



臺北醫學大學

TAIPEI MEDICAL UNIVERSITY



醫務管理學系

School of Health Care Administration

國際學生手冊

International Student Handbook

1960

Revised August. 2023

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I. General Academic Requirements

1. Credit requirement: A minimum of 36 credits are required for a master's degree. There are 19 credits of required courses, 11 credits of elective courses, and 6 credits for the thesis.
2. Students can take courses offered at other departments within TMU, but the credits for these courses will not be counted towards the graduation requirements as stated above.
3. The maximum credits in each semester is 15.

Table 1. Curriculum for the International Master's Degree Program in Health Care Administration, School of Health Care Administration

↓ Fall Semester

Required Course

Course Name	Cred	R/E	Grade Level	Instructor	Courses Code	Note
Smart health integrate management	2	R	1	Hsu, Min-Huei, Liou, Der-Ming	A093E002	
Theory of organization & management	2	R	1	Yang, Che-Ming	3110E001	
Applied biostatistics	2	R	1	Chen, Yi-Hua	A053E007	Public Health
Research ethics	0	R			A003E001	
Apprentice in special topics (I)	1	R	2	Kuo, Nai-Wen	3110E086	
Apprentice in special topics (II)	1	R	2	Kuo, Nai-Wen	3110E087	
Seminar (II)	2	R	2	Hsu, Yi-Hsin, Chen Tzay-Jinn	A094E004	



Elective Course

Course Name	Cred	R/E	Grade Level	Instructor	Courses Code	Note
Human resource management in health care organizations	2	E	1	Chiu, Chiung-Hsuan	A094E008	
Special topics on quality improvement & patient safety (I)	2	E	1	Kuo, Nai-Wen	A094E020	
Health information management	2	E	1	Wen, Hsyien-Chia	A094E013	
System thinking in healthcare	2	E	1	Chuang, Sheu-Wen	A094E017	
Individual studies in cost accounting & management	2	E	1	Huang, Chung-Chien	A094E016	
Seminar in total quality management of health care	2	E	2	Kuo, Nai-Wen	A094E039	
Smart health integrate management	2	E	1	Hsu, Min-Huei, Liou, Der-Ming	A093E002	
Evaluation of health care policy	2	E	2	Sheu, Mei-Ling	A094E042	
Marketing of smart healthcare	2	E	1	Huang, Chung-Chien	A093E004	



↓ Spring Semester

Required Course

Course Name	Cred	R/E	Grade Level	Instructor	Courses Code	Note
Apprentice in health care administration	1	R	1	Huang, Chung-Chien	3110E084	
Apprentice in international health care administration	1	R	1	Huang, Chung-Chien	3110E085	
Statistical analysis & practice	2	R	1	Huang, Kuo-Cherh	A094E001	
Research methods in health service	3	R	1	Huang, Kuo-Cherh, Wen, Hsyien-Chia	3110E007	
Seminar (I)	2	R	1	Sheu, Mei-Ling	A094E003	
Thesis	6	R	2	Academic advisers	31100020	

Elective Course

Course Name	Cred	R/E	Grade Level	Instructor	Courses Code	Note
Applied econometrics & data analysis	2	E	1	Sheu, Mei-Ling	A094E035	
Seminar in project management	2	E	1	Wen, Hsyien-Chia	A094E026	
Management case study- an EBM approach	2	E	1	Huang, Chung-Chien	A094E032	
Special topics on quality improvement & patient safety (II)	2	E	1	Kuo, Nai-Wen	A094E038	
Health policy management	2	E	1	Hsu, Chih-Sheng	A093E014	



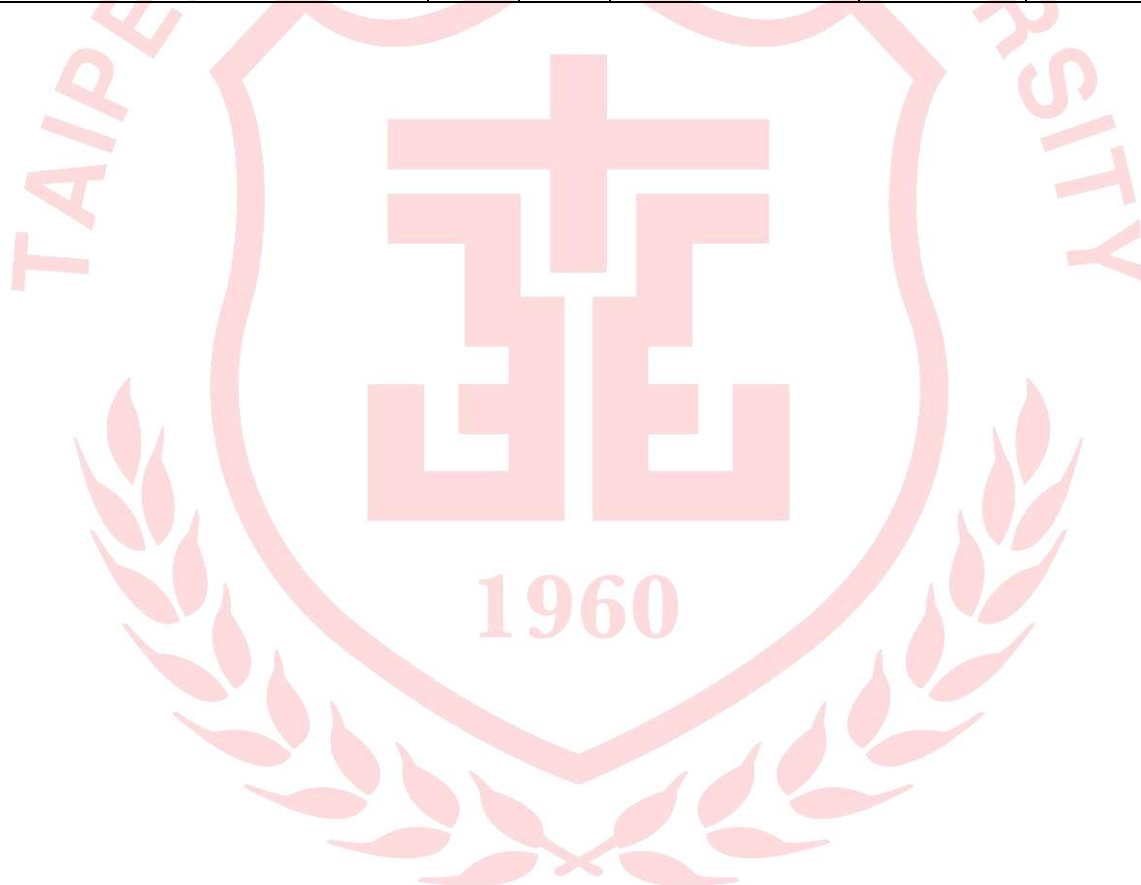
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Ph.D program

You can also choose courses from PhD program but you need to use special application and the credits only can be your elective one.

Course Name	Cred	R/E	Instructor	Courses Code	Note
A.I. & data sciences	2	E	Hsu, Chih-Sheng	3315E001	
Research methods in biotech & healthcare management	2	E	Hsu, Chih-Sheng	3315E027	
Biotechnology innovation management	2	E	Hsu, Yi-Hsin	A093E005	
Marketing of smart healthcare	2	E	Huang, Chung-Chien	A093E004	
Special topics in medical informatics	2	E	Hsu, Min-Huei	A093E003	





II. Faculty of International Master's Degree Program of Health Care

Administration

Teachers	Educational background	Specialties	Tel & Email
Director & Professor Chang, Wei-Pin	Ph.D., Institute of Public Health, National Yang Ming University	Database Design, Data Mining, Decision of data analysis, Data Visualization and Infographics, Statistical analysis	(02)6620-2589 *16111 wpchang@tmu.edu.tw
Professor Huang, Kuo-Cherh	Ph.D., Health Services Administration, Graduate School of Public Health, University of Pittsburgh, U.S.A	Statistics, Long-Term Care, Health Services Research Method, Strategic Management of Health Care Organizations	(02)6620-2589 *16124 kchuang@tmu.edu.tw
Professor Jian, Wen-Shan	Ph.D., Institute of Bio-Medical Informatics National Yang Ming University	Electronic Medical Records, Information System & Programming Language	(02)6620-2589 *16114 jj@tmu.edu.tw
Professor Yang, Che-Ming	Ph.D., Health Policy and Management, Johns Hopkins University, U.S.A.	ESP Medicine, Health Laws & Regulations, Theory of Organization & Management, Research in Healthcare Laws & Regulations, Healthcare Administration Ethics, Medical Ethics	(02)6620-2589 *16109 cyang@tmu.edu.tw
Professor Kuo, Nai-Wen	Ph.D., Health Policy and Management, Johns Hopkins University, U.S.A.	Health Care Marketing, Total Quality Management, Clinical Paths	(02)6620-2589 *16100/16123 nwkuo@tmu.edu.tw



Teachers	Educational background	Specialties	Tel & Email
Professor Tang, Chao-Hsiun	Ph.D., Health Policy and Management, Johns Hopkins University, U.S.A.	Health Economics, Health Insurance Systems, Economic Evaluation	(02)6620-2589 *16125 chtang@tmu.edu.tw
Professor Lin, Heng-Ching	Ph.D., Health Services Policy and Management, University of South Carolina, U.S.A.	Managed Health Care, Health Policies	(02)6620-2589 *16118 henry11111@tmu.edu.tw
Professor Hsu, Yi-Hsin	Ph.D., Health System Division, Department of Industrial Engineering, University of Wisconsin-Madison, U.S.A.	Operations Research, Quality Management in Health Care, Healthcare Management, Management	(02)6620-2589 *16113 elsahsu@tmu.edu.tw
Professor Wen, Hsin-Tsai	Ph.D., Institute of Health Care Organization Administration, National Taiwan University, Taiwan	Medical Record Management, Healthcare Information Management	(02)6620-2589 *16117 hcwenn@tmu.edu.tw
Professor Chiu, Chiung-Hsuan	Ph.D., Institute of Health Care Organization Administration, National Taiwan University, Taiwan	Organization Behavior, Human Resources Management, Financial Management	(02)6620-2589 *16107 meg_chiu@tmu.edu.tw
Associate Professor Huang, Chung-Chien	Ph.D., Health Policy and Management, Johns Hopkins University, U.S.A.	Management Accountings, Quality Management, Health Care Administration, Technology Assessment and Management	(02)6620-2589 *16121 cc-test@tmu.edu.tw
Associate Professor Sheu, Mei-Ling	Ph.D., Health Services and Policy Analysis, University of California, Berkeley, U.S.A	Health Policies, Health Economics, Econometrics	(02)6620-2589 *16106 mlsheu@tmu.edu.tw



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Teachers	Educational background	Specialties	Tel & Email
Assistant Professor Chen, Zheng-Yi	Ph.D., Graduate Institute of Medical Sciences. Taipei Medical University	Medical information, Tumor Information Translation Studies, Biotechnology Management	(02)6620-2589 *16115 dcchen@tmu.edu.tw





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III. Guidelines for Thesis Proposal Defense

1. When the student has selected and confirmed his/her thesis advisor, the Thesis Advisor's Agreement Form (Appendix I) should be submitted to the department secretary by the end of second semester of the first year.
2. The thesis proposal defense must be completed at least six months before the final thesis defense.
3. Students have to submit their applications for their thesis proposal defense with the following documents during the first semester of the second year according to the deadline announced by the department office.
 - i. Thesis Proposal Oral Examination Application Form (see Appendix II)
 - ii. Thesis Proposal Oral Examination Student Tracking Form (see Appendix III).
 - iii. Thesis Proposal Examination Approval Form (see Appendix IV).
 - iv. Thesis Proposal Examination Committee Members Form (see Appendix V).
 - v. Two copies of thesis proposal (Consult thesis advisor for proposal contents)
※The exact deadline will be announced by the department office each year.
4. Your thesis proposal oral examination committee should comprise your advisor and another faculty member, either from our graduate program or other programs/departments of Taipei Medical University.
5. The student should submit his thesis proposal to the committee members at least 10 days before the defense.
6. On the day of defense, prepare
 - i. Two copies of Thesis Proposal Application Form (one for each committee member) (Appendix II)
 - ii. One copy of Thesis Proposal Examination Application Fee Receipt (Appendix VI)
7. Fee for the thesis proposal examination is NTD1000 per committee member.
8. After completion of the thesis proposal defense, submit the above documents with committee members' signatures to the department office.



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Notice:

1. Schedule the defense in advance and reserve the conference room.
2. Arrive early to set up the conference room before the defense (projector, computer or food).





IV. Guidelines for Thesis Defense

A. Applying for Thesis Defense

1. Qualifications:

- i. Passed the master thesis proposal examination
 - ii. Completed required core and elective courses for master degree (30 credits in total)
 - iii. Completed draft of master thesis (including the result and discussion)
 - iv. Obtained permission from the thesis advisor
2. Applicants shall apply for thesis defense through the Graduate Degree Exam Application System, after seeking permission from thesis advisor in accordance with the academic calendar (approximately by the middle of April).
3. Prepare a draft and summary of thesis in PDF format (after verification by advisor) to be uploaded onto the system

B. Preparing for Thesis Defense

1. Candidates should complete the thesis defense by early July in order to graduate and have degree conferred by the middle of August. Late applicants shall have to postpone their thesis defense to the next semester.
2. Form a Thesis Defense Committee including your thesis advisor, committee chair and one to three examiners. At least 1/3 of the members must be external (i.e. someone not from TMU). The thesis advisor will submit the committee member recommendations to the department office.
3. The following documents would have been handed to the thesis advisor by the department office:
 - i. Letters of appointment for committee members
 - ii. Evaluation forms (overall and individual)
 - iii. Confidentiality agreement & sign-in forms
4. Applicants will need to prepare the following forms:
 - i. Graduate Thesis Certification (download from Graduate Degree Exam Application System)



- ii. Graduate Student Thesis Publication Agreement (download from Graduate Degree Exam Application System)
 - iii. Thesis Examination Application Fee Receipt (Appendix 7)
5. Submit a draft of the thesis to each thesis defense committee member at least 10 days before the defense date.

C. Day of Thesis Defense

1. In principle, the time limit for thesis defense is two hours. The first hour is the oral examination. The graduate student presents the thesis and answers questions from committee members. The second hour is a closed meeting for committee members to discuss and evaluate the result.
2. The passing grade of the thesis defense is 70, with a maximum of 100. The final grade of the thesis defense will be an average of the scores from each attending committee member. If half or more committee members give grades below 70, the applicant will be deemed as having failed the thesis defense. Applicants who have failed may retake the examination during the following semester or the next academic year. Each applicant is allowed only one retake.
3. Fees for thesis defense are NTD1000 for TMU faculty and NTD2000 for external committee member.
4. Immediately after completion of the thesis defense, submit the following documents with committee members' signatures to the department office:
 - i. Evaluation forms (overall and individual)
 - ii. Thesis Examination Application Fee Receipt

D. After completion of Thesis Defense

1. Complete the final revision of the master's thesis
2. Visit the library to get the library stamp on the Graduate Student Thesis Publication Agreement



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3. Upload the thesis along with a copy of following documents as one single PDF file into the Electronic Thesis/Dissertations Service System (details available online)
 - i. Graduate Thesis Certification
 - ii. Graduate Student Thesis Publication Agreement
 - iii. Confidentiality agreement & sign-in forms
4. Submit the original copy of the above forms, along with two paperback copies of the final PDF document created above to the department office.
5. Other regulations shall be in accordance with the Guidelines for Master's Degree Examination of TMU, please refer to the website of the Registration Section under TMU Academia Office.

Note :

1. Schedule the defense in advance and reserve the conference room.
2. Arrive early to set up the conference room before the defense (projector, computer or food).
3. Student should follow the time schedule of TMU. It's not allowed to have thesis defense earlier.



V. Important Deadlines

If you fail to meet these deadlines, your graduation may be delayed until the following semester.

First year

Select Thesis Advisor	Before the end of the second semester
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Second year

Thesis Proposal Oral Examination	Before the end of the third semester
Thesis Defense Application	Every year is different. HCA will tell you when you should apply
Thesis Oral Defense	Before the end of July

*Dates are subject to change. Please pay attention to the TMU academic calendar and announcements from our department.

* The scheduling of events is primarily based on the timings provided by TMU academic calendar. Changes in timing, whether earlier or later, due to personal reasons are not permissible



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VI. The Master's Thesis Format

1. The thesis should be written horizontally in English, and printed double-sided on A4 size paper.
2. The front cover of the thesis should be arranged horizontally while the side cover of the thesis should be arranged vertically (Appendix VIII). Use black ink for font.
3. For the format of the first page, please refer to Appendix IX.
4. There are no regulations for the number of words for the abstract (Appendix XI), but no more than two pages will suffice. Keywords shall be included in the abstract.
5. For Table of Contents, please refer to Appendix XII.
6. For page margin settings, please refer to Appendix XII.
7. Page numbers should be centered at the bottom of each page. The beginning of each chapter should begin on a new page.
8. Font and line spacing requirements:
 - i. Times New Roman.
 - ii. Font size: 12.
 - iii. Line spacing: 1.5 lines.
9. References: Please use the American Psychological Association format, 6th edition (<http://www.apa.org.com>), unless your thesis advisor has specific instructions.

Appendix I Thesis Advisor's Agreement

臺北醫學大學醫務管理學系碩士班暨碩士在職專班

指導教授同意書

Taipei Medical University Master Program and Professional Master Program in School of
Health Care Administration
Thesis Advisor's Agreement

本人_____同意擔任醫務管理學系，

學生_____之碩士論文指導教授

I, _____, agree to be the advisor of master's thesis
of the student _____

碩士班(Master program)

碩士在職專班(Professional master program)

中華民國_____年_____月_____日

Signature and date: _____



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Appendix II Thesis Proposal Oral Examination Application Form

Semester	Name	Student ID
Thesis Title		
Abstract		
Comments from Committee Members		

Committee member's signature and date: _____

Advisor's signature and date: _____



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Appendix III Thesis Proposal Oral Examination Student Tracking Form

Student name: _____

Student ID: _____

Required Courses (26 Credits)				
Semester	Course Code	Course Title	Credit	Score
Elective Courses (≥ 11 Credits)				
Semester	Course Code	Course Title	Credit	Score



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Appendix IV Thesis Proposal Oral Examination Approval Form

Student name: _____

Student ID: _____

The master's thesis proposal of the candidate:

I agree that this proposal can be proceeded to the next phase of oral examination.

Advisor's signature and date: _____

Director's signature and date: _____



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Appendix V Thesis Proposal Oral Examination Committee Members Form

Student name: _____

Student ID: _____

The master's thesis proposal of the candidate:

Name	Institution	Job Title



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Appendix VI Thesis Proposal Oral Examination Receipt

臺北醫學大學學生論文審查費收據清冊

Department: School of Health Care Administration

Date: _____

序號 No.	身分證字號 ID No.	姓名 Name	實支金額 Payment	簽名 Signature	代墊支付 Advance
地址 Address					
1					
縣(市) 市區鄉 鎮村里 鄰 路(街)段巷 弄號樓之					
2					
縣(市) 市區鄉 鎮村里 鄰 路(街)段巷 弄號樓之					
3					
縣(市) 市區鄉 鎮村里 鄰 路(街)段巷 弄號樓之					
共計新台幣 萬 仟 佰 拾 元整 In total : _____					
Administration Staff			Director		



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Appendix VII Thesis Oral Examination Receipt

臺北醫學大學學生論文審查費收據清冊

Department: School of Health Care Administration

Date: _____

序號 No.	身分證字號 ID No.	姓名 Name	實支金額 Payment	簽名 Signature	代墊支付 Advance
地址 Address					
1					
縣(市) 市區鄉 鎮村里 鄰 路(街)段巷 弄號樓之					
2					
縣(市) 市區鄉 鎮村里 鄰 路(街)段巷 弄號樓之					
3					
縣(市) 市區鄉 鎮村里 鄰 路(街)段巷 弄號樓之					
共計新台幣 萬 仟 佰 拾 元整 In total : _____					
Administration Staff			Director		

Appendix VIII Front Cover and Side Cover of Master's Thesis

<p>Taipei Medical University Master Program in School of Health Care Administration</p> <p>Master's Thesis</p> <p><i>(Thesis Title Here)</i></p> <p><i>(Full Name)</i></p> <p><i>(year)</i></p>	<p>Taipei Medical University Master Program in School of Health Care Administration</p> <p>Master's Thesis</p> <p><i>(Thesis Title Here)</i></p> <p>Graduate Student:</p> <p>Advisor:</p> <p><i>(Month and Year)</i></p>
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Appendix IX The First Page of Master's Thesis

Taipei Medical University
Graduate Thesis Certification

(Thesis Title)

The above master thesis is completed by *(Your Name)* at the School of Health Care Administration of Taipei Medical University. It has been judged satisfactory by the master thesis committee members after the degree candidate passed an oral examination.

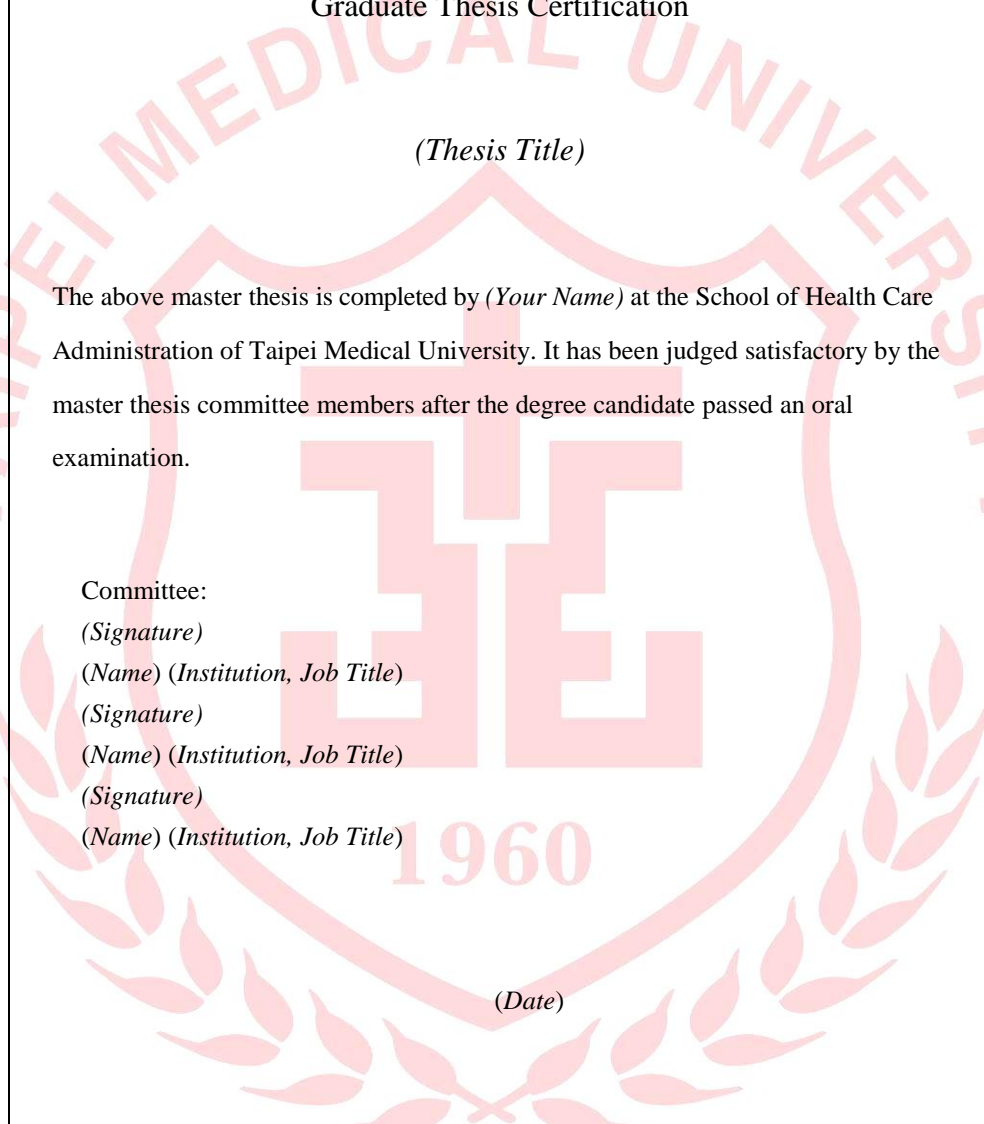
Committee:

(Signature)
(Name) (Institution, Job Title)

(Signature)
(Name) (Institution, Job Title)

(Signature)
(Name) (Institution, Job Title)

(Date)



Appendix X Abstract of Master's Thesis

Abstract

Title of thesis:

Author:

Thesis advised by: *(Name & Job Title)*

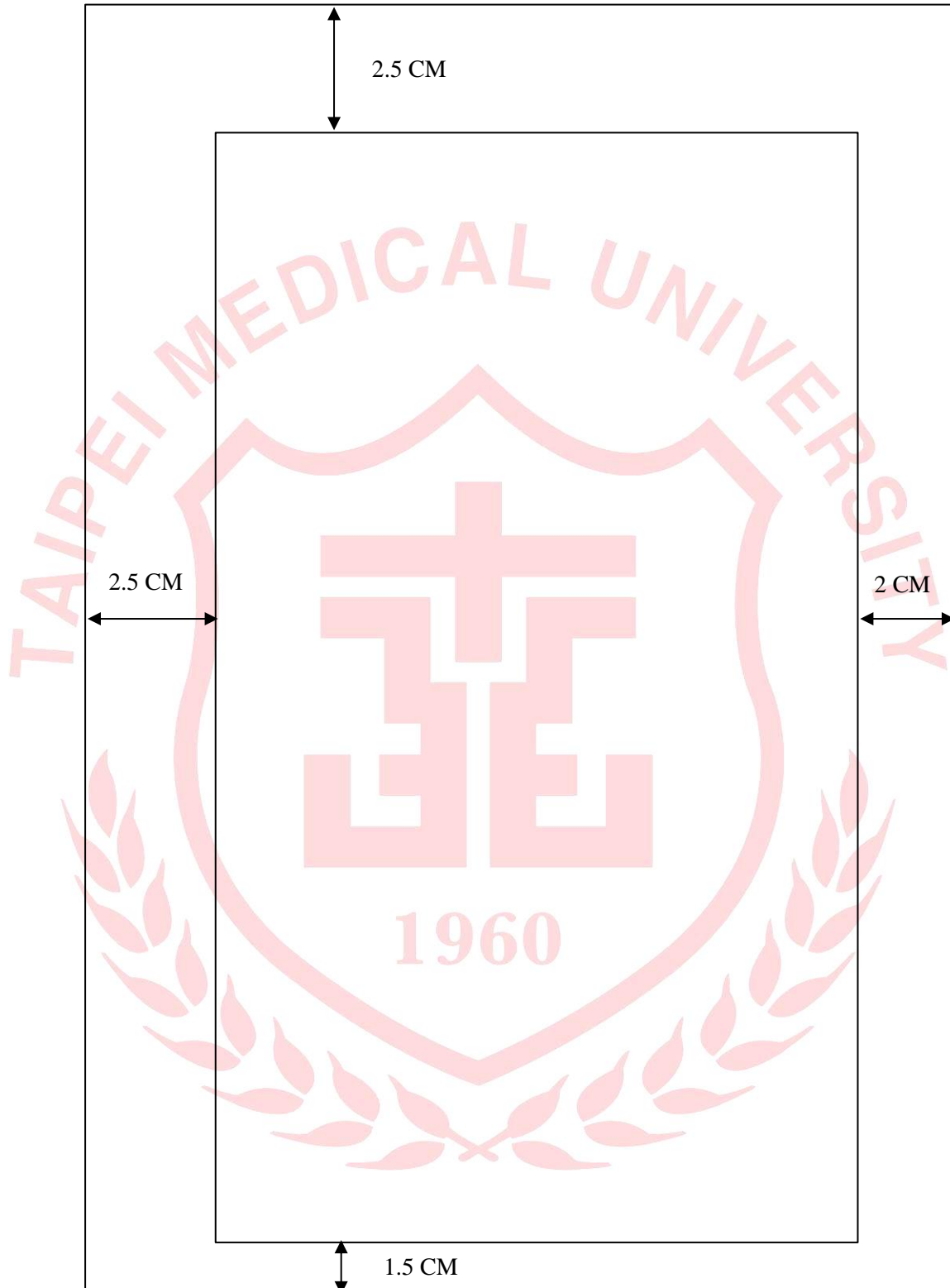
(Abstract below)



Appendix XI Table of Contents (Example)

	Page
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Acknowledgements	II
Abstract	III
Table of Contents	IV
List of Tables.....	V
List of Figures	VI
Chapter 1: Introduction.....	1
1.1 xxxxxxx	1
1.2 xxxxxxx	2
Chapter 2: Literature Review.....	9
2.1 xxxxxxx	9
2.2 xxxxxxx	16
Chapter 3: Methods.....	20
3.1 xxxxxxx	20
3.2 xxxxxxx	22
Chapter 4: Results.....	25
4.1 xxxxxxx	25
4.2 xxxxxxx	29
Chapter 5: Discussion.....	35
5.1 xxxxxxx	35
5.2 xxxxxxx	48
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Appendix XII Page Margin Settings



Office hour on weekdays:

8:00 AM to 5:00 PM (Lunch break from 12:00 PM to 1:30 PM)

Office hour on summer vacation:

8:00 AM to 5:00 PM (Lunch break from 12:00 PM to 1:30 PM)

*We are off from office every Wednesday

Shuttle bus schedule:



【接駁車時刻表】

自6/20(二)起，異動接駁車班次如下

信義校區-雙和校區 (Direct bus between Xinyi and Shuang-Ho Campus)			
週一~週五(Mon.~Fri.)			
信義校區發車時刻 (Departures from Xinyi Campus)		雙和校區發車時刻 (Departures from Shuang-Ho Campus)	
06:30	13:00	07:00	13:40
07:00	13:30	07:40	14:10
07:15	14:00	08:00	14:40
07:30	14:30	08:20	15:10
07:45	15:00	08:30	15:40
08:00	15:30	08:50	16:20
08:15	16:00	09:10	16:40
08:30	16:30	09:20	17:00
09:00	17:00	09:40	17:20
09:30	18:00	10:10	17:30
10:00	19:00	10:40	17:40
10:30	20:00	11:10	18:00
11:00	21:00	11:40	18:30
11:30	22:00	12:10	19:30
12:00		12:40	20:25
12:15		13:00	21:25
12:30		13:10	22:25
12:45		13:30	-

註：雙和校區接駁車例假日及國定假日全日停駛。因接駁車座位有限，僅限本校教職員、學生及附屬機構內人員搭乘。

註：候車時請保留適當通道，勿阻塞人行道通暢。乘車時仍建議配戴口罩，並禁止於車內飲食。

When entering to a professor's office or the administrative office, please wear a mask and disinfect your hands.

