

National Cheng Kung University
International PHD Program

2022 Academic Year Doctoral Student Handbook

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National Cheng Kung University
Department of Nursing, College of Medicine, NCKU

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1. Overview

1.1 Philosophy

Department of Nursing hold Empathy, Respect, Responsibility, Caring as concepts central to our philosophy. It is our goal to cultivate nursing leaders who are self-motivated independent, decisive, creative, and critical thinkers with professional nursing knowledge, skills, and enthusiasm. Graduates are expected to have humanities and social science knowledge, critical thinking, ethics, nursing informatics, clinical practice, nursing research, teaching and learning, leadership and management, and lifelong learning, and become a nursing professionals with social humanities caring, international perspective and mission.

1.2 Objectives

The International Doctoral Program in Nursing (IDPN) prepares students to develop the international nursing profession, focusing on knowledge development, as well as research on clinical health care problems. Nursing scholars are cultivated to independently seek scientific exploration and professional commitment.

Graduates meet the following competencies:

- Philosophical thinking in knowledge development
- Research methodology to generate new knowledge
- Ethical reasoning in health practice
- Communication for multidisciplinary collaboration
- Leadership in professional development
- Lifelong learning in scientific inquiry

2. General Information about IDPN

National Cheng Kung University (NCKU) values an academic environment that prepares students to fulfill productive roles in society. The University Rules and Regulation (<https://reg-acad.ncku.edu.tw/p/412-1041-7403.php?Lang=en>) provides details for Graduate Degrees. The IDPN Curriculum can be found on the Department of Nursing website: <https://nursing.ncku.edu.tw/p/412-1106-21335.php?Lang=en>

2.1 Program Progression

Full-time doctoral students are expected to complete the doctoral degree within 3-7 years (See Doctoral Study Progression). **Each doctoral student completes a minimum of 36 academic credits: 18 credits of required courses, 6 credits of elective courses and 12 credits of the dissertation which must be written in English.** After successfully accomplishing the thirty-six (36) required academic credits students are eligible to graduate.

2.2 Academic Requirements

Academic grade points of courses and dissertation examination are calculated on a one-hundred (100) point scale. Seventy percent (70%) is considered a passing point. **Grades below seventy percent (70%), their academic grade points will not be granted.** Students are not permitted to take the Make-up Exam of the course(s) or subject(s) receiving unsatisfactory/failing grade points of the academic semester. Students shall retake the required course in the next semester or next year prior to the expiration of their study periods.

2.2.1 Semester Grade Point Average is computed as followed:

- A. Grade point is computed by multiplying the course credit(s) earned with the course grade earned.
- B. Semester Grade Point Average is computed by dividing the sum of all grade points by the total of credits earned in the semester.

2.2.2 Calculation of graduating grade points:

The average of the course grade point average and degree examination comprises the graduation grade.

2.2.3 Graduate Students can be withdrawn from the university for:

- A. Inability to pass the degree examinations during the term of study.
- B. Inability to complete the required qualification examination within the period stipulated by the department, or unable to pass the qualifying examinations within the number of tries allowed by the department.
- C. Failing the degree examination for the second time.
- D. Plagiarized of any published or electronic journal papers, creative work, performances, written reports, technical reports and other course-related work produced by students during their studies.**
- E. Failure register before the deadline or after the period of suspension.
- F. Unsatisfactory conduct.
- G. Falsifying qualifications for admission.
- H. Violation of the University Student Merits and Penalty Rules ().
- I. Violation of rules and regulations of their affiliated departments and institutes, and whose expulsion is affirmed by the President of the University.

3. Curriculum Information

Table 1 depicts the curriculum framework and credits for PhD students. **Students are responsible for selecting and registering the correct course sequence.**

18 credits of required courses and 12 credits of the dissertation			
Academic year	Course	Credits	
		Fall semester	Spring semester
The 1 st academic year	Knowledge development in Nursing	3	-
	Research Program Development (I)	1	-
	Scholarly Inquiry in Nursing Profession	2	-
	Leadership and Policy in Health Care	3	-
	Research Program Development (II)	-	1
	Research Design in Nursing and Health Care	-	3
	Ethical Considerations and Practice in Health Care	-	3
The 2 nd academic year	Research Program Development (III)	1	-
	Research Program Development (IV)	-	1
	Dissertation	12 credits	

6 credits of elective courses			
	Course	Credits	
		Fall semester	Spring semester
Even Academic year Open every 2 years	Systematic review/ Meta-analysis	3	-
	Special Issues in Public Health and Health Policy	3	-
	Disaster and Emergency Nursing	3	
	Climate Change and Health	-	3
	Group Dynamic and Family-based Intervention	-	3
	Factor Analysis	-	3
	Women Health	-	3
Odd Academic year Open every 2 years	Advanced Statistics	3	-
	Special Issues in Care of Older Adult	3	-
	Infectious Disease Prevention and Management	3	-
	Aids and Public Health	2	
	Special Issues in Children Healthcare	3	
	Qualitative Research	-	3
Odd Academic year taught in English Even Academic year taught in Chinese	Measurement and Instrument Development	3	-
Open in every spring semester	Professional Issues in Trans-Cultural Nursing	2	-
	Seminar in Nursing Education	-	2
	Evidence- based Health Care	-	2

Notificaiton

1. Pre-requisites: Bio- and Medical Ethics is the pre-requisites course for Ethical Considerations and Practice in Health Care, please take Bio- and Medical Ethics in International Advanced Program in Nursing(IAPN) for the pre-requisites course for Ethical Considerations and Practice in Health Care. The course credit, however, will not be included in the graduation credit requirement of this department. An exemption is possible if students have already taken the Bio- and Medical Ethics at a graduate level. Students are required to submit an application (Appendix 0) for Course Exemption before the first academic year. Those who hasnt taken Bio- and Medical Ethics course could choose to have challenge test, which will be hold before the first year enrollment (usually in June or July). Those who dont submit application form for Bio-and Medicinal Ethics Exemption or application form for challenge test should take the Bio- and Medical Ethics course, the course credit of which, will not be included in the graduation credit requirement of this department.
2. In accordance withthe resolution on the 9th meeting of 109 academic year:
 - (1) Before applying for proposal defense/ PhD Candidacy Exam, Master and PhD Students shall

complete the Academic Ethics and Research Integrity Courses offered by Center for Taiwan Academic Research Ethics Education (AREE).

