and develop outstanding nurses, with an initial focus on nursing administration, adult care, and community nursing. Additional programs have since been introduced: in pediatrics and mental health in 2000 and in anesthetic and geriatric nursing in 2005, giving a total of seven different streams. In a sign of the globalization of health care, the graduate program began recruiting international students in 2010.

In order to develop future nursing researchers and educators, a cross-disciplinary medical-nursing doctoral program was established under the Graduate Institute of Medicine in 2001. It enrolls three to four students annually. A nursing doctoral program was established under the Graduate Institute of Nursing in 2006, enrolling nine doctoral students annually. In 2015, the Graduate Institute of Nursing was merged with the School of Nursing as a single unit which offers bachelor, master and Ph.D. programs. Accelerated Bachelor of Science in Nursing program and the International Doctoral Program in Nursing are both established in 2016.

Currently, the CON has around 432 undergraduate students, 163 master students, and 43 doctoral students. Alumni have achieved outstanding performance in clinical, administrative, and academic fields.

# **Mission Statement, Educational Philosophy, Educational Goals and Core Competencies**

## **Mission Statement**

The CON embraces four educational values: a passion for scholarship and the pursuit of excellence; the development of skills in nursing care with an emphasis on clinical capacity; a firm foundation in TMU while embracing a global vision; faithful adherence to the university's spirit of integrity; and simplicity, with an emphasis on education in the medical humanities to enhance interpersonal skills. Our mission is to produce graduates who are competent nursing professionals with the practical knowledge and moral qualities to provide high quality health and social services, conduct research in the life sciences, and engage in lifetime learning.

## **Educational Philosophy**

We believe that education should cultivate students' capacities for care, communication, self-growth, leadership and management, teaching, research, and critical appraisal. Education also enhances students' enthusiasm for scholarship, mastery of nursing skills, a broad global view, and harmonious human relationships. Our care is directed towards individuals, families, and communities. We believe that each person has unique physical, psychological, social, and spiritual needs. In interaction with the environment, people need to adapt to and integrate biological, physical, psychological, social, cultural, and spiritual changes to achieve optimal health status. Nursing is a caring profession in which altruism rests on a foundation of evidence-based knowledge. It provides people-orientated, whole-person, continuous care within a framework of cross-disciplinary cooperation. Nursing helps clients to prevent disease, promote better health, recover from illness, and face irreversible conditions peacefully.

## **Educational Goals**

1. Advocate and practically apply the social responsibility
2. Develop and construct modern nursing knowledge
3. Demonstrate team collaboration and leadership ability
4. Perform interdisciplinary and innovative research ability
5. Demonstrate global engagement ability

## **Core Competencies**

1. Knowledge construction and development ability
2. Advanced scientific and innovative research ability
3. Advocate and practically apply the social responsibility
4. Global engagement activity
5. Professional leadership and management ability

# Teaching and Research Facilities

In addition to the common classrooms, the graduate students have access to a computer laboratory, four conference rooms, four laboratories and a graduate student study room for research and discussion.

## 1. Computer laboratory:

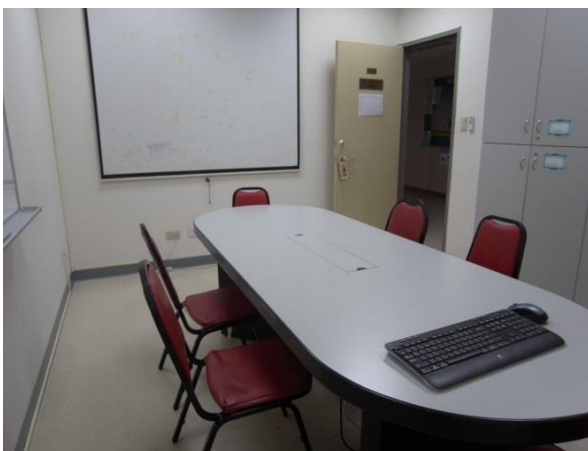
- 1) Equipment: 25 personal computers, audio-visual equipment, photocopying machine and statistical software.
- 2) Users: open to all students enrolled in the program, faculty and staff.
- 3) Hours of operation: Mon.-Fri. 08:00-17:00, except for holidays. Hours during winter and summer breaks will be announced accordingly.



