

法規名稱	中山醫學大學公共衛生學系碩士班修業辦法 Regulations for the Master's Program in the Department of Public Health at Chung Shan Medical University	最新修正日期	115/05/21
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中山醫學大學公共衛生學系碩士班修業辦法【修正後】

- 第一條 本修業辦法依據「中山醫學大學學則」第七十二條規定訂定之。
- 第二條 學位授予
本系碩士班符合畢業資格者，依學位授與法規定授與理學碩士學位。
- 第三條 修業年限
一、一般生：1-4年。
二、在職生：2-5年。
- 第四條 學籍
一、本系碩士班學生經核准得同時在本校或國內外大學修讀學位。本系碩士班學生申請雙重學籍應向原就讀系所提出，須經系所主任、院長、教務長及校長核可。未經核准經查出者以退學處分。
二、學生休學、退學辦法依「中山醫學大學學生休學辦法」及「中山醫學大學學則」辦理。
- 第五條 學分及課程
一、本系碩士班學生需修滿30學分方得畢業，包括碩士論文6學分、專題討論4學分、核心課程（所必修）4學分、專業課程（組必修）各組自訂、選修課程。
二、以同等學歷（如五專、二專、三專、或高考身份）考入本系碩士班者，得由指導教授決定需補修大學相關課程，至多8學分（不列入畢業學分）。
三、前述之補修課程學分，其成績必須達70分以上才算及格，不及格者須再重修。其修得之學分及成績只予備查，不列入研究所畢業學分內計算。
四、補修課程單填妥後，研究生須於註冊入學後兩週內送本系辦公室辦理。
五、本系碩士班研究生每學期參加專題討論，若無故缺席超過三次以上時，則該專題討論總成績不及格論之，必須重修。
六、須完成「學術研究倫理教育課程」（可透過網路教學平台自行觀看且通過線上測驗達及格標準），未完成本課程或未通過測驗者不得申請學位考試。
- 第六條 大學部學生修讀碩士班課程抵免碩士班課程注意事項
一、本校大學部四年級（含）學生在學期間經本系系主任及該課程授課教師同意可修讀碩士班選修課程，其成績需達七十分以上為及格，及格學分得合併計入大學部畢業學分。
二、上述學生若五年內考入本系碩士班，所選修之碩士班科目學分若未計入大學部規定應修畢最少學分，得於碩士班抵免該科目及學分。

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第七條

上課及請假規則

- 一、本系碩士班研究生請假，須依規定登入學生資訊系統請假，每一學期缺課時數累計達該課程時數四分之一者，給予不及格成績。
- 二、詳見中山醫學大學學生請假規則。

第八條

選定指導教授規則

- 一、本系碩士班研究生，一律以本系編制內專任教師擔任其論文指導教授為限，指導教授包括教授、副教授及助理教授。
- 二、選定其他系所教師，擔任其論文指導教授者，須經本系系務會議同意。
- 三、每年教師指導本系碩士班研究生人數（含共同指導），每屆上限兩名為原則，研究生之共同指導教授不得超過兩名。
- 四、研究生之共同指導教授，得商請校外之學術單位，學有專長者擔任之，但需經過指導教授與本系系務會議同意認可。
- 五、選擇指導教授同意單，須於每年九月三十日前，送本系辦公室，由系主任簽章確認
- 六、更換指導教授同意單，須經指導教授同意，並經系主任確認。

第九條

研究生申請學位論文考試

- 一、本系碩士班研究生於畢業前，須先提出論文計畫書，經指導教師簽名後，並於下學期專題討論提出報告，始可提出論文口試申請。
- 二、本系碩士班研究生生在指導教師指導下，完成畢業論文並接受論文口試及格後，方得畢業。
- 三、畢業論文口試成績需達 70 分以上，方得畢業。
- 四、碩士學位考試委員會置委員三至五人，指導教授(共同指導教授)為當然口試委員，另外需再聘一名以上相關學有專長者，由三人組成擔任口試委員(若有共同指導教授，需有口試委員五人)，其中校外口試委員需三分之一以上，使能舉行。
- 五、碩士學位考試委員，應對修讀碩士學位學生之研究領域有專門研究者，並具有下列資格之一：
 - (一)現任或曾任教授、副教授、助理教授。
 - (二)中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員。
 - (三)獲有博士學位，且在學術上著有成就。
 - (四)研究領域屬稀少性、特殊性學科或屬專業實務，且在學術或專業上著有成就。
- 六、論文口試通過一個月內將論文繳交至系辦公室，逾期將視為口試不通過，論文本數依本系碩士班規定為八本。

