慈濟大學
Tzu Chi University

113-2 (Spring Semester)
Graduate Student Handbook of Public Health

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慈濟大學

公共衛生學系碩士班

TCU DEPARTMENT OF PUBLIC HEALTH

教育目標

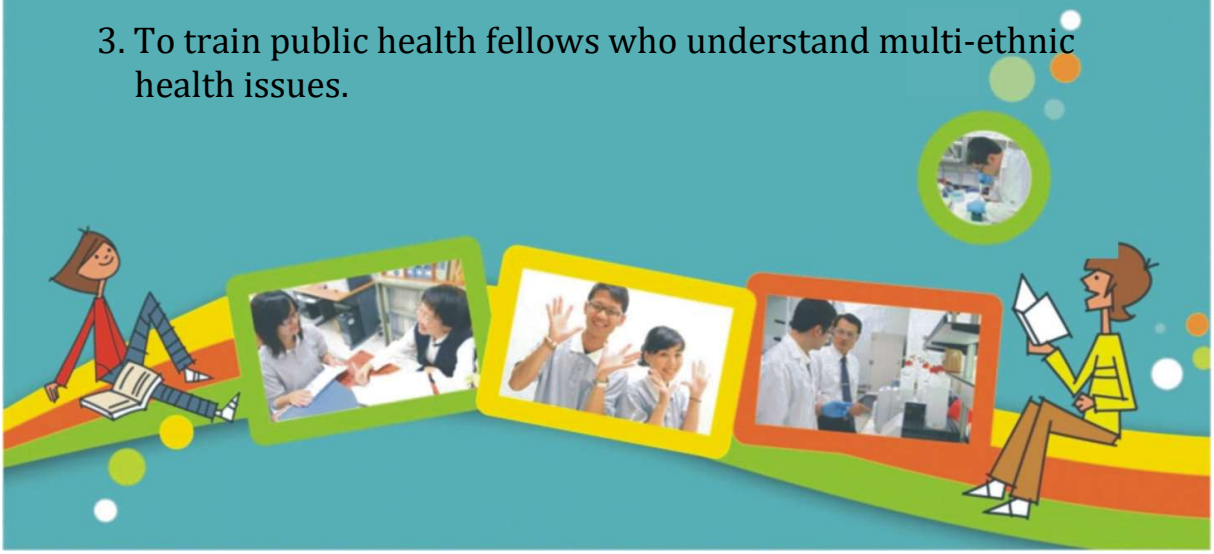
◀碩士班▶

EDUCATIONAL GOALS FOR MASTER'S STUDENTS

1. To train public health professionals who possess good knowledge and ability and willingness to help people in need.

2. To train public health professionals who are capable of leading a team and conducting research to tackle public health matters.

3. To train public health fellows who understand multi-ethnic health issues.



Tzu Chi University
Department of Public Health

Requirements for Master's Students

I. Degree Requirements:

A master's student must write a thesis or project/research report that meets the quality of a paper and fulfill the coursework requirement. The study period is two to four years.

Students must complete 28 credit hours of courses, including those of required courses (listed below), and 6 credit hours of thesis or project/research report writing (not included in the coursework).

II. Department of Public Health Master's Students' Courses (EMI courses)

Admission time		**Required course (credit hours)**	**Elective course (credit hours)**
September	First year	1. Seminar (I)/(1) 2. Public Health Research Methods/(2) 3. Research Ethics Education Online Program/(0) 4. Biostatistics/(2)	1. Prevention and Control of Infectious Diseases/(2) 2. International Healthcare Reform/(2) 3. Development and Global Health/(3)
February		1. Seminar (II)/(1) 2. Principle of Epidemiology/(2)	1. Epidemiological Data Management and Analysis/(2) 2. Health Policy Analysis/(3) 3. Health Psychology/(2) 4. Environmental Health/(2)
September	Second year	1. Seminar (III) /(1) 2. Special Issues on Public Health/(3)	1. Non-governmental Organizations and Health/(2) 2. Mental health of multiple ethnic groups/(3)
February		1. Seminar (IV) /(1)	
		13	**21**

*Note: Elective courses can be selected from the English-taught courses offered by related departments of the College of Medicine.