E-teaching and learning environment

## 2. Conference rooms:

- 1) Equipment: each room is equipped with computers and projectors.
- 2) Users: open to all students enrolled in the program, including faculty and staff.



Conference rooms



### 3. Laboratories:

According to the research attributes, the laboratories are divided into the following four categories: the Health promotion laboratory, Cognitive-behavior laboratory, Exercise science laboratory, and Bio-behavior laboratory. Currently, there are a total of 38 teaching equipments, and 74 research equipments.



Cognitive Behavioral Laboratory



Health Promotion Laboratory



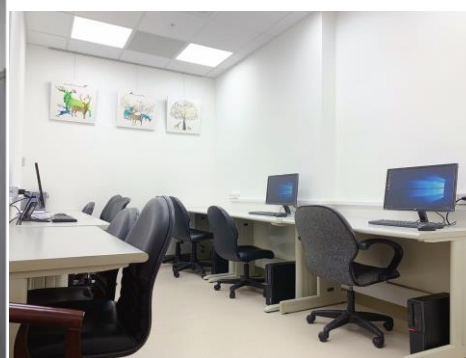
Exercise Science Laboratory



Biobehavioral Laboratory

### 4. Graduate student study room:

- 1) Equipment: the room is equipped with 6 computers, 1 printer and 1 scanner.  
Available statistical software: SAS and SPSS
- 2) Users: open to all students enrolled in the program.



Study room for Graduate student

## Faculty Members

Name	Position	Areas of Specialty	Office Phone Number/E-mail
Kuei-Ru Chou	Dean Professor	Mental Health, Gerontological Nursing, Cognitive Behavioral Therapy, Development of Research Instruments, Biostatistics	+886-2-27361661 ext.6324 kueiru@tmu.edu.tw
Min-Huey Chung	Associate Dean Professor	Psychiatric Nursing, Nursing Administration, Community Health Nursing	+886-2-27361661 ext. 6317 minhuey300@tmu.edu.tw
Shu-Yu Kuo	Director/ Associate Professor	Obstetric Nursing, Epidemiology Women's Health, Mental Health, Simulation Education	+886-2-27361661 ext.6308 sykuo@tmu.edu.tw
Hsiao-Yean Chiu	Associate Director/ Associate Professor	Critical Care Nursing, Neurosurgical Nursing, Management of Sleep disturbances, Neuro-feedback, Meta-analysis	+886-2-27361661 ext.6329 hychiu0315@tmu.edu.tw
Hsiu-Ting Tsai	Director Professor	Prevention and Nursing Care of Cancer Disorder, Nursing Molecular Epidemiology, Physiology	+886-2-27361661 ext.6330 hsiuting@tmu.edu.tw
Hsiu-Ju Chang	Professor	Mental Health of Children & Adolescents, Depression & Suicide of Adolescents, Cognitive- Behavioral Therapy, Psychiatric Nursing, Qualitative Research, Instrument Development	+886-2-27361661 ext. 6309 hsiju@tmu.edu.tw
Chii Jeng	Professor	Chronic Disease & Exercise, Nursing Diagnosis, Cardiovascular Nursing, Cardiac Rehabilitation	+886-2-27361661 ext.6305 chii@tmu.edu.tw
Pi-Hsia Lee	Professor	Exercise Behavior, School Health Nursing	+886-2-27361661 ext.6323 pihsia@tmu.edu.tw
Pei-Shan Tsai	Professor	Biobehavior Research, Exercise Physiology, Biofeedback, Stress Management, Psychophysiology, Sleep	+886-2-27361661 ext. 6321 ptsai@tmu.edu.tw
Chia-Chin Lin	Professor	Hospice & Palliative Care, Cancer Pain Management, Symptom Management	+886-2-27361661 ext. 6300,6318 clin@tmu.edu.tw
Pi-Chen Chang	Associate Professor	Children's Health Care, Adolescent Health	+886-2-27361661 ext.6322 pichen@tmu.edu.tw