- (2) Those who apply for proposal defense /PhD Candidacy Exam shall submit this checklist with advisors signature and relevant proof documents together with other proposal defense/ PhD Candidacy Exam application form. (**Appendix 15**)
 - (3) This regulation is effectively imposed to all new students enrolled in the Fall semester of 2022.
 - (4) These regulations were translated from Chinese. Should there be any discrepancies between the two versions, the Chinese version shall always take precedence.
3. Chinese Classes for International Degree Students (CIDS) are provided free for two semesters (only). Students are strongly encouraged to take one year Chinese classes during their study in any academic year. Further information please refer to [Office of International Affairs, NCKU](#).
 4. If a student is planning to take a leave of absence, they are required to ask permission from the faculty in charge of the class, otherwise it will be absent without leave.
 5. Elective courses shall be offered according to Department yearly curriculum arrangement.
 6. Students should plan course selection with advisor before selecting in each semester.
 7. Students need to choose at least one elective course offered by Department of Nursing and may choose elective courses offered from other Department with approvals from advisors.

Department of Nursing, College of Medicine, NCKU

Doctoral Study Progression

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NCKU online application for foreign students, deadline Mar. 30; further information:
admissions.oia.ncku.edu.tw



September- 1st semester



Advisor selection

The student chooses an advisor before the second semester of their first academic year. Submit the research Advisor Agreement (Appendix 1-1) after a faculty member has accepted the role of research advisor. Included in the application a 100 word abstract about their intended research topics or research direction. At any time the student may seek to change advisors (see Appendix 1-1).

Submission of
Dissertation
Committee and
proposed research
plan

The student establishes a Dissertation Committee (besides the advisor, the advisor will recommend 2 appropriate members) and submits a proposed research plan by October 31 of their 3rd academic year. Those who fail to make the tentative doctoral plan on time, the student and his/her advisor should explain in a written form to Department office. When necessary, they are required to attend a departmental meeting to explain.

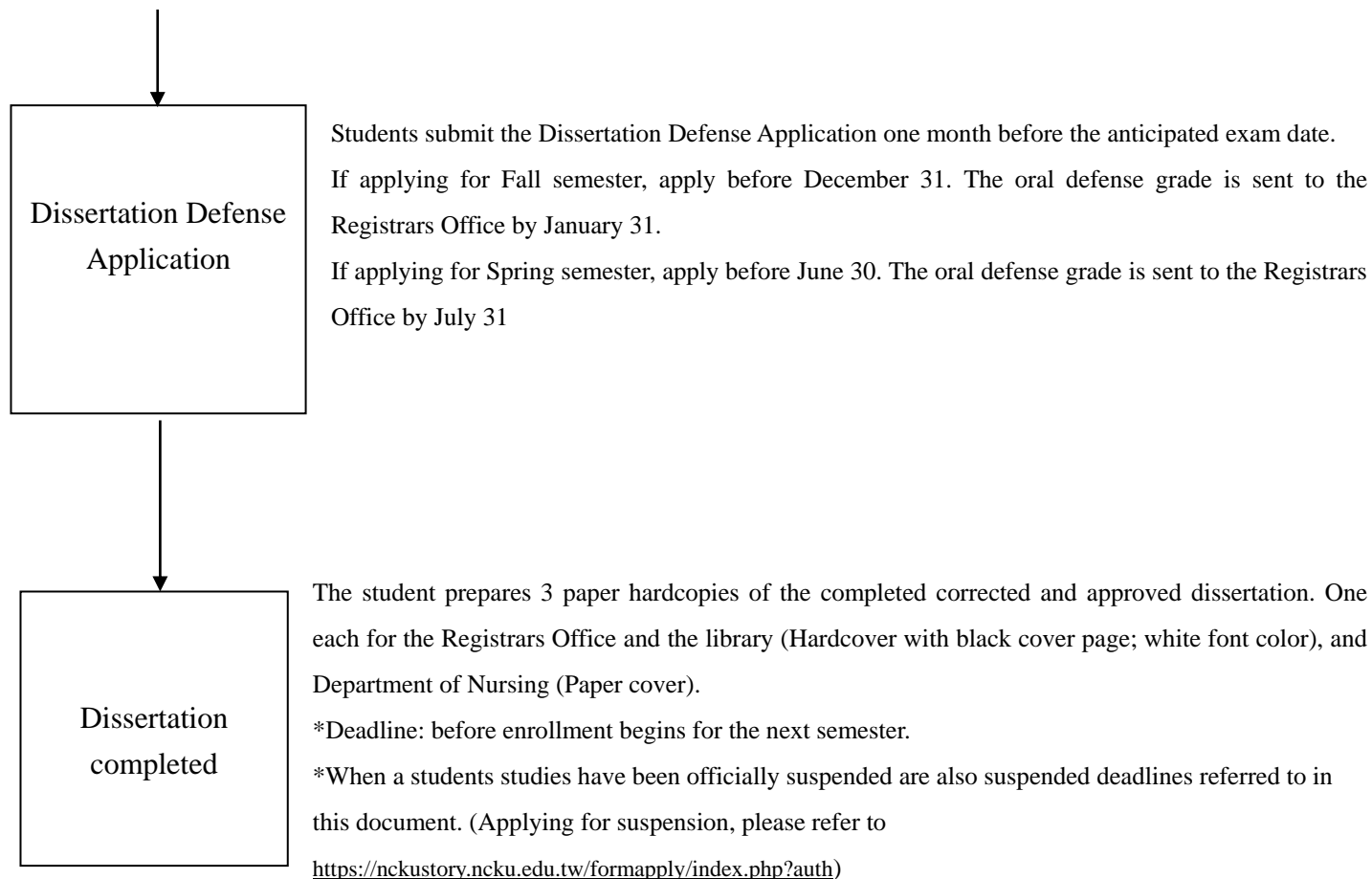
Dissertation
progress report

Research Day(P. 17)

Graduate students report their progress of research dissertation on Research Day which is planned and held by the Faculty Development Committee every year. Please refer to Regulations for Dissertation Progress Report of Graduate Students (P.17) for further information.

Ph.D. Candidate
Qualification
Exam
Application

Students may proceed to the Qualification Exam within two years of enrollment and no later than five years after enrollment or no later than their 10th semester. The Department of Nursing Office announces the application deadline at the beginning and middle of every semester with students application due two weeks before final exams end.