III. Credit Hours that Meet Graduation Requirements

Credit hours earned from courses offered by various master's programs in the College of Medicine, Tzu Chi University (TCU), certainly meet graduation requirements. The credit hours associated with courses offered by other TCU colleges or universities are subject to the department's approval.

IV. Temporary Advisor or Faculty Advisor

Before finding a faculty advisor**,** the student may request a temporary advisor's assistance in selecting courses or other matters. Once a faculty advisor is assigned, the student will be guided by him/her on related research or other matters.

Before the end of the first semester, **each student is required to find a faculty advisor** (Appendix 2). The faculty advisor must be a full-time or joint appointed faculty member of TCU's Department of Public Health. Anyone who is not full-time or a jointly appointed faculty member can only be a co-faculty advisor to the student.

If students decide to change their faculty advisors, they must obtain approval from their current and new faculty advisors, and submit an application form (Appendix 3) explaining the reasons, to the Department of Public Health. Moreover, the application must meet TCU's deadline.

V. Oral Examination on Thesis or Project/Research Report Proposal

Two weeks before the examination, students must submit the application form (Appendix 4) to the Department of Public Health.

The student must prepare a proposal based on the format shown in Appendix 7. Only after passing the examination, can the student start research endeavors or keep the project moving.

After completing the review, the committee will conclude the student's proposal as "Passed," "Failed," or "Conditionally Passed" (Appendix 6). The student must submit a complete plan to the Department within a month after passing the oral examination.

The **application deadline** for taking the oral examination on thesis or project/research report proposal **is the end of the second academic year**. Failure to meet the deadline will be deemed as giving up the oral examination. Should the student fail the second oral examination, he/she can no longer be a TCU student.

The oral examination committee consists of three to five faculty members or clinical/industrial experts, including the student's faculty advisor. At least 1/3 of the committee members must be from off-campus.

VI. Final Oral Examination and Oral Examination Committee

Students who have taken the required courses and completed the required credit

hours, may submit the application to undergo the final oral examination (Appendix 9).

When submitting the application, the student must provide the required documents to the Department, and prepare to take the final oral examination, which should take place after two weeks.

The dates of the final oral examination and the oral examination on thesis or project/research report proposal must be at least three months apart.

The student is required to fill out the application form (Appendix 9 & 10), to obtain the faculty advisor's approval, and then, submit this to the department's chairperson.

Committee members of the oral examination on proposal and final oral examination should be the same. However, under some special circumstances, and with the consent of the student's faculty advisor, a committee member may be changed.

The student who has passed the final oral examination must submit the thesis or project/research report in the required format before the deadline.

The student who has not passed the examination can apply to take it one more time during the study period, after obtaining approval from the faculty advisor and the department's chairperson. If the student fails the final oral examination a second time, he/she can no longer be a TCU student.

VII. Requirements for Basic Literacies and Core Competencies

Basic Literacy and Core Capabilities for TCU's Master's Students in the Department of Public Health

Basic Literacy and Core Competencies	Description	Activities to reach the goal
Student Basic Literacy [General Ability and Attitude]	1. Ability to express and communicate on health issues	Seminar (I) (II) (III) (IV)
	2. Professional dedication, sociability, and ability of working with people of different disciplines.	Special Issues of Public Health
	3. Altruistic spirit of promoting population health.	Volunteer service for 10 hours
Core Competencies for Students Choosing to Write A **Thesis**: [Professional Ability]	1. Ability to discover, assess, and study public health issues	(1) Oral examination on thesis proposal (2) Final oral examination
	2. Ability to design, implement, and monitor public health programs	(1) Oral examination on thesis proposal (2) Final oral examination
	3. Ability to express and communicate health issues	(1) Oral examination on thesis proposal (2) Final oral examination
	4. Ability of team leadership	(1) Oral examination on thesis