Su-Ru Chen	Associate Professor	Pain Management Nursing, Pediatric Nursing, Nursing Diagnosis	+886-2-27361661 ext.6340 suru@tmu.edu.tw
Yeu-Hui Chuang	Associate Professor	Gerontological Nursing, Qualitative Research	+886-2-27361661 ext.6328 yeuhui@tmu.edu.tw
Fu-Chih Lai	Associate Professor	Critical Care Nursing, Medical-Surgical Nursing, Disaster Nursing, Long-term Care Research, Disability Care, Simulation Based Education	+886-2-27361661 ext.6333 flai@tmu.edu.tw
Tsai-Wei Huang	Associate Professor	Oncology Nursing, Hospice care, Evidence Based Health Care	+886-2-27361661 ext.6350 tsaiwei@tmu.edu.tw
Nae-Fang Miao	Associate Professor	Health Education, Health Promotion, Community Health Nursing, Substance Abuse in Adolescents, School Health	+886-2-27361661 ext.6304 naefang@tmu.edu.tw
Hui-Chuan Huang	Associate Professor	Community Health Nursing, Health Promotion, Mental Health Care of Chronic Disease, Self-Management of Chronic Disease	+886-2-27361661 ext.6349 huichuan@tmu.edu.tw
I-Hui Chen	Associate Professor	Long-term care, Community Health Nursing, Gerontology and Geriatrics, Quantitative Research	+886-2-27361661 ext.3619 Ichen4@tmu.edu.tw
Wen-Pei Chang	Associate Professor	Oncology Nursing, Palliative Care, Medical-Surgical Nursing, Nursing Administration	+886-2-22490088 ext.8624 10479@s.tmu.edu.tw
Meei-Ling Shyu	Assistant Professor	Pediatric Nursing, Nursing Administration, Child Health	+886-2-27361661 ext.6306 meeiling@gmail.com
Kee-Hsin Chen	Assistant Professor	High risk neonate nursing care, Baby-friendly Hospital Initiative, Evidence-based healthcare, Evidence-based Guideline development, Knowledge translation, Nursing management	+886-2-27361661 ext.3613 keehsin@tmu.edu.tw
Yu-Huei Lin	Assistant Professor	Pulmonary Rehabilitation, Database Analysis, Chronic Illness Care, Health Education, Qualitative Research	+886-2-27361661 ext.3520 gracelin@tmu.edu.tw
Chia-Hui Wang	Assistant Professor	Medical Surgical Nursing, Critical Care of Burn Patients, Meta-Analysis	+886-2-27361661 ext.6327 wangch@gmail.com
Li-Chung Pien	Assistant Professor	Mental Health, Psychiatric Nursing	+886-2-27361661 ext.6348 andy5240@gmail.com

# **General Overview**

## **Characteristics of the program**

The Ph.D. program aims to educate advanced nursing researchers and educators. The institute's program is characterized by:

1. Training in four major nursing specialty options
2. Training in leadership in the doctoral program
3. Emphasizing on bio-behavioral science research

## **Educational goals**

After completing the program, students will possess:

1. Nursing administrator: Professional nursing care guidance, empirical research and application
2. Research in teaching: Researcher, assistant professor, associate professor, and professor
3. Others: Institution director and official superintendent
4. Nursing Science: Postdoctoral research

# **Guideline for International Ph.D. Program in School of Nursing**

1. Course Credits:

Minimum graduation credits: 37 credits which include required courses 14 credits, elective courses 11 credits, and dissertation 12 credits.

2. Length of Study:

- a. The length of study could vary from two to seven years.
- b. The leave of absence shall not exceed two years.

3. Course Requirements:

- a. All Taipei Medical University graduate students are required to complete the non-credit course of Research Ethics before graduation. **This course is not included in the graduation credits;** however, students who fail to pass the course twice will be dropped from the university.
- b. Students who complete *Special Topics in Research (I)* and *Special Topics in Research (II)* and have not applied for the Qualification Exam (QE) still have to take these courses.
- c. *Individual Studies*: The syllabus is made by the advisor and the student. After that, the advisor examines the consistency between the content and student's progress. **The maximum credit for *Individual Studies* is two in total.**
- d. Students can select *International Studies* Course depending on their research preferences. The schedule is arranged by each advisor.