Department of Nursing

National Cheng Kung University

Regulations for Dissertation Advisors of Graduate Students

1041104.09.07
Amended and approved at the 1st meeting of the Department Affairs Council in the 2015-16 academic year on September 7, 2015
1088109.05.06
Amended at the 8th meeting of the Department Affairs Council in the 2019-20 academic year on May 6, 2020
1082109.05.13
Amended and approved at the 2nd meeting of the Faculty Development Committee in the 2019-20 academic year on May 13, 2020
1089109.06.01
Amended and approved at the 9th meeting of the Department Affairs Council in the 2019-20 academic year on June 1, 2020

- Article 1 Regulations for Dissertation Advisors of Graduate Student (Hereinafter referred to as Regulations.) are established to maintain the teaching quality and avoid overloading in accordance with article 7 of NCKU Graduate Student Policies and Rules and article 9 of Teaching Hour Principles and Disbursement Methods and Guidelines on Overtime Pay and Thesis Tutoring.
- Article 2 Dissertation Advisors shall meet the following requirements:
1. A full-time faculty, jointly faculty, adjunct faculty or clinical faculty of Department of Nursing.
 2. The advisor of master students must have a doctoral degree and continue to conduct research projects.
 3. The advisor of doctoral students must hold a position as an Associate Professor or above with experience as a principle investigator who has been grant funded for research or has published in SCI/SSCI/EI-indexed journals in the past three years.
- Article 3 Co-advisors shall meet the following requirements:
1. The co-advisor of master students must have a doctoral degree.
 2. The co-advisor of doctoral students must hold a position as an Associate Professor or above.
- Article 4 The maximum number of advisees from freshmen for each advisor per academic year is 4, and the total number of advisees for each advisor shall not exceed 12 (including local and international master, doctoral students, suspended students and co-advised students from other department). If the number of advisees does not meet this principle, it must be submitted to the Faculty Development Committee for deliberation.
- Article 5 Advisor who is newly hired needs to co-advise students with other advisor who has experience in our department for their first student advisement. However, those who has had experience of independent student advisement in other school are not subject to the *limits*.
- Article 6 Advisor who is retired or no longer employed by NCKU can continue to be responsible for student advisement as the adjunct faculty or co-advise student with other advisor.
- Article 7 Advisor who is in the period of leave without pay (such as temporary transfer, parental leave or study overseas) or leave with pay (such as study overseas) is responsible for student advisement with the original students as the highest priority, and the total number of advisees

is limited to 8. Advisors can have new advisees if the number of advisees less than 8, but only 1 new advisee per year.

Article 8 The establishment of the advisement relationship between advisors and graduate students of our department is based on the negotiation of the expertise and personal interests between advisors and graduate students. Both parties must fulfill the obligations of the advisement relationship, and also have the right to terminate the advisement relationship.

Article 9 These Regulations shall be approved by the meeting of the Department Affairs Council.

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Guidelines for Dissertation Advisors, Dissertation Committee and its Members and Course Coordinators

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1. Dissertation Committee :

I. The role of Dissertation Committee members is to

- (1) provide timely and thorough guidance related to elements necessary for the planning and execution of the dissertation
- (2) provide expertise in the content or methodological areas of the research proposal
- (3) support the student and the Advisor during the dissertation process

II. Committee Members should meet the following requirements:

- (1) Considered as an expert research in the area of the dissertation topic or methodology.
Granted approved by Department of Nursing.
- (2) May practice outside the Department of Nursing or outside NCKU

2. Dissertation Committee Members :

I. The role of Dissertation Committee Members is to

- (1) review the written dissertation
- (2) attend the oral defense
- (3) identify conceptual or methodological discrepancies in the dissertation and bring them to the attention of the advisor

II. Dissertation Committee Members meet the following requirements:

Considered as an expert research in the area of the dissertation topic or methodology. Granted approved by Department of Nursing.

3. Course Coordinator :

Each course in the doctoral program is coordinated by an Associate Professor with a Ph.D. degree or an Assistant Professor in a subject specialty.

Department of Nursing, College of Medicine, NCKU

Application for Change of Advisor

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1. When a student and advisor cannot continue in a productive relationship, either the student or the advisor can apply to for a change (see Appendix 1-2: Application for Change in Supervision).
2. As part of the application, the student must ensure that the original advisor and new advisor have signed the Application. Submit Application for Change in Supervision and the completed Advisor Agreement Application (Appendix 1-1 & 1-2) to the Director of Department of Nursing.
3. Advisors no longer employed by NCKU may continue to be responsible for student advisement providing the research proposal has been accepted. A co-advisor will also be assigned from the same department.
4. Advisors no longer employed by NCKU will no longer be responsible for students who have not yet received approval for their research proposal. The original advisor may not remain as co-advisor.

Department of Nursing, College of Medicine, NCKU Establishment of Dissertation Committee

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Dissertation Committee
Proposed

After discussing with the Advisor, the student establishes a Dissertation Committee by **October 31st of their third academic year**. Students or advisors who cannot make the deadline for proposed research plan (Appendix 2) should explain in writing and appear before the Departmental meeting.

Discussion by IDPN
Committee

After the Dissertation Committee has been approved by the Departmental meeting, the academic contracts are dispatched from the Department. If for any reason, one or both of the recommended members are unable to fulfill their commitment, students with their advisor must propose alternative members to be approved at the next Departmental meeting.

Change of committee
member

Any change in the composition of the Dissertation Committee must have the agreement of both the student and advisor.
The advisor is responsible to contact the member being replaced to ensure the member is aware of the request and agrees to withdraw). The student then completes the Application for a Change in Dissertation Committee composition (Appendix 3).

New academic contracts
are drawn up and made
available for all the
Dissertation Committee
members.

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Proposed Research Plan

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The Proposed Research Plan Includes :

1. Cover page including title, student name, advisor, research committee members and submission date, not to exceed one page (see Appendix 2)
2. Chinese and English abstract, which includes background, purpose(s), methods, and anticipated results. Abstracts should begin on separate pages.
3. Prepared using A4 size paper, and typed in Chinese and English and double spaced
4. Submit the proposed research plan to the Dissertation Committee members, with a copy to the Departmental Office by **October 31st of their third academic year** (Appendix 2). Students or advisors who cannot make the deadline should explain in writing and appear before the Departmental meeting. The name list of the Dissertation Committee should be reviewed in the Departmental meeting in September.
5. A representative from the Dissertation Committee is selected to summarize the feedback. The plan is reviewed by the Dissertation Committee with feedback provided to the student (Appendix 4).

Department of Nursing, National Cheng Kung University

Regulations for Dissertation Progress Report of Graduate Students

Formulated at the 2nd meeting of the Department Affairs Promotion and Development Committee in the 2003-04 academic year on December 3, 2003
9292.12.03
92392.12.08

Approved at the 3rd meeting of the Department Affairs Council in the 2003-04 academic year on December 8, 2003

1082109.05.13

Amended and approved at the 2nd meeting of the Faculty Development Committee in the 2019-20 academic year on May 13, 2020

1089109.06.01

Amended and approved at the 9th meeting of the Department Affairs Council in the 2019-20 academic year on June 1, 2020

1. Regulations for Dissertation Progress Report of Graduate Students (Hereinafter referred to as Regulations.) are established to understand the research dissertation progress of graduate students in accordance with Regulations for Research Dissertation Awards of Graduate Students in College of Medicine.
2. Graduate students report their progress of research dissertation on Research Day which is planned and held by the Faculty Development Committee every year, and those who are chosen as excellent research dissertation after evaluation will be rewarded.
3. All graduate students (including freshmen) are required to attend the Research Day. If students have force majeure factors and cannot attend, they should obtain the consent of their advisor before asking for leave. Department of Nursing also invites faculty members from other departments to participate and give advices.
4. The requirements for Dissertation Progress Report of Graduate Students are as follows:
 - (1) Poster presentation
 - A. Master students who have completed Nursing Research.
 - B. Doctoral students who have completed Research Program Development I and Research Program Development II. (2 credits)
 - (2) Oral presentation
 - A. Master students who have completed Nursing Research and have passed the Proposal Defense.
 - B. Doctoral students who have passed the Ph.D. Candidate Qualification Exam.