	and working with people with different disciplines	proposal (2) Final oral examination
Core Competence for Students Selecting **Non-Thesis Option** [Professional Ability]	1. Ability to discover, assess and solve public health issues	(1) Oral examination on project/research report proposal (2) Final oral examination
	2. Ability to design, implement and monitor public health programs	(1) Oral examination on project/research report proposal (2) Final oral examination
	3. Ability to express and communicate health issues	(1) Oral examination on project/research report proposal (2) Final oral examination
	4. Ability of team leadership and working with people with different disciplines	(1) Oral examination on project/research report proposal (2) Final oral examination
Other Graduation Requirements	▪ Each student must submit a paper to a journal or a conference meeting, after approval by the faculty advisor ▪ Before applying for the final oral examination, each student must have participated in public health conference meetings at least 6 times.	
Graduation Processes	https://pheng.tcu.edu.tw/?page_id=499	

Appendix 1

Tzu Chi University
Department of Public Health

Request for Appointment of Oral Examination Committee Member

Student Name		Student ID	
Committee Member Name		Workplace and Title	
Thesis or Project/Research Report Title			
Brief Description of Thesis or Project/Research Report			
Committee Member's Academic or Professional Achievement			
Relevance of Your Research or Project to Committee Member's Academic or Professional Achievement			
Committee Member's Signature			

☐Approval by the departmental meeting of the Department on_____

☐A copy of CV is attached

Chairperson's signature：_____Date _____

Appendix 2

Tzu Chi University
Department of Public Health

Confirmation of Faculty Advisor

_____ (Faculty adviser) agrees to advise

_____ (Student)_____ (Student ID)

in writing a thesis or project/research report.

Student's signature_____ Date_____

Faculty advisor's signature_____ Date _____

Chairperson's signature _____ _Date _____

Appendix 3

Tzu Chi University
Department of Public Health

Request for Change of Faculty Advisor

Application Date: _____(mm/dd/yyyy)

Student Name		Student ID	
Reasons for Change (Mark all that apply)	☐ The current advisor is no longer with TCU. ☐ Student has changed the field of study, which does not fit in the current advisor's expertise. ☐ Other_____		
Current Thesis or Project/Research Report Title		Current Advisor's Signature	
New Thesis or Project/Research Report Title		New Advisor's Signature	
Chairperson's Comments	Signature _____ Date_____ _		

Note:

1. This application must be approved by the current advisor, new advisor and the department chairperson, and then submitted to the Department of Public Health.

Appendix 4

Tzu Chi University

Department of Public Health

Application for Oral Examination on Thesis or Project/Research Report Proposal

Application Date: _____ (mm/dd/yyyy)

Student Name		Student ID	
Examination Date/Time		Examination Location	
Proposal Title			

	Name	Signature
Principal Advisor		
Co-Advisor		
Committee Member		（Not required）
Committee Member		（Not required）
Committee Member		（Not required）

Applicant's name: _____

Signature: _____

Departmental Review：

The Proposal	☐ Submitted	☐ Not submitted

Final decision：

☐ Approved	☐ Failed

Chairperson's signature: _____ Date _____

Appendix 5

Tzu Chi University
Department of Public Health

Review Sheet of Oral Examination on Thesis or Project/Research Report Proposal

Student Name：_____

Student ID：_____

Thesis or Project/Research Report Proposal Title

_____

_____

Oral Examination Results:

☐ Passed

☐ Conditionally Passed

☐ Failed

Comments：

Committee member’s signature:

_____ (Printed name) _____ (Signature)

Date: _____ (mm/dd/yyyy)