## The Curriculum Framework and Credits

1. The requirements for the PhD program are 37 credit hours.

1) **Core Courses:** 14 credit hours.

<b>1<sup>st</sup> Year</b>			
<b>1<sup>st</sup> Semester</b>		<b>2<sup>nd</sup> Semester</b>	
<b>Course</b>	<b>Credit</b>	<b>Course</b>	<b>Credit</b>
Advanced quantitative research methodology	3	Advanced biostatistics	3
Philosophy in nursing science and knowledge construction	3		
Research Ethics <small>*All TMU graduate students are required to complete this course (can be taken either in first or second semester) before graduation.</small>	0	Research Ethics	0
<b>2<sup>nd</sup> Year</b>			
<b>1<sup>st</sup> Semester</b>		<b>2<sup>nd</sup> Semester</b>	
<b>Course</b>	<b>Credit</b>	<b>Course</b>	<b>Credit</b>
Special topics in research (I)	1	Special topics in research (II)	1
		Special topics in health care delivery system	3

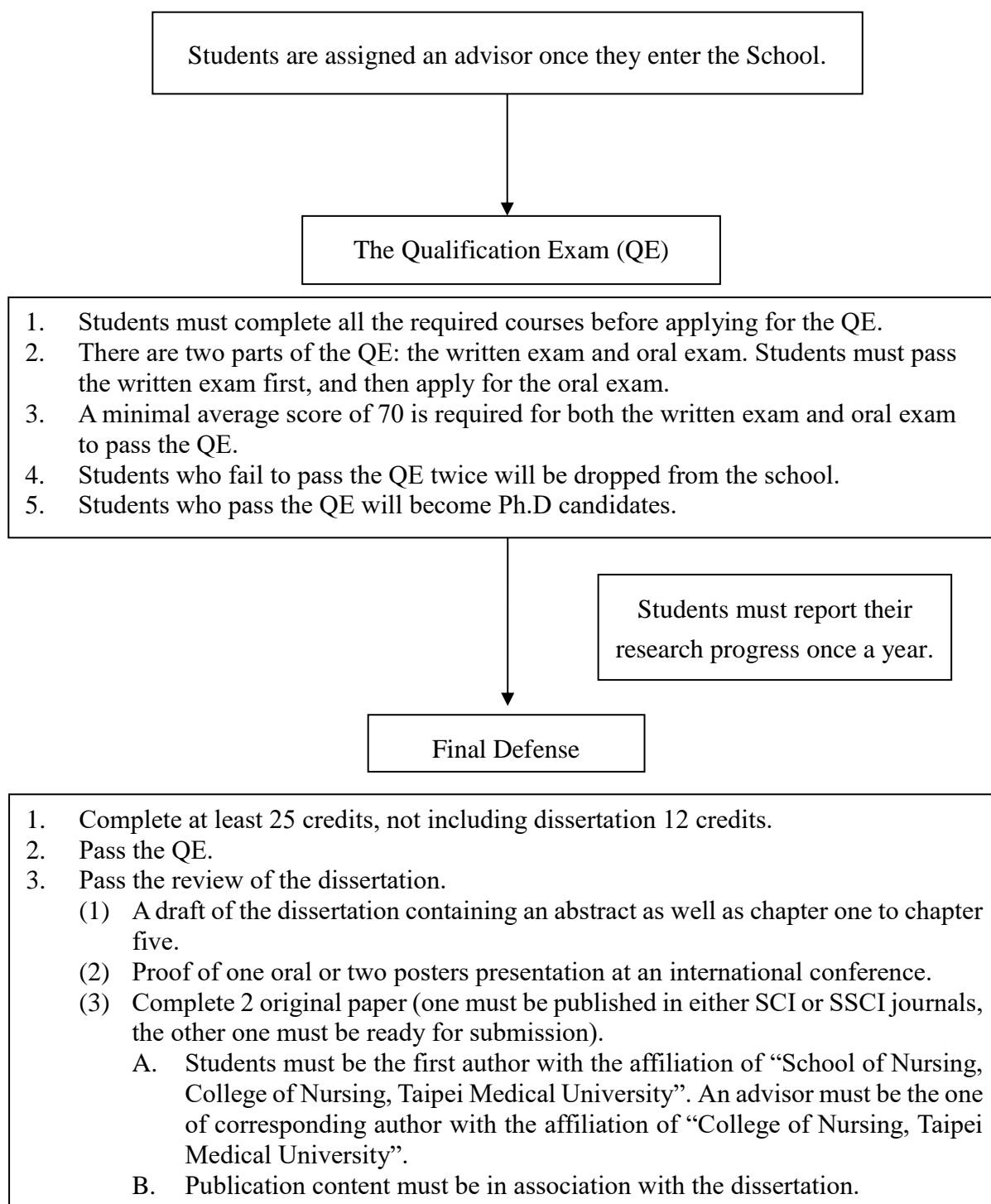
2) **Elective Courses:** 11 credit hours.