According to the above two points, each advisor holds the right to decide that graduate students should do poster or oral presentation, based on students current situations of data collection.

5. Doctoral students who have excellent performance on oral presentation will be recommend and approved by the meeting of the Faculty Development Committee to participant the competition of the College Research Day held by College of Medicine.
6. These Regulations shall be approved and amended by the meeting of the Department Affairs Council.

Department of Nursing, College of Medicine, NCKU

Candidacy Exam Guidelines

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111.10.03 1112

1. Students are eligible to complete the Candidacy Exam within two years of enrollment; and no later than five years after enrollment. Students not completing candidacy within the timeframe will be dismissed from the doctoral program.
2. Ph.D. Candidate Qualification regulations follow the accepted guidelines of National Cheng Kung University as established 2000/3/13, with additional guidelines for the Department of Nursing.
3. The Director serves as the convener for the Qualification Exam including organizing the candidacy exam committee.
4. Eligibility for the Candidacy Exam requires :

- I. 24 doctoral credits including (1) completion of 17 credits of required courses, 6 of elective courses and (2) completed or currently taking 1 credit of required courses of Research Program Development (IV) in the current semester.

(This requirement shall be implemented upon approval by the Faculty Meeting of Department of Nursing on March 8, 2021.)

- II. Submission of one original manuscript as the first author as a PhD student in Department of Nursing to journals recognized by SCI, SSCI, EI or Scopus. A paper under the Advisor's approval as meeting the requirements can serve as a substitute (Appendix 5).

- III. Approval by the Advisor.

*Graduate students must submit the similarity report generated by Turnitin and Checklist of Academic Ethics and Research Integrity Courses as a proof to the advisor to obtain the Candidacy Exam/ Dissertation Defense Exam Agreement. After Advisor reviewing the similarity report generated by Turnitin, advisor should sign at the bottom of the report. *Turnitin report: Extract Originality Report, delete reference and have the Turnitin Report signed by advisor. Similarity index shall **not exceed 25%**.

5. Student submits the Application for Candidacy Exam (Appendix 6).
6. The Advisor will invite 3-5 Candidacy Exam Committee Members upon approval of the Director.
7. The Candidacy Exam is evaluated by the Candidacy Exam Committee. If passed, the student becomes a Ph.D. candidate. The Department of Nursing notifies the Registrar Division of candidacy status. Students who are not successful in achieving Candidacy can reapply the following semester.

8. 本辦法經系務會議討論通過，並報備本校教務處核備後實施，修正時亦同。

Department of Nursing, College of Medicine, NCKU

Guidelines of Oral Defense for Candidacy Exam

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1. The advisor invites at least 3 committee members to be present for the oral defense.
2. On the day of the exam, a Chairperson is elected from among the committee members. The candidates adviser cannot assume the role of Chairperson. The Chairpersons responsibility is to chair the oral defense meeting.
3. The Advisor introduces the candidate and committee members.
4. The candidate is allowed 20 to 30 minutes to present a summary of their research.
5. Following the presentation committee members may question the candidate.
6. The candidate and audience leave the examination room upon the completion of questioning to allow the Committee to deliberate. The Chairperson collects comments (Appendix 7) and a grade, based on the candidates research work, contribution to written articles and the oral defense, from each member. The final grade is calculated as the average of grade and recorded on the record sheet. This final grade is **NOT** subject to appeal.
7. A grade of 100 is a perfect mark and a grade of 70 is the minimum passing grade with the stipulation that at least two-thirds of the committee members must award a passing grade.
Grading criteria include 90 or more- Outstanding, 86-89- excellent, 80-85- good, 76-79- average, 70-75- minimal pass, less than 70 -fail.
8. The Chairperson invites the candidate to re-enter the examination room and announces the final grade.
9. The chairperson completes the comments of the candidacy exam and each committee member sign in the form (Appendix 7).

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Dissertation Defense Exam Guidelines

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1. Graduate degree examination regulations and precautions follow the accepted guidelines of National Cheng Kung University as established 1991/3/1.
2. Every graduate student has a Dissertation Committee with members of the committee should be (include) the ex-officio members of the students project advisory (degree examination) committee.
3. After a Ph.D. student passes the Candidacy Exam and completes all required Ministry of Education and doctoral program courses and papers within the years of study, they may submit an application for the Dissertation Defense Exam approved by their Dissertation Committee.
4. Prior to submitting the application for Dissertation Defense Exam students must provide documentation of the following (Fill in Appendix 8)
 - I. 24 completed doctoral level credits, including 18 for required courses and 6 for elective courses.
 - II. At least one oral or two posters presented during international meetings (Abstract attached).

*Due to global issues (ex: COVID-19), students who do oral or poster presentation at the International Virtual Conference at Fall semester, 2020 and Spring semester, 2021 shall submit group photos of participating in the international seminars, video of presentation, and certificate or other approval of participation. It can be counted as one of the graduation criteria after approved by Committee members.

III. All articles published during the PhD study period, the corresponding author as the student's Advisor or Co-advisor (under the advisor's approval) is acceptable. If any special case occurs, it needs to be discussed and processed in a Department Meeting. If you meet one of the following 3 conditions, fill in Appendix 11 Documentation of Submitted Manuscripts for Dissertation Defense.

- (1). Published or accepted at least one original article as the first author to journals recognized by SCI, SSCI, EI or SCOPUS. In addition, at least one manuscript is submitted to journals recognized by SCI, SSCI, EI or SCOPUS.
- (2). Published or accepted at least one original article as the first author to journals recognized by SCI, SSCI, EI or SCOPUS. In addition, conduct a 6-month short-term research study or

study abroad (neither in Taiwan nor in their native country).

(please refer to the section Study Abroad (Short-term Research or Coursework)

Guidelines)

3. An original paper as the first author published in a high ranking (top 20%) journal recognized by SSCI, SCI, EI or SCOPUS.

*Graduate students must submit the similarity report generated by Turnitin and Checklist of Academic Ethics and Research Integrity Courses as a proof to the advisor to obtain the Candidacy Exam/ Dissertation Defense Exam Agreement. After Advisor reviewing the similarity report generated by Turnitin, advisor should sign at the bottom of the report. *Turnitin report: Extract Originality Report, delete reference and have the Turnitin Report signed by advisor. Similarity index shall **not exceed 25%**.