Appendix 6

Tzu Chi University
Department of Public Health

Result of Oral Examination on Thesis or Project/Research Report Proposal

Name：_____Student ID：_____

Thesis or Project/Research Report Proposal Title（English）：

_____

_____

Summary of Review：

☐ Passed

☐ Conditionally Passed

☐ Not passed

Committee Members' Comments：

Committee Chair and Members' signature

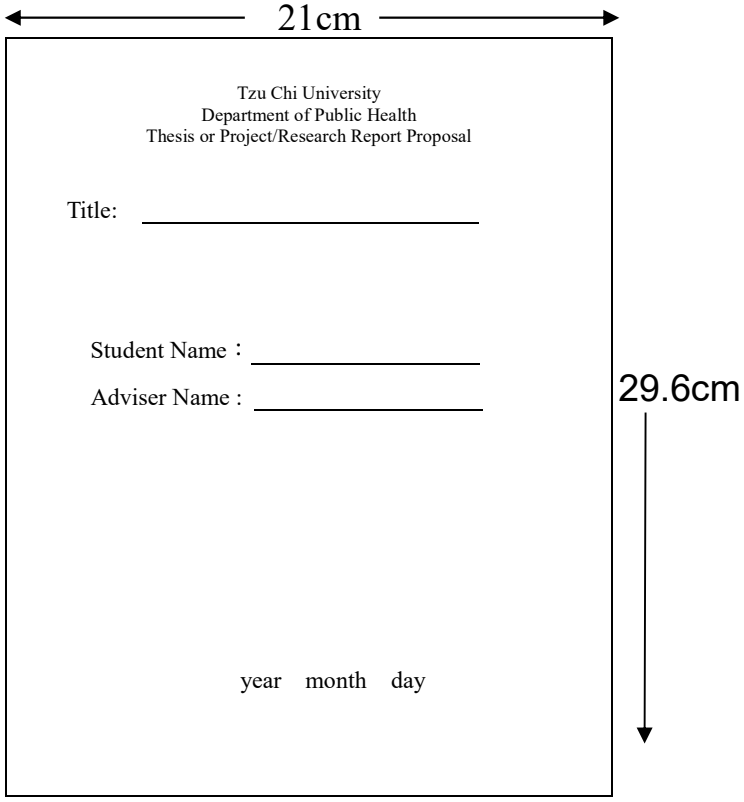
Committee Chair's signature:		Review date:	_____ _____ ____ Year month date
Committee Members' signature:		Review date:	_____ _____ ____ Year month date
Committee Members' signature:		Review date:	_____ _____ ____ Year month date

Appendix 7

Tzu Chi University
Department of Public Health

Format of Thesis or Project/Research Report Proposal

I. Cover page



II. Proposal summary in English (one page)

III. The background, purposes and importance of this study, related prior research, and existing literature, should be introduced.

IV. Materials and Methods:

1. Research methods
2. Study limitations.

V. Expected results and contributions:

1. Timetable for carrying out the research.
2. Expected contributions or value of your research or project.

Appendix 8

Tzu Chi University
Department of Public Health

Consent for Submitting Thesis or Project/Research Report Proposal

Student Name：_____

Student ID：_____

Thesis or Project/Research Report Proposal Title：

_____

_____

Advisor's signature: _____

Date:_____

Due date is: _____ (mm/dd/yyyy)

Appendix 9

Tzu Chi University
Department of Public Health

Application for Final Oral Examination

Application date:_____(mm/dd/yyyy)

Student Name		Student ID	
Examination Date/Time		Examination Location	
Thesis or Project/Research Report Title			

	Name	Signature
Principal Advisor		
Co-Advisor		
Committee Member		（Not required）
Committee Member		（Not required）
Committee Member		（Not required）

Student's Signature：_____

Departmental review：

Have completed 28 credits hours	☐ Passed	☐ Failed

Final decision：

☐ Passed	☐ Failed

Chairperson's signature: _____Date _____

Appendix 10

Tzu Chi University
Department of Public Health

Application for Appointment of Oral Examination Committee Members

Application Date: _____ (mm/dd/yyyy)

Department		Student Name		Student ID	
Year/Semester		Examination date		Examination Location	
Thesis or Project/Research Report Title					

	On-campus or Off-campus	Name	Education	Workplace	Title
Examination Committee Member		Chair			

Note: Examination committee consists of three to five members (At least one-third must be off-campus members). The President may designate any member as the chair, excluding the advisor.