Courses can be taken from College of Nursing or other Colleges at TMU.

1 <sup>st</sup> Year			
Course	Credit	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Special topics in writing for publication	2	✓	
Individual studies	2	✓	✓
Data management & analyses	2		✓
2 <sup>nd</sup> Year			
Course	Credit	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Advances longitudinal data analysis	2	✓	
Instrument development	2	✓	
Global health and transcultural care	2	✓	
Special topics in advanced statistics	2		✓
Leadership & Professionalism	2		✓
International Studies	3		✓

3) **Dissertation:** 12 credit hours.

# The Flow Chart of International Ph.D Program in School of Nursing





# The Qualification Exam and Admission to Ph.D. Candidacy

1. Students must complete all the required courses before applying for the QE.
2. There are two parts of the QE: the written exam and oral exam. Students must pass the written exam firstly, and then apply for the oral exam.
3. A minimal average score of 70 is required for both the written exam and oral exam to pass the QE.
4. The written exam:
  - (1) Students submit the following documents to the administrative professor:
    - A. *Application for Qualification Exam: Written Exam* (Appendix 1)
    - B. *List of Course Credits and Scores* (Appendix 2)
    - C. A transcript for all semesters in the Ph.D. program
  - (2) Once the application is accepted, the Written Exam Evaluation Committee will decide the exam content. The committee consists of three to five members recommended by the advisor.
5. The oral exam:
  - (1) Students submit the *Application for Qualification Exam: Oral Exam* (Appendix 3) to the administrative professor.
  - (2) The Oral Exam Evaluation Committee is comprised of three to five members and a chairman who are recommended by the director of the school. The exam topics are decided by the committee.
  - (3) Evaluation criteria: the understanding of research articles, theory/conceptualization, methodology and statistics, and criticism and implication.
6. Students who fail to pass the QE twice will be dropped from the school.
7. Students who pass the QE will become Ph.D. candidates.
8. The other relevant regulations are the same as those in the Guideline for International Doctoral Degree Program in School of Nursing of College of Nursing in Taipei Medical University.

## The Timetable for the Qualification Exam

Exams	Time Schedule in the Semester	Events	Notes
Written Exam	The 1 <sup>st</sup> – 5 <sup>th</sup> Week	Apply for the written exam	Documents: <ul style="list-style-type: none"> <li>➤ <i>Application for Qualification Exam: Written Exam</i></li> <li>➤ <i>List of Course Credits and Scores</i></li> <li>➤ A transcript for all semesters in the Ph.D. program</li> </ul>
	The 6 <sup>th</sup> Week	Decide the Written Exam Evaluation Committee	The committee consists of three to five members recommended by the advisor.
	The 6 <sup>th</sup> – 7 <sup>th</sup> Week	Decide the exam topics	The chairman of the committee submits the topics to the administrative office a week before the written exam.
	The 8 <sup>th</sup> – 11 <sup>th</sup> Week	The written exam	The exam topics will be emailed to students mailbox (or be collected in person) at 9am on the first day of the written exam. Students must return it by 5pm on <b>the seventh day</b> .
	The 12 <sup>th</sup> Week	Evaluation	The committee decides the criteria.
	The 13 <sup>th</sup> Week	Announce the result	Once the result is submitted to the administrative office and the director of the school, the student and the advisor will be informed via email.
Oral Exam	The 14 <sup>th</sup> Week	Apply for the oral exam	Students must pass the written exam firstly, and then submit the <i>Application for Qualification Exam: Oral Exam</i> to apply for the oral exam.
	The 14 <sup>th</sup> – 15 <sup>th</sup> Week	Decide the Oral Exam Evaluation Committee and the exam topics	The committee consists of three to five members recommended by the director of the school. The chairman calls a meeting.
	The 16 <sup>th</sup> Week	Arrange a venue and time	The administrative office will work on it.
	The 17 <sup>th</sup> Week	The oral exam	
	The 17 <sup>th</sup> – 18 <sup>th</sup> Week	Announce the result	Once the result is submitted to the administrative office and the director of the school, the student and the advisor will be informed via email.