5. Once the students application for the Dissertation Defense Exam has been approved by their Advisor and the Department of Nursing, the Ph.D. Degree Admission Test Committee will be formed.
6. The Ph.D. Degree Admission Test Committee consists of five to nine members. One third of the members should be external members from NCKU. After the Dissertation Committee and the Department of Nursing have decided the appropriate members for the Ph.D. Degree Admission Test Committee, the NCKU President will officially notify the members and confirm their availability to participate and meet their responsibilities.
7. The PhD dissertation should be written in English and must be submitted to the Dissertation Committee one month before the scheduled date of the oral defense. The dissertation is inspected and upon approval by the Dissertation Committee (Appendix 9&10), the oral defense may occur.
8. The Dissertation Defense Exam consists of the dissertation and an oral defense. The dissertation is announced to the general local public two weeks before the scheduled oral defense.
9. If a student is unsuccessful in the oral defense, they may have one more opportunity to defend. They may apply to be retested in the following semester.
10. These regulations have been approved by the Department Meeting. Any amendments shall follow the same procedure.

Department of Nursing, College of Medicine, NCKU

Oral Defense Procedures

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106.05.08

1. The Ph.D. Degree Admission Test Committee consists of five to nine members. One third of the members should be external members from NCKU.
2. On the day of the exam, a Chairperson is elected from among the committee members. The candidates adviser cannot assume the role of Chairperson.
3. The Advisor introduces the candidate and committee members.
4. The candidate is allowed 20 to 30 minutes to present a summary of their research.
5. Following the presentation, the committee members may question the candidate.
6. The candidate and audience leave the examination room upon the completion of questioning to allow the Committee to deliberate. The Chairperson collects comments and a final grade recorded on the NCKU record sheet, based on the candidates research work, contribution to written articles and the oral defense, from each member.
7. A grade of 100 is a perfect mark and a grade of 70 is the minimum passing grade with the stipulation that at least two-thirds of the committee members must award a passing grade.
8. Grading criteria include 90 or more- Outstanding, 86-89- excellent, 80-85- good, 76-79- average, 70-75- minimal pass, less than 70 -fail.
9. The Chairperson invites the candidate to re-enter the examination room and announces the final grade.

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English Proficiency Requirements

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Students must meet one of the following criteria within the first enrolled year. Those who is not able to achieve it shall take enhancing English proficiency as the priority and reduce the numbers of the enrolled curriculum. Students shall meet the one of the criteria under the advisors supervision. This regulation is effectively imposed in the Fall semester of 2023.

1. On the General English Proficiency Test (GEPT)-Achieve a High intermediate level.
2. A score of 72 or better on the TOEFL iBT, that of 197 or better on the TOEFL CBT, or that of 527 or better on the TOEFL ITP.
3. A score of 5.5 or above on the IELTS (The International English Language Testing System).
4. A score of 600 or above on the TOEIC
5. A level of First (FCE) on the Cambridge English Language Assessment.
6. A score of 60 or above on the BULATS (Business Language Testing Service).
7. A score of 61 or above on the Oxford Online Placement Test.
8. Documentation of successful completion of a Masters degree from a recognized university in an English speaking country exempts the student from the above requirement.

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Study Abroad (Short-term Research or Coursework) Guidelines

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106.05.08
109.05.04 1088

1. Doctoral students are encouraged to study to go abroad during their coursework to broaden their horizons with the following objectives: promote international academic and cultural exchange and strengthen their international global competency.
2. Students who have completed at least one year of coursework may apply to study abroad.
3. The places for students studying abroad are neither Taiwan nor their native country. The accumulation of stay for 6 months is required.
4. A completed application to study abroad submitted six months prior to departure to the International Office in the Department of Nursing, late applications will not be accepted.
5. Departmental meeting will evaluate applications based on the applicants ability to implement the research plan, foreign language communication skills, appropriateness to work with foreign research institutions and foreign advisor(s), potential development of the research topics.
6. The applicant needs to submit the documents mentioned below (the sixth and seventh items must be submitted before departure). Any applicant who fails to submit the required documents or does not follow the policy will be rejected/refused permission to participate in studying abroad.

Application Process:

- I. Application form (Appendix 13)
 - II. Current Ph.D. transcript
 - III. Certificate of language proficiency in the target country
 - IV. Study abroad proposal and research plan including:
 - (1) Description of academic activities
 - (2) Provide a research project proposed for any research to be done abroad
 - V. Resume or curriculum vitae in both Chinese and English which includes academic history and clinical experiences).
 - VI. A copy of the academic calendar of the institution where the short-term research or course will take place. If it has not yet been released, attach the academic calendar from the previous year.
 - VII. A letters from the overseas institute or from the person at the institute responsible for the research work acknowledging the collaboration and welcoming the applicant.
7. A Short-term Research Report within 2 months after returning to Taiwan is submitted to the Departmental meeting (Appendix14).

Department of Nursing, College of Medicine, NCKU Scholarship Application Guidelines

106.05.08

1. Guidelines for scholarships or fellowships for graduate study follow those of the University.
2. The number of recipients for scholarships or fellowships are restricted by funding given the Department by the University and determined by the Curriculum Committee of the Department of Nursing.

3. Scholarship application

Eligibility:

I. First, second, and third year students enrolled in the IDPN have priority, including returning students who have previously suspended their studies.

II. The following students are ineligible for a scholarship or fellowship.

(1) Holds a part-time job outside the school or

(2) Holds a part-time job within the school, or will also receive financial support from another scholarship which is of higher monetary value than this scholarship.

III. Students are allowed to participate in research work/projects within their major field of study and still be eligible for the scholarship or fellowship, providing the allowance a student receives for this research work is less than the monetary value of the specific scholarship. To remain eligible students are permitted to participate in only one research project at a time.

4. the obligation of the recipients

Scholarship or fellowship recipients participate in administrative tasks or research for an average of ten hours per week. These include:

I. Document processing, taking meeting minutes, web page maintenance, document organizing, editing, program promotion, and other specific work assigned by the Director.

II. PhD major lecture task (TA Teaching Assistant): based on the teaching need.

III. The overall performance of recipients is determined by the Director or faculty in charge of the course, and their advisors as each case dictates. If a student's performance is judged to be unacceptable, the student is ineligible for their scholarship or fellowship and funding is immediately suspended.

5. Recipients must inform the Curriculum Committee if any of the circumstances below arise:

I. Begin working in a part-time job during the semester

II. Suspend or quit the academic program of study

Funding will be suspended as of the date each situation officially commences. Students are not required to return any funding they received up until that date.

6. The application form for Scholarship must be received by the Curriculum Committee before the registration deadline.

7. The Curriculum Committee makes the decision by the number of students and the funds made available to the department by the University.

8. Decided and announced by the Curriculum Committee.

9. These regulations have been proved by the Department Meeting, and recorded for the University records. Any amendments shall follow the same procedure.

Appendix 0

Department of Nursing, College of Medicine, NCKU **Application form for Bio-and Medicinal Ethics Exemption**

Date of Application_____

Name_____ Student ID_____

Course : Bio-and Medicinal Ethics
Attach files :
Result : <input type="checkbox"/> passed <input type="checkbox"/> failed
Signature of Course Coordinator :

Application form shall be submitted to Office of Department of Nursing by June 15 every academic year.

Challenge test **Department of Nursing, College of Medicine, NCKU** **Application form for Challenge Test**

Date of Application_____

Name_____ Student ID_____

Course : Bio-and Medicinal Ethics
Result : <input type="checkbox"/> passed <input type="checkbox"/> failed
Score :
Comments :
Signature of Course Coordinator :

Application form shall be submitted to Office of Department of Nursing by June 15 every academic year.

Department of Nursing, College of Medicine, NCKU
Advisor Agreement Application

1055106.03.06

1089109.06.01

1103110.11.01

Starting from ____ academic year, Fall (1st)/ Spring (2nd) semester, _____
(student name) courses and dissertation guidance will be under the supervision of Prof.
_____(name of the advisor).

The research topic or research direction is as follows (in 100 words) :

Student signature : _____ Date _____

Advisor signature : _____ Date _____

Co-Advisor signature : _____ Date _____

(Those who doesnt have co-advisor can skip this blank.)

Director signature : _____ Date : _____

Department of Nursing, College of Medicine, NCKU
Application for Change in Supervision

110-1110.10.26

1103110.11.01

Statement :

Applicant Signature :

Original Advisor Signature :

Director Signature :

Application Date :

_____(yyyy)_____(mm)_____(dd)

Appendix 2

Department of Nursing, College of Medicine, NCKU Cover Page for Proposed Research Plan

106.03.06

Student :

Student ID :

Research title :

Signature of the advisor :

Dissertation Committee Members :

(List recommended committee members, Institute that granted their doctorate, and current position)

(List 2 Dissertation Committee members recommended by Advisor below)

(1)

(2)

For proposed committee members not in the NCKU Department of Nursing attach recent curriculum vitae.

(submission date)_____ (yyyy) _____ (mm) _____ (dd)

Abstract (English) :

Abstract (Chinese) :

Appendix 3

Department of Nursing, College of Medicine, NCKU Application for Change in Dissertation Committee

106.03.06

106.03.06

Name : _____ Student ID : _____

Advisor	Original Committee Member	Proposed Candidates	Reason for Change

Signature of advisor : _____

Date : _____

Appendix 4

Department of Nursing, College of Medicine, NCKU Evaluation of Proposed Research Plan

106.03.06

Student : Student ID :

Advisor :

Research Title :

Submission date_____ (yyyy) _____ (mm) _____ (dd)

Content of tentative Research Plan (Please circle one):

Excellent Very good Good Normal Poor

Comments related to the proposed Plan : (written by Dissertation Committee Convener):

Signature of the Convener :

(Date)_____ (yyyy) _____ (mm) _____ (dd)

Appendix 5

Department of Nursing, College of Medicine, NCKU Documentation of Submitted Manuscript for Candidacy

106.04.10
106.04.10

(Date, year/mm/dd)_____

Student:_____ :Student ID: _____
Admission Year:_____

1. Title of Submitted Manuscript :
2. Title of Journal: ☐SCI ☐SSCI ☐EI ☐Scopus
Name of the journal (JCR) :
3. Attach full text copy of submitted manuscript
4. Attached copy of notification of manuscript received/accepted from journal

Advisor Comments

Confirmation	Result	Comments
This paper/these papers is/are acceptable for candidacy requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature of Advisor:_____

Date:_____

Appendix 6

Department of Nursing, College of Medicine, NCKU Application for Candidacy Exam

106.04.10
106.04.10
109.05.04 1088
109.10.05 1092

Date(year/mm/dd) : _____

Student : _____ Student ID : _____

Admission Year : _____

1. I have completed required courses, credits_____ and elective courses, credits _____ (Attach Transcript).
2. Attach Appendix 5
3. Ph.D. dissertation proposal (with attachment):

Title of research plan :

*Graduate students must submit the similarity report generated by Turnitin and Checklist of Academic Ethics and Research Integrity Courses as a proof to the advisor to obtain the Candidacy Exam/ Dissertation Defense Exam Agreement. After Advisor reviewing the similarity report generated by Turnitin, advisor should sign at the bottom of the report. *Turnitin report: Extract Originality Report, delete reference and have the Turnitin Report signed by advisor. Similarity index shall **not exceed 25%**.

4. Research Plan Abstract

Advisor : _____ (signature)

☐ Agree ☐ Disagree Comments : _____

Date : _____(year/mm/dd)

Director : _____ (signature)

☐ Agree ☐ Disagree Comments : _____

Date : _____(year/mm/dd)

Appendix 7

Department of Nursing, College of Medicine, NCKU Evaluation of Candidacy Exam

106.04.10
106.04.10

Date, year/mm/dd_____

Student:_____

Title of Dissertation:_____

Score average : _____ ☐pass ☐fail

Comments by Committee (written by the chairperson) :

Chair:_____ (Signature)

Date, year/mm/dd:_____

committee member:_____ (Signature)

Date, year/mm/dd:_____

committee member :_____ (Signature)

Date, year/mm/dd:_____

committee member :_____ (Signature)

Date, year/mm/dd:_____

committee member :_____ (Signature)

Date, year/mm/dd:_____

Appendix 8

Department of Nursing, College of Medicine, NCKU Application for Oral Defense

106.05.08
106.05.08
109.10.05 1092
111.10.03 1112

Application date : (yyyy/mm/dd)

Name : _____ ID : _____

Studied for __year(s) , dropped out for __years in _____academic year

Requirements :

1. Already completed_____required credits and _____elective credits, for a total of _____credits.

(Attachment: Transcript)

2. At least one oral or two posters presented during international meetings

- abstract attached

I.

II.

3. 檢附英文、德文或日語檢測成績單（或其他檢測同等層級、或具英語系國家之碩士學位）

(International students can skip this one)

4. Tick the appropriate item for your publication

Attachment : Appendix 12- Documentation of Submitted Manuscript signed by Advisor

☐Published or accepted at least one original article as the first author to journals recognized by SCI, SSCI, EI or SCOPUS. In addition, at least one manuscript is submitted to journals recognized by SCI, SSCI, EI or SCOPUS.

☐Published or accepted at least one original article as the first author to journals recognized by SCI, SSCI, EI or SCOPUS. In addition, conduct a 6-month short-term research study or study abroad (neither in Taiwan nor in their native country).

☐An original paper as the first author published in a high ranking (top 20%) journal recognized by SSCI, SCI, EI or SCOPUS

5. Dissertation title

6. Attach CV of the Ph.D. Degree Admission Test Committee members

*Graduate students must submit the similarity report generated by Turnitin and Checklist of Academic Ethics and Research Integrity Courses as a proof to the advisor to obtain the Candidacy Exam/ Dissertation Defense Exam Agreement. After Advisor reviewing the similarity report generated by Turnitin, advisor should sign at the bottom of the report. *Turnitin report: Extract Originality Report, delete reference and have the Turnitin Report signed by advisor. Similarity index shall **not exceed 25%**.

Advisor : _____(signature)

Date : _____year_____month_____day

Appendix 9

Department of Nursing, College of Medicine, NCKU Recommendation to Proceed to Oral Defense

106.05.08
106.05.08

Student : _____ ID : _____ Academic Year : _____

Dissertation title : _____

Advisor : _____

List the publication(s) recognized as SCI, SSCI or EI :
(attached a copy of each publication reprint)

Describe your justification for recommending this student to proceed an oral defense.

(Indicate the dissertation is completed and include the students academic performance as well as any additional and relevant research contributions)

If there is not enough space, please continue your recommendation on attached A4 size paper with the heading Recommendation.

Dissertation Committee

Convener : _____ Date : _____ (year/mm/dd)

Committee member : _____ Date : _____ (year/mm/dd)

Committee member : _____ Date : _____ (year/mm/dd)

Appendix 10

Department of Nursing, College of Medicine, NCKU Evaluation of Dissertation

106.05.08
106.05.08

Student : _____ ID : _____

Grade/Year : _____

Title of Dissertation : _____

Advisor : _____

1. I have read this dissertation and agree that the student has met the requirements, I am recommending this student for the oral defense.

Signature of the committee member : _____ Date : _____

2. I have read this dissertation and recommend as minor revision. After minor revision, I would like to suggest that this PhD candidate to apply for his/her viva.

Signature of the committee member : _____ Date : _____

3. I have read this dissertation, and believe it may be acceptable once major revisions has been made. I would suggest this student re-apply after completing revisions.

Signature of the committee member : _____ Date : _____

4. I have read this dissertation and I do not agree that the student has met the degree requirements. I do not recommend this student to apply for an oral defense.

Signature of the committee member : _____ Date : _____

Please include a detailed evaluation of the dissertation. You may write it on this page, or a subsequent page if necessary. Please highlight the major contributions of this paper in its field, clearly pointing out the strong points and shortcomings of the work. If you believe this paper is acceptable but requires revision, please state the needed amendments to be made by the student to make the work acceptable to be published in a scientific journal; or state the major problem if you believe it is unacceptable.

Please return this form to the Advisor before _____ (date). Failure to return the evaluation by the due date may result in postponement of the oral defense.

Appendix 11

Department of Nursing, College of Medicine, NCKU Documentation of Submitted Manuscripts for Dissertation Defense

106.05.08
106.05.08

Date : (Year) (Month) (Day)

Name : _____ ID : _____

Grade/year : _____

The first published paper :

1. Published article(- attached with full text)

English title :

Chinese title :

2. Submitted journal : ☐SCI ☐SSCI ☐EI

Periodical name :

3. Acceptance proof : (attached with a copy of the Acceptance Notification)

4. ☐The advisor is the corresponding author

☐The co-advisor is the corresponding author approved by the advisor (sign below)

Advisor : _____ Co-advisor : _____

The second published paper :

1. Published article(-attached with full text)

English title :

Chinese title :

2. Submitted journal) : ☐SCI ☐SSCI ☐EI ☐Scopus

Periodical name :

3. Acceptance Certificate) : (attached with a copy of the Acceptance Notification)

4. ☐The advisor is the corresponding author

☐The co-advisor is the corresponding author approved by the advisor (sign below)

Advisor : _____ Co-advisor : _____

Advisors comments :

confirmation	result	comments
This paper/these papers confirm(s) with the requirements for PhD degree	<input type="checkbox"/> yes <input type="checkbox"/> no	

Signature of Advisor : _____(with date)

Appendix 12

Department of Nursing, College of Medicine, NCKU Committee Members for Oral Defense

106.05.08
106.05.08

Student name : _____

Advisors signature : _____

Application date : _____

Committees signatures : _____

Dissertation title

Chinese : _____

English : _____

Committee Member	Affiliation	Position	Highest Degree	Related experience

Department of Nursing, College of Medicine, NCKU

Application for Study Abroad

106.05.08
106.05.08

Date form completed :
(yyyy) (mm) (dd)

Please stamp with your personal chop stamp any corrected information	Type of study			
	<input type="checkbox"/> Attend foreign academic institution for credit course <input type="checkbox"/> Short-term researcher			
	Name of applicant		Date of Birth	2photo taken within last 6 months
	(Chinese) _____		(yyyy/mm/dd)	
	(English name as on passport)		Gender	
	_____		<input type="checkbox"/> M <input type="checkbox"/> F	
	ID/ARC		School ID	
	Passport ID			
	Communication			
	cellular phone # :			
E-mail :				
contact phone # :				
home phone for contact during summer/winter vacation :				
Residence address (zip code : □□□□□)				
Mailing address(zip code : □□□□□)				
Anticipated (School/Institution) for your (study/research) Please fill in the following in both Chinese and English, indicate the separation between the Chinese and English with ‘/’ Country : State/Province : City : School/Institution : Institution Department/Units :				

anticipated date of departure (yyyy) (mm) (dd) Potential credits for this study : _____(credits) Potential study period from (yyyy) (mm) (dd) till (yyyy) (mm) (dd)	Have you applied or obtained scholarships from Ministry of Education, Ministry of Science and Technology, or any other local/ foreign funding sources? (Include the names of other schools / organizations) <input type="checkbox"/> Yes, please indicate the funding sources, and the amount of support (indicate for each source if awarded or applied for) _____ <input type="checkbox"/> No
	Do you have any previous overseas formal educational experiences? <input type="checkbox"/> Y <input type="checkbox"/> N

Required documents

1. ☐ Application form (1 copy)
2. ☐ Transcript (1 copy)
3. ☐ Certificate issued to prove foreign language proficiency, or overseas degree/certificates previously awarded.
4. ☐ Description of academic activities. Please provide the research project proposal for any research work to be done abroad. For any courses enrolled in, explain each courses curriculum and issued credits. For anyone who attends a foreign academic institution, for either research and/or to attend courses, please include a description of the overseas institution.
5. ☐ Chinese, English biography (include academic history and experiences) of applicant.
6. ☐ Overseas school course calendar (provided by the applicant)
7. ☐ A letter of invitation from the host/host institution abroad welcoming the applicant to participate in the stated academic activities and indicating the on-site support available OR a photocopy of the letter of consent (applicants participating in short-term research **need** to provide this letter)

Advisor		Director	The____academic year of the ____ International PhD Program Committee : <input type="checkbox"/> accept <input type="checkbox"/> decline the student studies abroad for short-term research or coursework
---------	--	----------	--

Please stamp with your personal chop stamp any corrected information.

