Tzu Chi University

Institute of Medical Sciences

Enforcement Rules of the Steering Committee

(The Enforcement Rules for the International Postgraduate Program for Biomedical Sciences)

1. The Steering Committee is responsible for evaluation of the academic performance of students. One of its goals is to ensure that students continue to make normal academic progress toward graduation. The committee works closely with students and academic advisors in assisting students with the needed skills for academic success. At the end of each academic year, the committee reviews academic records of students to evaluate academic progress.
2. According to the Ph.D. program of the Institute of Medical Sciences, the Steering Committee should be formed within three months after enrollment. The Steering Committee is responsible for counsel of the course progression, discussion of research and thesis, and preparation of Ph.D. candidate examination of the students. The Steering Committee will be dismissed after the Thesis Advisory Committee is formed.
3. The Steering Committee consists minimally of three members, and one of them should be the main academic advisor. The rest can be the joined faculty.
4. The duty of the Steering Committee members includes:

 (1)counselling course progression of the students

 (2)counseling students to assign loading for academy and job appropriately

 (3)discussing the research of the students

 (4)assisting the students to look for the thesis advisors

5. The duty of the main academic advisor also includes:

 (1)to conduct and attend the seminar

 (2)to conduct the preliminary study of the students

 (3)to conduct and attend the annual academic counsel of the students

6. The members of the Steering Committee are approved by the director council of institute of medical sciences.

7. If students need to alter the members of the Steering Committee, please download the application form for rearrangement of the Steering Committee members, and fill the form and send it back to the institute office. The members of the Steering Committee after rearrangement are also approved by the director council of institute of medical sciences.

Tzu Chi University

The Institute of Medical Sciences

Application Form of the Steering Committee

|  |  |  |  |
| --- | --- | --- | --- |
| **Student’s name** |  | **Admission academic year** |  |

According to the Ph.D. program of the Graduate Institute of Medical Sciences, the Steering Committee should be formed and work before the Ph.D. students pass the qualify examination. The members of the committee are responsible for counsel of the course progression, discussion of research and thesis, and preparation of Ph.D. candidate examination of the students. The Steering Committee will be dismissed after the Thesis Advisory Committee is formed. Please refer the “Enforcement Rules of the Steering Committee” for the duty of the Steering Committee members.

|  |  |  |  |
| --- | --- | --- | --- |
| **Titles** | **Name** | **Institutional Affiliation****School/Institute/Department** | **Signature** |
| **The main academic advisor** |  |  | Date: |
| **Member 1** |  |  | Date: |
| **Member 2** |  |  | Date: |
| **Member 3** |  |  | Date: |
| **Member 4** |  |  | Date: |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the director of the institute of medical sciences)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

(1) Please fill the form and return it back to the institute office within three months after enrollment.

(2) If students need to alter the members of the Steering Committee, please download the application form for rearrangement of the Steering Committee members, and fill the form and send it back to the institute office.

Tzu Chi University

The Institute of Medical Sciences

Application Form for rearrangement of the Steering Committee

According to the rule number 7 of “Enforcement Rules of the Steering Committee” of the institute of medical science, If students need to alter the members of the Steering Committee, please fill this application form for rearrangement of the Steering Committee members and send it back to the institute office. The members of the Steering Committee after rearrangement are also approved by the director council of institute of medical sciences.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student’s Name** |  | **Admission academic year** |  |
| **Student’s ID** |  | **Date** |  |
| **Reasons for rearrangement** |  |

Signatures of former the Steering Committee members for approving of the rearrangement

|  |  |  |  |
| --- | --- | --- | --- |
| **Titles** | **Name** | **Institutional Affiliation****School/Institute/Department** | **Signature** |
| **The main academic advisor** |  |  | Date: |
| **Member 1** |  |  | Date: |
| **Member 2** |  |  | Date: |
| **Member 3** |  |  | Date: |
| **Member 4** |  |  | Date: |

Signatures of the Steering Committee members after rearrangement

|  |  |  |  |
| --- | --- | --- | --- |
| **Titles** | **Name** | **Institutional Affiliation****School/Institute/Department** | **Signature** |
| **The main academic advisor** |  |  | Date: |
| **Member 1** |  |  | Date: |
| **Member 2** |  |  | Date: |
| **Member 3** |  |  | Date: |
| **Member 4** |  |  | Date: |

Signature: \_\_\_\_\_\_\_\_ (the director of the institute of medical science)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_