**International Ph.D. Program in School of Nursing  
College of Nursing in Taipei Medical University  
Application for Qualification Exam: Written Exam**

Student Name		Student ID#	
Advisor··		Co-Advisor··	
Dissertation Topic··			
Date for Written Exam·· From (dd)/ (mm)/ (yyyy) to (dd)/ (mm) (yyyy)			
Courses Taken and Credits··			
Course Title	Semester	Credits	Notes
Total Credits			
School Director (Signature)		Advisor (Signature)	
Administrative Professor (Signature)		Confirmation (Signature)	
Attachments··			
<ol style="list-style-type: none"> <li>1. A transcript for all semester in the Ph.D. program.</li> <li>2. <i>List of Course Credits and Scores</i> (Appendix 2).</li> </ol>			



**International Ph.D. Program in School of Nursing  
College of Nursing in Taipei Medical University  
Application for Qualification Exam: Oral Exam**

Student Name		Student ID#	
Advisor··		Co-Advisor··	
Dissertation Topic··			
Oral Exam Time·· _____ Academic Year    The First / Second Semester			
Courses Taken and Credits··			
Course Title	Semester	Credits	Notes
Total Credits			
School Director (Signature)		Advisor (Signature)	
Administrative Professor (Signature)		Confirmation (Signature)	
Note·· This is <input type="checkbox"/> the first application <input type="checkbox"/> the second application for the oral exam.			

# Progress Report

1. After passing the QE, each student must report their research progress once a year to the progress supervising committee that consists of three members and is appointed by the student's advisor. (The committee members must be affiliated with Taipei Medical University)
2. Documents:
  - (1) *Evaluation Sheets of the Progress Report* (Appendix 4)
  - (2) *List of the Progress Supervising Committee* (Appendix 5)
3. Please complete and submit the above documents to the administrative professor at least seven days in advance for the oral exam. After the application is accepted, please inform the administrative office of the date of the exam, and collect the evaluation fee from the office and submit to the evaluation committee on the day of the exam.

**International Ph.D. Program in School of Nursing  
College of Nursing in Taipei Medical University  
Evaluation Sheets of the Progress Report**

Student Name ·· \_\_\_\_\_ Grade ·· \_\_\_\_\_

Date of the Progress Report ·· \_\_\_\_\_ (dd)/ \_\_\_\_\_ (mm)/ \_\_\_\_\_ (yyyy)

Dissertation Topic ·· \_\_\_\_\_  
\_\_\_\_\_

1. Appropriateness and depth of the research topic ··

Outstanding(5) Excellent(4) Good(3) Fair(2) Poor(1)

2. Research progress ··

Outstanding(5) Excellent(4) Good(3) Fair(2) Poor(1)

3. The understanding of the research ··

Outstanding(5) Excellent(4) Good(3) Fair(2) Poor(1)

4. The integrative review ··

Pass

On the watchlist, please ask for advice

(Next Page)

5. Comments (Please specify the suggestions)

Committee Chairman ·· \_\_\_\_\_

Committee Member ·· \_\_\_\_\_

Committee Member ·· \_\_\_\_\_



**International Ph.D. Program in School of Nursing  
College of Nursing in Taipei Medical University  
List of the Progress Supervising Committee**

Student Name ·· | | | | | Filling Date ·· \_\_\_\_\_

Dissertation Topic ··

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<b>Committee Member Name</b>	<b>Institution</b>	<b>Academic Ranking</b> (According to the code of educational specialist employment)	<b>Highest Education</b>

Note ·· Please mark in the form if you have a co-advisor.