Appendix 14

Department of Nursing, College of Medicine, NCKU Final Report of Study Abroad Activities

106.05.08
106.05.08
109.05.04 1088

Date form completed :

(Required to complete)

(yyyy) (mm) (dd)

Please stamp with your personal chop stamp any corrected information.	Name of applicant Chinese _____ English name identical as on passport _____		ID/ARC	
	School or Institution attended Please fill in the following in both Chinese and English, indicate the separation between the Chinese and English with '/' Country : State/Province : City : School/Institution : Institution Department/Units) attended :			
Topic of the report :				

Report Guidelines :

- Report must be written in English and include page numbers with the following :
 - Cover page required,
 - Abstract (200-300 words),
 - Index,
 - Report contents (include the purpose, process, experiences and recommendations), any appendices.
- The Topic of the Report must provide the objectives or aims of this overseas study or short-term research project.
- The written portion of the report (objectives, process, experiences, recommendations) should be at least 3 pages in length. Attach copies of any certificates received, transcripts of courses, and supporting evidence of the work performed while abroad. You may also include photographs of conferences attended or any other activities related to the study program.

Examination column	Advisor	director
		<p>The____academic year of the ____ Departmental meeting :</p> <p><input type="checkbox"/>acceptable <input type="checkbox"/>unacceptable</p> <p>the coursework or short-term research performed abroad contributed to the students doctoral studies.</p>

Department of Nursing, College of Medicine, NCKU Checklist of Academic Ethics and Research Integrity Courses

1099 110.5.3

In accordance with the resolution on the 9th meeting of 109 academic year:

1. Before applying for proposal defense/ PhD Candidacy Exam, Master and PhD Students shall complete the Academic Ethics and Research Integrity Courses offered by Center for Taiwan Academic Research Ethics Education (AREE).
2. Those who apply for proposal defense /PhD Candidacy Exam shall submit this checklist with advisors signature and relevant proof documents together with other proposal defense/ PhD Candidacy Exam application form.
3. This regulation is effectively imposed to all new students enrolled in the Fall semester of 2022.
4. These regulations were translated from Chinese. Should there be any discrepancies between the two versions, the Chinese version shall always take precedence.

Course	Finish()
Understanding Academic Integrity	
Introduction to Research Ethics: Definition and Content	
Professional Norms and Personal Responsibility in Research Ethics	
Government Regulations and Policies in Research Ethics	
Research Misconduct: Definition and Types	
Research Misconduct: Fabrication and Falsification	
Research Misconduct: Plagiarism	
Research Misconduct: Self-Plagiarism	
Academic Writing Skill: Quoting	
Academic Writing Skill: Paraphrasing and Summarizing	
Academic Writing Skill: Referencing	
Definition and Principles of Authorship	

Student Signature : _____

Supervisor Signature : _____

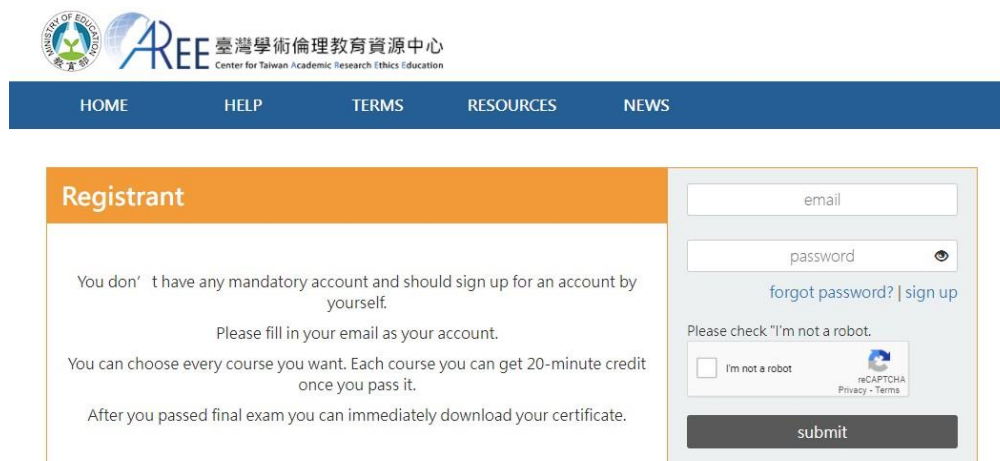
Instructions

Step1. After entering the website, click on Sign Up

<https://ethics.moe.edu.tw/>



Step2. After registration, go back to the homepage and click on Registrant to log in




Step3. Click on the COURSES after logging in



Progress

- 1 選課 Courses**
Start from [Courses] and please add units in [Courses List] first then read the courses in [My Courses and Exam].
- 2 學習 Study**
0 Units chosen in total Completed and passed the exam for 0 units
- 3 測驗 Exam**
Read all the courses listing on [My Courses and Exam] then take the final exam.
- 4 成績 Score**
Cumulative Total: 0hrs 0mins. After passed the final exam, you can immediately download the certificate from [Portfolio].

Step4. Add the courses you want to take

 **AREE** 臺灣學術倫理教育資源中心
Center for Taiwan Academic Research Ethics Education

HOME COURSES PORTFOLIO HELP TERMS RESOURCES NEWS

Index / Courses





Courses

Courses List My Courses and Exam


After added the units and read them all then passing the final exam, you can get the credit and download the certificate. There is no time limit for reading the courses. Each unit provide 20 minutes course credit. (First time you take course should at least add three units. Please read them all then take the final exam.)

Category

全部 Core

Unit Name	Add selected units
 0116_An Overview of Research Data Management Core Intro Add	
 0117_Understanding Academic Integrity Core Intro Add	
 0118_Why Can Students Not Cheat? Core Intro Add	
 0119_Research Misconduct and Academic Writing Skills Core Intro Add	

Step5. You can see the courses you have added in My Courses and Exam, and click on the course name to start the class

 **AREE** 臺灣學術倫理教育資源中心
Center for Taiwan Academic Research Ethics Education

HOME COURSES PORTFOLIO HELP TERMS RESOURCES NEWS

Index / Courses

Courses

Courses List My Courses and Exam

This time you take 1 units, 0 units finished, 1 units unfinished. Upon passing the exam you could get credits for 0 hours 20 min.

Notice:

- 1.Please read all the courses in "My course and exam" then you can take the final exam.
- 2.During the course, you can add or drop those courses at any time. Once you take the final exam, you are not allowed to add or drop any courses until you passed the exam.
- 3.The information and views set out in the AREE are those of the author(s) and do not necessarily reflect the official opinions of any affiliations.
- 4.If there were doubled units in your curriculum, please click [Here](#) to reload the system.

Unit Name	Date	Remove
0116_An Overview of Research Data Management		Remove

First time you take course should at least add three units. Please read them all then take the final exam.