Appendix 10

Advisor's Comment		Chairperson's Comment	
Registrar's Comment		Dean of Academic Affairs	
President			
Notes	I. The required documents are as follows: 1. The application form 2. Invitation letters 3. The proof of completing required credit hours and coursework 4. The faculty advisor's approval. 5. Other Students need to submit them to the department for review, and then forward to the Office of Academic Affairs. II. The Office of Academic Affairs shall review the appropriateness of the approach, date/time, and location of final oral examination as well as the list of the committee members, then present to TCU's president for approval. III. The Office of Academic Affairs will send a copy of the approved application form to the department.		

Appendix 11

Tzu Chi University
Department of Public Health

Center for Taiwan Academic Research Ethics Education Certificate of Completion

Center for Taiwan Academic Research Ethics Education

Certificate of Completion

No: [redacted]

Tzu Chi University

[redacted]

This is to certify that this person above has participated in "Academic Research Ethics Education Courses", completed a total of 6 hours 0 minutes of courses, and successfully passed the corresponding examination.

Course(s) Completed (20mins/course)	Passing Date (mm-dd-yyyy)
0101_Introduction to Research Ethics: Definition and Content	12-16-2022
0102_Professional Norms and Personal Responsibility in Research Ethics	12-16-2022
0103_Government Regulations and Policies in Research Ethics	12-16-2022
0104_Research Misconduct: Definition and Types	12-16-2022
0105_Research Misconduct: Fabrication and Falsification	12-16-2022
0106_Research Misconduct: Plagiarism	12-16-2022
0107_Research Misconduct: Self-Plagiarism	12-16-2022
0108_Academic Writing Skills: Quoting	12-16-2022
0109_Academic Writing Skills: Paraphrasing and Summarizing	12-16-2022
0110_Academic Writing Skills: Referencing	12-16-2022
0111_Definition and Principles of Authorship	12-16-2022
0112_Basic Concepts of Copyright	12-16-2022
0113_Basic Concepts of the Personal Information Protection Act	12-16-2022
0114_Basic Concepts of Privacy	12-16-2022
0115_Principles and Practice of Human Subject Protection	12-16-2022
0116_An Overview of Research Data Management	12-16-2022
0201_Conflict of Interest in Research	12-16-2022
0207_The Scientist as a Responsible Member of Society	12-16-2022