Advisor (Signature) ··

Administrative Professor (Signature) ··

Director of School of Nursing (Signature) ··

# Final Defense

1. Qualification for final defense:
  - (1) Complete at least 25 credits not including dissertation 12 credits.
  - (2) Pass the QE.
  - (3) Pass the review of the dissertation.
    - A. A draft of the dissertation containing an abstract as well as chapter one to chapter five.
    - B. Proof of oral or poster presentation at an international conference.
2. Application Time: Final defense can be conducted once a semester. The submission should be completed at least 10 days in advance of the deadline.
3. Please apply for the final defense via:  
[http://entero5.tmu.edu.tw/FRmaster\\_degree/default.aspx](http://entero5.tmu.edu.tw/FRmaster_degree/default.aspx)
4. Documents for the application:
  - (1) Upload a draft of the dissertation containing an abstract as well as the parts of Results and Discussion to System Manual for Graduate Degree Exam Application.
  - (2) Complete 2 original paper (one must be published in either SCI or SSCI journals, the other one must be ready for submission).
    - A. Students must be the first author with the affiliation of “School of Nursing, College of Nursing, Taipei Medical University”. An advisor must be the one of corresponding author with the affiliation of “College of Nursing, Taipei Medical University”.
    - B. Publication content must be in association with the dissertation.
  - (3) Two passport-sized photos (wearing a graduate cap). Please write down student’s name and student ID number on the back of the photos, and submit to the administrative office.
5. Other rules:
  - (1) The dissertation committee consists of five to nine members. The member

listing is recommended by the advisor, and then the Dean of the College of Nursing will select the final members of the committee.

- (2) The committee members who are not affiliated with Taipei Medical University must exceed one-third of the committee. The advisor cannot be the chairman of the committee.
- (3) A minimal average score of 70 is required to pass the final defense.
- (4) Students who fail to pass the final defense can apply only one more time. If the students fail twice, they will be dropped from the school
- (5) After passing the final defense, students should revise their dissertation according to the comments from committee members. The revised dissertation must be approved by the advisor and the correctness of the format confirmed by administration officers. Upon completion of university graduation procedures, student shall obtain diploma from the Registrar Section of the Office of Academic Affairs.

# Dissertation Format

1. The dissertation should be typed and printed only on one side of the paper.
2. **The Format of the Dissertation Cover** should be arranged as horizontal type (appendix6), and the **format of the spine** should be arranged as appendix 7. The color of the cover is **red**, and the letter is **black(soft-cover)/golden(hard-cover)**. The first letter of the title should be capitalized.
3. The format of **title page** is as appendix 8. Signature by your advisor is required.
4. Appendix 9: **Graduate Thesis Certification** is the 2ndpage of your thesis.
5. Appendix 10: **Dissertation Publication Agreement** is the 3rdpage of your thesis.
6. Appendix11 : **Thesis Defense Confidentiality Agreement** is the 4thpage of your thesis.
7. Appendix12: **Agreement of Doctoral Dissertation Printing** is the 5thpage of your thesis. Signature by your advisor is required.
8. **Abstract** of the thesis is limited to two pages. Format of the abstract page is presented as appendix 13.
9. The format for **Table of content** is as appendix 14.
10. **A4 size paper**(297 mm long and 210 mm wide sheet) must be used. Appendix 15shows the page **margins** of the thesis.
11. **Page numbers** must be inside the prescribed typing space as shown on Appendix 15. It should be placed in the center of the bottom with the font size of 11.
12. **Font**
  - (1) Font: **Times New Roman**
  - (2) Size: **12**
13. **Spacing**: Double space.
14. Appendix 16is the **Format Checking List**. Please finish checking before your print out your thesis.
15. Please upload your thesis to TMU library website. After the librarian verified, please print the notification and the letter of authorization for submission. Since the system is in Chinese, please go to the library and ask for librarian's help.
16. The format of thesis writing, please refer to the most current **APA format(6thEds.)**
17. **All Thesis's format refers to the My2TMU.**