



臺北醫學大學

TAIPEI MEDICAL UNIVERSITY

國際醫務管理學系

School of Health Care Administration

國際學生手冊

International Student Handbook

1960

Revised June 2020

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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 core 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. Language requirement: Students are required to take non-credit course of Chinese for one year, unless you have a Chinese proficiency certificate.
4. Internship: Students are required to complete a 10-week, full-time internship before graduating.

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

↓ Fall Semester of the First Year

Course Name	Cred	R/E	Instructor	Note
Theory of organization & management	2	R	Yang, Che-Ming	
Statistical analysis and practice	2	R	Huang, Kuo-Cherh	
Applied biostatistics	2	R	Chen, Yi-Hua	Public Health
Smart health integrate management	2	R	Shia, Ben-Chang	
Human resource management in health care organizations	2	E	Chiu, Chiung-Hsuan	
Individual studies in cost accounting & management	2	E	Huang, Chung-Chien	
System thinking in healthcare	2	E	Chuang, Sheu-Wen	
Health information management	2	E	Wen, Hsyien-Chia	
System thinking in healthcare	2	E	Chuang, Sheu-Wen	
Special topics on quality improvement & patient safety (I)	2	E	Kuo, Nai-Wen	
Everyday Chinese	0	E		

↓ Spring Semester of the First Year

Course Name	Cred	R/E	Instructor	Note
Research methods in health service	3	R	Huang, Kuo-Cherh	
Seminar (I)	2	R	Chen, Zheng-Yi	
Apprentice in health care administration	1	R	Huang, Chung-Chien	
Apprentice in international health care administration	1	R	Huang, Chung-Chien	
Management case study - an EBM approach	2	E	Huang, Chung-Chien	
Applied economics	2	E	Chen, Zheng-Yi	
Applied econometrics & data analysis	2	E	Sheu, Mei-Ling	
Smart health care marketing	2	E	Huang, Chung-Chien	
Special topics on quality improvement & patient safety (II)	2	E	Kuo, Nai-Wen	
Research ethics	0	R		
Everyday Chinese	0	E		

↓ Fall Semester of the Second Year

Course Name	Cred	R/E	Instructor	Note
Seminar (II)	2	R	Hsu, Yi-Hsin	
Apprentice in special topics (I)	1	R	Kuo, Nai-Wen	
Apprentice in special topics (II)	1	R	Kuo, Nai-Wen	
Seminar in total quality management of health care	2	E	Kuo, Nai-Wen	
Evaluation of health care policy	2	E	Sheu, Mei-Ling	

↓ Spring Semester of the Second Year

Course Name	Cred	R/E	Instructor	Note
Thesis	6	R		
Political & economical issues in global health: trade, law & health	2	E		Global Health

Total number of credits required for graduation: 36 credits.

25 Required credits (including 6 credits for thesis) and 11 elective credits

(Courses from other departments will not be accepted as graduation credits except for the courses listed on the table above.)

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

Administration

Teachers	Educational background	Specialties
Director & Professor Huang Kuo-Cherh	Dr.PH., 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
Professor Jian Wen-Shan	Ph.D., Institute of Bio-Medical Informatics National Yang Ming University	Electronic Medical Records, Information System & Programming Language
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
Professor Kuo Nai-Wen	Ph.D., Health Policy and Management, Johns Hopkins University, U.S.A.	Health Care Marketing, Total Quality Management, Clinical Paths
Professor Tang Chao-Hsiun	Ph.D., Health Policy and Management, Johns Hopkins University, U.S.A.	Health Economics, Health Insurance Systems, Economic Evaluation
Professor Lin Herng-Ching	Ph.D., Health Services Policy and Management, University of South Carolina, U.S.A.	Managed Health Care, Health Policies
Professor Hsu Elsa 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
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
Associate Professor Sheu Mei-Ling	Ph.D., Health Services and Policy Analysis, University of California,	Health Policies, Health Economics, Econometrics

	Berkeley, U.S.A	
Associate Professor Wen Hsin-Tsai	Ph.D., Institute of Health Care Organization Administration, National Taiwan University, Taiwan	Medical Record Management, Healthcare Information Management
Associate Professor Chiu Chiung-Hsuan	Ph.D., Institute of Health Care Organization Administration, National Taiwan University, Taiwan	Organization Behavior, Human Resources Management, Financial Management
Associate Professor Chien Li-Nien	Ph.D., Health Policy & Management, Emory University, U.S.A.	Health Policy, Health Care Secondary data
Associate Professor Chang Wei-Pin	Ph.D., International Health Program, National Yang Ming University	Database Design, Data Mining System Programming
Assistant Professor Chen Zheng-Yi	Ph.D., Graduate Institute of Medical Sciences. Taipei Medical University	Medical information, Tumor Information Translation Studies, Biotechnology Management

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.

