

臺北醫學大學代謝與肥胖科學研究所申請轉系所學位學程實施要點

TMU Graduate Institute of Metabolism and Obesity Sciences

Transfer Student Application Guidelines

106年2月23日代謝與肥胖科學研究所籌備會議新訂通過
Newly enacted and approved by Graduate Institute of Metabolism and Obesity Sciences preliminary meeting on February 23th, 2017
106年4月19日院務會議新訂通過
Newly enacted and approved by College Affairs Council on April 19th, 2017
106年5月16日教務會議新訂通過
Newly enacted and approved by Academic Affairs Meeting on May 16th, 2017

- 一、 代謝與肥胖科學研究所(以下簡稱本所)為辦理研究生申請轉系所學位學程事宜，特訂定本要點。
 - I. These guidelines were established by the Graduate Institute of Metabolism and Obesity Sciences (hereafter referred to as the school) to clarify student transfers.
- 二、 凡本校研究生修業滿一學期(含)以上，得於每學期規定時間內(一月及七月)，填具「研究生轉系所學位學程申請表」，並檢附歷年成績及相關審查資料，提送現就讀系所學位學程同意及本所審查。
 - II. Master's degree students who have taken TMU courses for at least one semester may submit an application form with an original copy of transcripts and relevant documents to their current department for approval and to the school for verification. The documents are to be submitted within the specified period each semester (usually January and July).
- 三、 本所設置「研究生轉入甄審委員會」(以下簡稱甄審會)，辦理研究生轉入本所之甄審事宜，甄審會委員共三至五名，所長為當然委員兼召集人，其餘委員由召集人聘任之，委員任期三年，甄審會委員之聘任經所務會議通過後，送教務處備查。
 - III. The graduate institute establishes a selection committee to regulate all matters regarding transfer students. The committee consists of 3 to 5 members. The institute director is an ex officio member and convener, and who will appoint remaining members.

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The members are appointed for a term of three years. Once the selection committee decisions are approved by the Institute Affairs Council, they will be sent to the Office of Academic Affairs for future reference.

四、申請轉入之研究生，應修畢現就讀系所學位學程一學期以上必修科目，且所有成績均及格者。

IV. Master's degree students transferring to the school must have completed and passed at least one semester's compulsory credits in their current department.

五、轉入名額以不超過本所當學年度核定名額百分之二十為限，名額不足一名者，以一名計。

V. The number of students transferring in should not exceed 20% of the total number of new students approved by the school. When this quota is less than one, it counts as one.

六、申請轉入本所相關作業：

(一) 應備文件：

1. 研究生轉系所學位學程申請表。
2. 符合本所報考資格之學經歷證明文件影本。
3. 大學及研究所成績單。
4. 自傳。
5. 助理教授(含)以上推薦函二封。

(二) 甄審方式由甄審會進行面試(含研究計畫口頭報告與問答)。

(三) 甄審總分低於七十分者不予錄取。

VI. Transfer procedures:

1. Required documents:

- a) Application form
- b) A copy of the Proof of Education certificate which meets the school's application criteria
- c) Transcripts of bachelor's and master's program
- d) Autobiography
- e) Two recommendation letters written by assistant professors or higher-ranking faculty

2. Selection review includes an interview conducted by the

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committee (with oral presentation of research proposal and Q&A).

3. After selection review, those scoring less than 70 will not be accepted.

- 七、 轉入本所之研究生，其在原系所學位學程已修習及格科目學分是否列計為畢業學分，由甄審會決議之。學分認定應於核准轉入當學期開學前辦理完成。
- VII. The committee will decide if the transfer student's completed credits from original department are counted in course credits required for graduation. Recognition of credits should be processed before the new semester starts, after the approval of transfer departments.
- 八、 本所核准轉入之名單，應於轉入當學期開學前送教務處彙整，陳教務長及校長核定後公佈。
- VIII. The approved list of transfer students is sent to the Office of Academic Affairs for review and consolidation. The list will be publicly announced after approval by the Dean of Academic Affairs and the President.
- 九、 其他未盡事宜，悉依教育部與本校相關規定辦理。
- IX. Matters not addressed are covered by other regulations announced by the school and the Ministry of Education.
- 十、 本要點經教務會議通過，報請校長核定後公告施行；修正時亦同。
- X. These guidelines were approved by the Academic Affairs Meeting and implemented with the approval of the President. All revisions will follow the same procedures.

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