Certified by

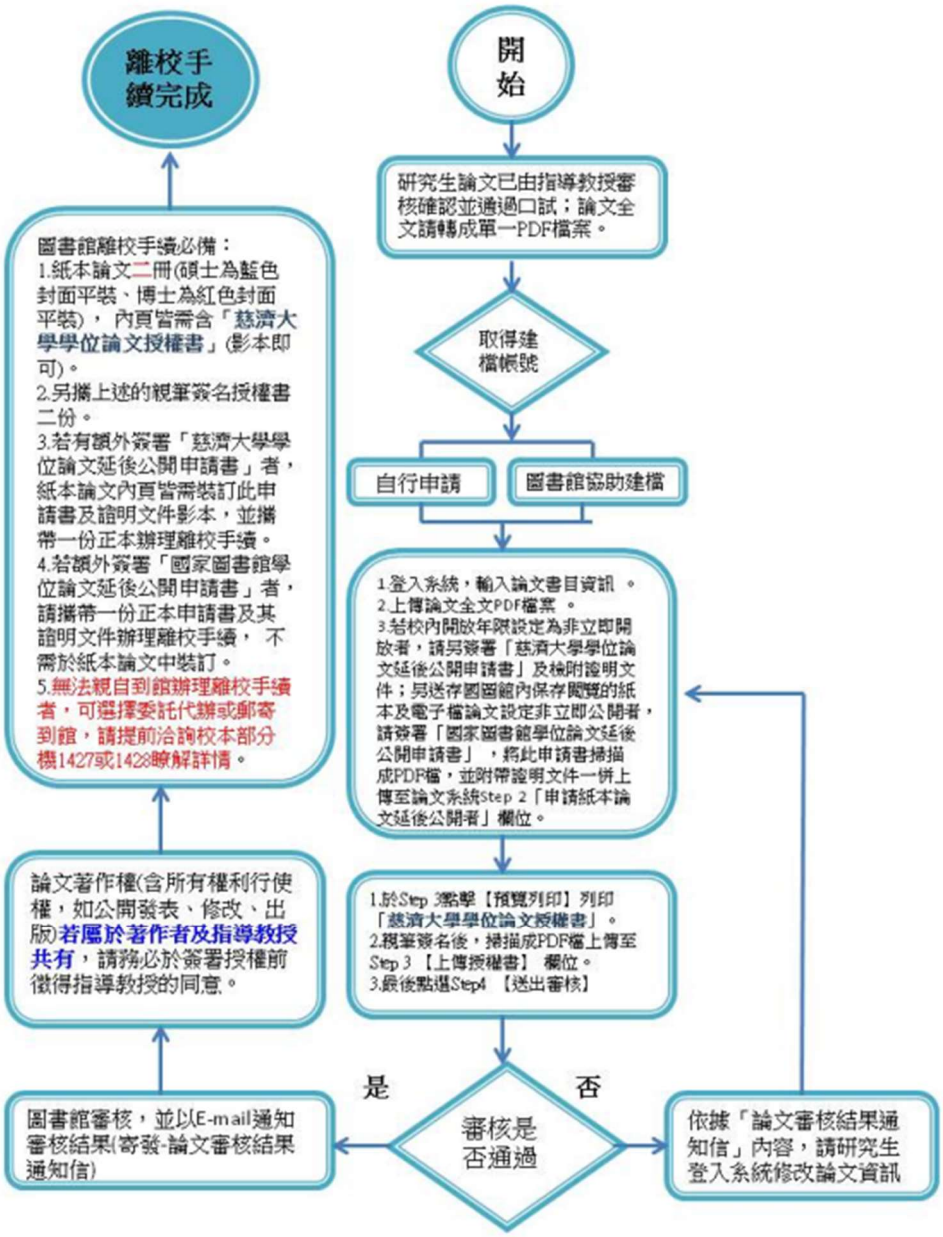
AREE 臺灣學術倫理教育資源中心
Center for Taiwan Academic Research Ethics Education

Date of Issue : December 16, 2022

[redacted] Date of Download : December 16, 2022 20:45:04

Tzu Chi University
Department of Public Health

Originality Check and Verification Report for Theses and Dissertations (Chinese Version)



The originality/plagiarism check is a crucial stage which must be completed before applying for final oral examination. The university's English guidelines for the originality and comparison check can be found here:
https://ndltdcc.ncl.edu.tw/userfiles/TCU00/files/iThenticate-Thesis-eng-renew.pdf

Appendix 13

Tzu Chi University
Department of Public Health

Invitation Letter

Dear (Title) (Name),

With honor and privilege, Tzu Chi University invites you to be a committee member of (Year in YYYY format) final examination for (student name) of the Department of Public Health.

The meeting will be held on XXXX at XXXX of Tzu Chi University's Main Campus.

Thank you for taking your time and supporting us.

Sincerely,

_____
Ingrid Y. Liu, President

For Office Use Only

Signature	Signature of Other Academic Department/ Administrative Office	Signature of School Administrator(s)
Faculty advisor: _____ Department chair: _____ Dean's office, the College of Medicine: _____		The Office of the President: _____

To be reviewed by Documentation Section, the Office of General Affairs:

- Has the procedure been followed properly? ☐ Yes ☐ No
- Is the format appropriate? ☐ Yes ☐ No

Appendix 14

Tzu Chi University
Department of Public Health

Score Sheet of Final Oral Examination

Student Name		Student ID	
Thesis or Project/Research Report Title			
Examination Date/Time			
Comment			
Score			

Signature of committee member：

_____ (Printed name) _____ (Signature)

Date：_____ (mm/dd/yyyy)

Appendix 15

Tzu Chi University
Department of Public Health

Score Report of Final Oral Examination

Student Name		Student ID	
Thesis or Project/Research Report Title			
Examination Date/Time			
Summary of Comments			
Results	☐ Passed Average Score: 【 】 ☐ Failed		

Signature of committee members:

_____ _____ _____

Signature of Chair of Final Oral Examination Committee: _____

Date: _____ (mm/dd/yyyy)

Appendix 16

Tzu Chi University
Department of Public Health

Approval by Final Oral Examination Committee

Student Name：_____ Student ID：_____

The Title of Thesis or Project/Research Report Submitted：

_____

After deliberation among the committee members, the above student's research endeavor, with the title stated above, has met the academic and research requirements of TCU's Department of Public Health; hence the student is qualified for a master's degree.