第十條

學位論文應符合系(所)專業領域，若系(所)主管或指導教授對學生學位

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論文所屬領域有疑義時，應提送「學生學位論文之專業符合檢核委員會」審議。

第十一條

口試及申請

- 一、申請口試者於考前七日提出。
- 二、口試於提出申請後一個月內完成，務必詳填口試確定日期、時間及口試題目（請考生先行與所有口試委員確定時間、日期），將申請表格送交系辦公室後不得再作修正，以利聘書寄發、教室安排、及評分表、評分及結果表之製作。
- 三、本系碩士班學生辦理畢業離校程序前，須繳交定稿學位論文之「學位論文學術倫理暨原創性比對聲明書」及「論文比對系統檢測報告」電子檔至系辦公室存查，其比對相似度排除目錄、參考文獻及附件，其比對相似度應低於百分之三十。如未符合所訂標準，須敘明具體理由並經指導教授確認，始得辦理離校手續。

四、本系碩士班學生應於畢業前通過全民英檢中級初試或中山醫大英文能力檢測(CEPT)中級初試或校外其他相當於全民英檢中級初試合格之認定標準。學生入學前通過具公信力之校外機構英文鑑定證明，具同等效力。

第十二條

本辦法如有未盡事宜，均依照本校學則規定辦理。

第十三條

本辦法經系務會議審議，院務會議及教務會議通過後公告實施，修正時亦同。

※相關附件： 無

※修正記錄：

98年03月04日	97學年度第2學期第1次系務會議通過
98年03月20日	97學年度第2學期第1次院務會議通過
98年04月08日	97學年度第2學期第2次教務會議通過
98年12月08日	98學年度第1學期第4次系務會議通過
98年12月10日	98學年度第1學期第2次院務會議通過
98年12月29日	98學年度第1學期第3次教務會議通過
102年03月01日	101學年度第2學期第1次系務會議通過
102年07月11日	101學年度第2學期第3次院務會議通過
102年07月22日	101學年度第2學期第3次教務會議通過
103年06月18日	102學年度第2學期第2次系務會議通過
103年07月17日	102學年度第2學期第3次院務會議通過
103年07月29日	102學年度第2學期第3次教務會議通過
104年03月09日	103學年度第2學期第1次系務會議通過
104年03月12日	103學年度第2學期第1次院務會議通過
104年03月31日	103學年度第2學期第1次教務會議通過
104年11月11日	104學年度第1學期第1次系務會議通過
105年01月15日	104學年度第1學期第2次院務會議通過
105年03月29日	104學年度第1學期第1次教務會議通過
105年06月22日	104學年度第2學期第3次系務會議通過
105年07月12日	104學年度第2學期第3次院務會議通過
105年08月24日	105學年度第1學期第1次教務會議通

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109年07月01日 108學年度第2學期第2次系務會議通過
 109年08月27日 109學年度第1學期第1次院務會議通過
 109年09月17日 109學年度第1學期第1次教務會議通過
 110年08月05日 110學年度第1學期第1次系務會議通過
 110年08月18日 110學年度第1學期第1次院務會議通過
 110年09月07日 110學年度第1學期第1次教務會議通過
 111年03月08日 110學年度第2學期第1次系務會議通過
 111年05月20日 110學年度第2學期第2次院務會議通過
 111年06月09日 110學年度第2學期第2次教務會議通過
 113年06月19日 112學年度第2學期第3次系務會議通過
 113年08月13日 113學年度第1學期第1次院務會議修正通過
 113年09月05日 113學年度第1學期第1次教務會議通過
 114年04月29日 113學年度第1學期第2次系務會議通過
 114年05月22日 113學年度第1學期第2次院務會議通過
 114年06月05日 113學年度第2學期第2次教務會議通過
 114年11月10日 114學年度第1學期第1次系務會議通過
 115年04月08日 114學年度第2學期第1次院務會議通過
 115年05月21日 114學年度第2學期第2次教務會議通過

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中山醫學大學公共衛生學系 學位論文學術倫理暨原創性比對聲明書

1. 本人瞭解並保證所撰論文完全遵守著作權法及學術倫理，論文如有涉及造假、變造、抄襲、由他人代寫，或其他一切有違著作權及學術倫理之舞弊情事，經查屬實，本人除願意負起法律責任，並根據「中山醫學大學研究生學位考核辦法」辦理，無條件同意由教育部及中山醫學大學註銷本人之學位，絕無異議。
2. 本人之學位論文已確實經本校論文原創性比對系統檢核，論文原創性比對相似度為_____%，符合系上規定【碩、博士畢業論文在排除目錄、參考文獻及附錄後之比對相似度應低於**30%**，如未符合標準，須敘明具體理由並經指導教授確認】。