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
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).



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

Pass 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
Pass Thesis Oral Defense	Before the first week of July of forth semester

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

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.



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Appendix I Thesis Advisor's Agreement

I, _____,
agree to be the advisor of Master's Thesis of
the student _____.

Signature and date : _____



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School of Health Care Administration 國際醫務管理學系

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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School of Health Care Administration 國際醫務管理學系

Appendix III Thesis Proposal Oral Examination Student Tracking Form

Student name : _____

Student ID : _____

Required Courses (= 15 Credits)				
Semester	Course Code	Course Title	Credit	Score
		Theory of organization & management		
		Statistical Analysis and Practice		
		Applied Biostatistics		
		Smart health integrate management		
		Research ethics		
		Research methods in health service		
		Seminar(I)		
		Apprentice in health care administration		
		Apprentice in international health care administration		
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 Candidate Master's Thesis Proposal :

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

Advisor's signature and date : _____

Director's signature and date : _____



臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

School of Health Care Administration 國際醫務管理學系

Appendix V Thesis Proposal Oral Examination Committee Members Form

Student name : _____

Student ID : _____

The Candidate Master's Thesis Proposal :

Name	Institution	Job Title



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TAIPEI MEDICAL UNIVERSITY

School of Health Care Administration 國際醫務管理學系

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		



臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

School of Health Care Administration 國際醫務管理學系

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>1960</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 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*)

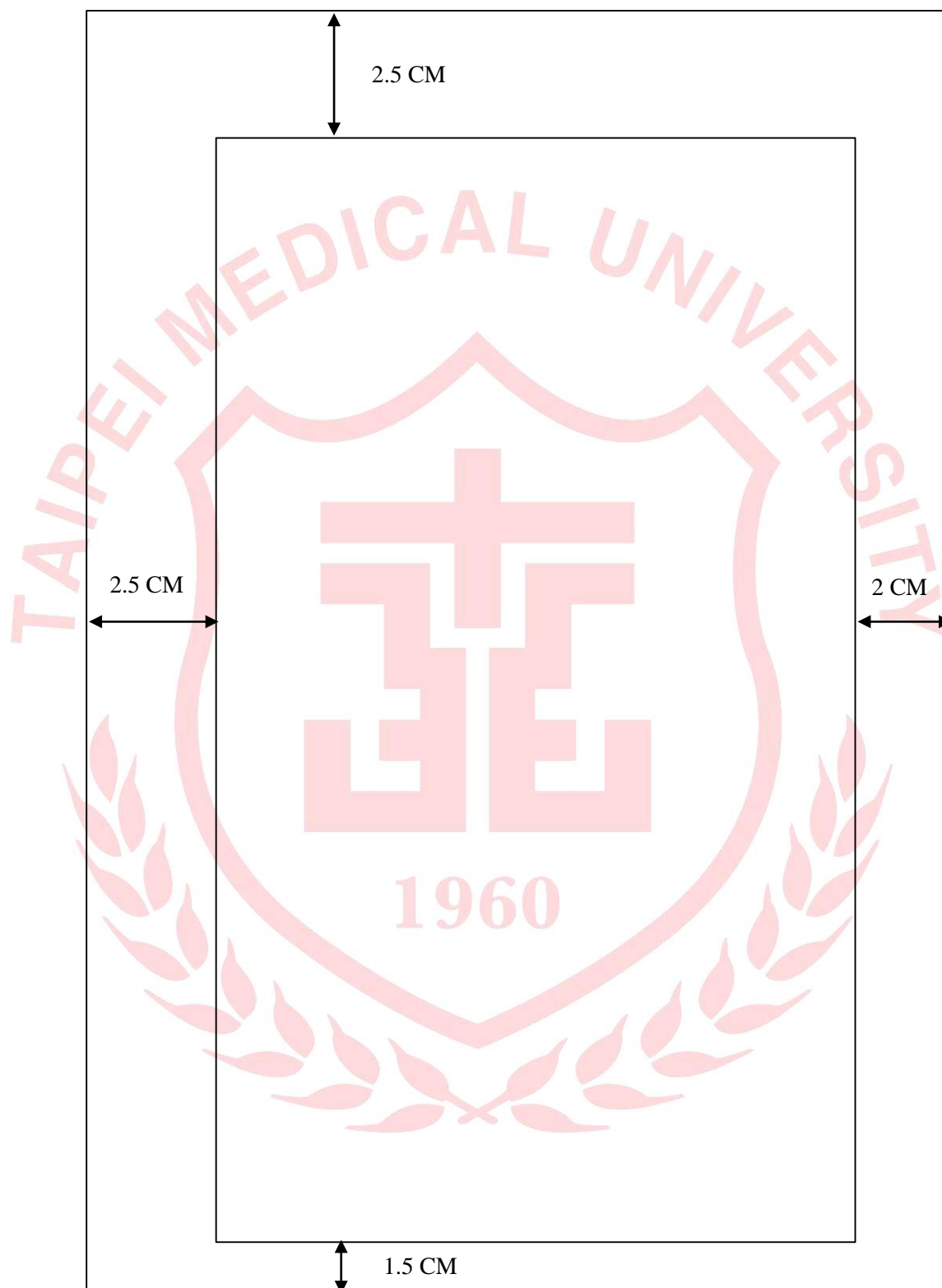
(*Abstract below*)



Appendix XI Table of Contents (Example)

Table of Contents	Page
Acknowledgements	I
Abstract	II
Table of Contents	III
List of Tables.....	IV
List of Figures	V
 Chapter1 : Introduction.....	 1
1.1 xxxxxx	1
1.2 xxxxxx	2
Chapter 2: Literature Review.....	9
2.1 xxxxxx	9
2.2 xxxxxx	16
Chapter 3: Methods.....	20
3.1 xxxxxx	20
3.2 xxxxxx	22
Chapter 4: Results.....	25
4.1 xxxxxx	25
4.2 xxxxxx	29
Chapter 5: Discussion.....	35
4.1 xxxxxx	35
4.2 xxxxxx	48
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Appendix XII Page Margin Settings



Appendix XIII Contact information

Teachers	Tel Extension	E-mail
Director & Professor Huang Kuo-Cherh 黃國哲	02-6638-2736*1009	kchuang@tmu.edu.tw
Professor Tang Chao-Hsiun 湯澡薰	02-6638-2736*1017	chtang@tmu.edu.tw
Professor Kuo Nai-Wen 郭乃文	02-2736-1661*6500 02-6638-2736*1007	nwkuo@tmu.edu.tw
Professor Yang Che-Ming 楊哲銘	02-6638-2736*1013	cyang@tmu.edu.tw
Professor Jian Wen-Shan 簡文山	02-6638-2736*1018	jj@tmu.edu.tw
Professor Lin Herng-Ching 林恆慶	1960 02-6638-2736*1006	henry11111@tmu.edu.tw
Professor Hsu Elsa Yi-Hsin 許怡欣	02-6638-2736*1012	elsahsu@tmu.edu.tw
Associate Professor Huang Chung-Chien 黃崇謙	02-6638-2736*1016	cc-test@tmu.edu.tw
Associate Professor Chiu Chiung- Hsuan 邱瓊萱	02-6638-2736*1015	meg_chiu@tmu.edu.tw

Associate Professor Sheu Mei-Ling 許玫玲	02-6638-2736*1005	mlsheu@tmu.edu.tw
Associate Professor Wen Hsin-Tsai 溫信財	02-6638-2736*1019	hcwenn@tmu.edu.tw
Associate Professor Chang Wei-Pin 張偉斌	02-6638-2736*1008	wpchang@tmu.edu.tw
Associate Professor Chien Li-Nien 簡麗年	02-6638-2736*1011	lnchien@tmu.edu.tw
Assistant Professor Chen Zheng-Yi 陳正怡	02-6638-2736*1003	dcchen@tmu.edu.tw