Final Oral Examination Committee:

Chair：_____ (signature)

Member： _____ (Printed name) _____ (Signature)

_____ (Printed name) _____ (Signature)

_____ (Printed name) _____ (Signature)

Department chairperson_____ (Signature)

Date：_____ (mm/dd/yyyy)

Appendix 17

Tzu Chi University
Department of Public Health

Change Request for Final Oral Examination

Application Date: _____ (mm/dd/yyyy)

Group Name		Student Name		Student ID	

Type of Change	Before Change	After Change	Reason(s) for Change
Thesis or Project/Research Report Title			
Date of Examination			
Location of Examination			
Committee Member(s)			

Student's signature: _____ Date _____

Advisor's Comments & Signature		Chairperson's Comments & Signature	

Appendix 18

Course Curriculum for the Department of Public Health Master's Program

Professional group	Curriculum Content			
	First year (Fall Semester)	**First year (Spring Semester)**	**Second year (Fall Semester)**	**Second year (Spring Semester)**
Required	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**
	- Seminar (I) 1 **- Fundamentals of Biostatistics 2** **- Principle of Epidemiology 2**	**- Seminar (Ⅱ) 1** **- Research Ethics Education Online Program 0** **- Public Health Research Methods 2**	**- Seminar (III) 1** **- Special Issues on Public Health 3**	**- Seminar (IV) 1**
	English Courses	**English Courses**	**English Courses**	**English Courses**
	- Seminar (I) 1 **- Public Health Research Methods 2** **- Biostatistics 2**	**- Seminar (Ⅱ) 1** **- Principle of Epidemiology 2** **- Research Ethics Education Online Program 0**	**-Seminar (III) 1** **-Special Issues on Public Health 3**	**-Seminar (IV) 1**
Environmental & Occupational Health	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**
	- Exposure Assessment 2 (Odd)	- Environmental Monitoring in Workplaces (with practice) 4 - Aerosol Science and Technology 3		
	English Courses	**English Courses**	**English Courses**	**English Courses**
		- Environmental Health 2		
Social & Behavioral Science	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**
	- Designing Health Messages 2 (Odd) Health Psychology 2 (Even)	- Culture and Health 3 (Even) - Multi-Ethnic in Health Management 3	- Health Behavior Science 3(Odd) - Research Ethics 1 - Mental health of multiple ethnic groups 3 (Odd)	- Questionnaire design and analysis 2 (Even)
	English Courses	**English Courses**	**English Courses**	**English Courses**
		- Health Psychology 2 (Odd)	- Mental health of multiple ethnic groups 3 (Even)	
Policy & Management of Public Health	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**
	- Health Policy 2 - Practices of Health Management 2 (Even)			
	English Courses	**English Courses**	**English Courses**	**English Courses**
	- Development and Global Health 3 (Even)	- Health Policy Analysis 3 - International Healthcare Reform 2 (Even)	- Non-governmental Organizations and Health 2 (Odd)	
Biostatistics & Epidemiology	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**	**Chinese Courses**
		- Data Analysis and SAS Programming 3 - Practice of Secondary Health Data 2 - Case Study on Epidemiology 2 (Even) - Statistical Methods in Public Health 2 (Even)		
	English Courses	**English Courses**	**English Courses**	**English Courses**
	- Prevention and Control of Infectious Diseases 2	- Epidemiological data management and analysis 2		

Presentation method: course name, number of credits; (Even/Odd): Courses start in odd or even years; Courses divided into Chinese and English as they are offered