聲明人：

學 號：

中華民國_____年_____月_____日

指導教授簽章：

共同指導教授簽章（無免）：

系所主管簽章：

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Regulations for the Master's Program in the Department of Public Health at Chung Shan Medical University

- Article 1 These regulations for the master's program are established in accordance with Article 72 of the "Academic Regulations of Chung Shan Medical University".
- Article 2 Degree Conferral
Students in the master's program of this department who meet the graduation requirements shall be awarded the Master of Science degree in accordance with the Degree Conferral Act.
- Article 3 Duration of Study
1. Regular students: 1 to 4 years
2. Working professionals: 2 to 5 years
- Article 4 Student Status
1. Master's students in this department may, upon approval, pursue degree programs concurrently at this university or at other domestic or international universities. Applications for dual enrollment must be submitted to the original department and approved by the department chair, the dean, the Director of Academic Affairs, and the university president. Students found to be enrolled in dual programs without prior approval will be subject to expulsion.
2. Procedures for student leave of absence and withdrawal shall be conducted in accordance with the "Regulations for Student Leave of Absence at Chung Shan Medical University" and the "Academic Regulations of Chung Shan Medical University."
- Article 5 Credits and Curriculum
1. Master's students in this department must complete a total of 30 credits to be eligible for graduation. These include 6 credits for the master's thesis, 4 credits for seminar discussions, 4 credits for core courses (departmental requirements), professional courses (group-specific requirements determined by each group), and elective courses.
2. Students admitted to the master's program in this department with equivalent academic qualifications (such as five-year junior college, two-year junior college, three-year junior college, or through the senior civil service examination) may be required by their advisor to take supplementary undergraduate courses, up to a maximum of 8 credits. These credits will not count toward graduation requirements.

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3. The supplementary course credits mentioned above must be passed with a minimum score of 70. Students who fail to meet this requirement must retake the course. The earned credits and grades will be recorded for reference only and will not be counted toward the graduation credit requirements of the graduate program.
4. After completing the supplementary course form, graduate students must submit it to the department office within two weeks after registration.
5. Graduate students in this department must participate in seminar discussions every semester. If a student is absent without valid reason more than three times, the final grade for the seminar will be considered failing, and the student must retake the course.
6. Completion of the "Academic Research Ethics Education Course" is required. The course may be taken via the online learning platform and must be passed by meeting the required standards on the online assessment. Students who fail to complete the course or do not pass the assessment are not eligible to apply for the degree examination.

Article 6

Guidelines for Undergraduate Students Taking Graduate Courses for Credit Transfer

1. Undergraduate students in their fourth year (inclusive) at this university may, with the approval of the department chair and the course instructor, enroll in elective graduate-level courses during their studies. A minimum score of 70 is required to pass, and the credits earned from passed courses may be counted toward undergraduate graduation requirements.
2. If the aforementioned students are admitted to the master's program in this department within five years, any graduate-level course credits they previously earned—provided those credits were not counted toward the minimum required undergraduate graduation credits—may be transferred and applied toward the master's program requirements.

Article 7

Attendance and Leave Regulations

1. Graduate students in this department must apply for leave through the Student Information System in accordance with regulations. If the total hours of absence in a semester reach one-fourth of the total course hours for any given course, the student will receive a failing grade for that course.
2. For details, please refer to the "Student Leave Regulations of Chung Shan

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Medical University.”

Article 8

Regulations for Selecting a Thesis Advisor

1. Graduate students in this department must select their thesis advisor from among the full-time faculty members within the department. Eligible advisors include professors, associate professors, and assistant professors.
2. If a student wishes to select a thesis advisor from another department, approval must be obtained from the departmental affairs committee of this department.
3. As a general rule, each faculty member may advise up to two graduate students per cohort in this department's master's program, including co-advising. Each graduate student may have no more than two co-advisors.
4. A co-advisor for a graduate student may be invited from an external academic institution, provided the individual possesses relevant expertise. However, such an appointment must be approved by the primary advisor and endorsed by the departmental affairs committee.
5. The Thesis Advisor Selection Consent Form must be submitted to the department office by September 30 each year and confirmed with the signature of the department chair.
6. The Consent Form for Changing Thesis Advisor must be approved by the current advisor and confirmed by the department chair.

Article 9

Application for Master's Thesis Examination

1. Before graduation, graduate students in this department must submit a thesis proposal signed by their advisor. They must also present a report during the seminar in the following semester before applying for the thesis oral examination.
2. Graduate students must complete their thesis under the guidance of their advisor and pass the oral defense in order to graduate.
3. A minimum score of 70 on the thesis oral defense is required for graduation.
4. The Master's Degree Examination Committee shall consist of three to five members. The advisor (and co-advisor, if applicable) shall serve as ex officio oral examiners. At least one additional expert in a related field must be appointed to form a three-member committee. If there is a co-advisor, the committee must consist of five members. At least one-third of the committee members must be external to the university for the examination to proceed.

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5. Committee members must possess specialized expertise in the student's research field and meet at least one of the following qualifications:
 - (1) Currently or formerly held the position of professor, associate professor, or assistant professor.
 - (2) Academician of Academia Sinica, or currently/formerly served as Research Fellow, Associate Research Fellow, or Assistant Research Fellow at Academia Sinica.
 - (3) Holds a doctoral degree and has demonstrated significant academic achievements.
 - (4) Has expertise in a rare or specialized academic discipline or in a professional field, and has demonstrated notable achievements in academia or professional practice.
6. The thesis must be submitted to the department office within one month after passing the oral defense. Failure to do so will result in the oral defense being considered unsuccessful. According to the department's master's program regulations, eight copies of the thesis are required.

Article10 The master's thesis must align with the academic specialization of the department (or institute). If the department chair or thesis advisor has any doubts regarding the thesis's relevance to the department's field, the case shall be submitted to the "Committee for Evaluating the Professional Alignment of Student Theses" for review.

Article11 Oral Examination and Application

1. Students must submit their oral examination application at least seven days prior to the scheduled examination date.
2. The oral examination must be completed within one month of submitting the application. The application form must clearly specify the confirmed date, time, and thesis title. Students are required to coordinate with all committee members in advance to finalize the schedule. Once the application form is submitted to the department office, no further modifications are allowed to ensure timely issuance of appointment letters, classroom arrangements, and preparation of evaluation forms and result sheets.
3. Before completing the graduation and departure procedures, students in the master's program must submit the final version of their thesis along with the following electronic documents to the department office

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for recordkeeping: "Declaration of Academic Ethics and Originality Comparison for Thesis" "Thesis Similarity Check Report". The similarity index must exclude the table of contents, references, and appendices, and must be below 30%. If the similarity exceeds the specified threshold, a detailed explanation must be provided and confirmed by the thesis advisor before the student may proceed with the graduation clearance process.

4. Students in the master's program must pass either the first stage of the General English Proficiency Test (GEPT) Intermediate level, the Chung Shan Medical University English Proficiency Test (CEPT) Intermediate level, or other recognized equivalent tests approved by the university before graduation. English proficiency certificates from accredited external institutions, obtained by students prior to their admission, hold the same validity.

Article12 Any matters not addressed in these regulations shall be handled in accordance with the university's academic policies.

Article13 These regulations shall be promulgated and implemented following approval by the Department Affairs Meeting, the College Affairs Meeting, and the Academic Affairs Meeting. Any amendments shall follow the same procedure.

法規名稱	中山醫學大學公共衛生學系碩士班修業辦法 Regulations for the Master's Program in the Department of Public Health at Chung Shan Medical University	最新修正日期	115/05/21
制定單位	公共衛生學系 Department of Public Health	頁碼 / 總頁數	第12頁/共12頁

Chung Shan Medical University Department of Public Health Declaration of Academic Ethics and Originality Comparison for Thesis

1. I understand and guarantee that the thesis I have written fully complies with copyright laws and academic ethics. If the thesis is found to involve fabrication, falsification, plagiarism, ghostwriting, or any other fraudulent behavior that violates copyright or academic ethics, I am willing to bear legal responsibility and accept the handling procedures in accordance with the "Chung Shan Medical University Graduate Degree Examination Regulations." I unconditionally agree that the Ministry of Education and Chung Shan Medical University may revoke my degree without objection.
2. My thesis has been thoroughly checked using the university's originality comparison system. The similarity index of the originality comparison is _____%, which complies with departmental regulations [For master's thesis, the similarity index—excluding the table of contents, references, and appendices—must be below 30%. If the standard is not met, a specific explanation must be provided and confirmed by the advisor].

Declarant:

Student ID:

Date:

(Year / Month / Day, Republic of China calendar)

Advisor's Signature:

Co-Advisor's Signature (if applicable):

Department Chair's Signature: