

---

---

# **Nano Science and Technology Program**

**TAIWAN INTERNATIONAL GRADUATE PROGRAM**

---

---

# **Student Handbook**

# Table of Content

<b>Resources and Information</b> .....	1
<b>Administration of the Nano Program</b> .....	1
<b>Responsibilities and Expectations of Students and Advisors</b> .....	2
<b>Responsibilities of Graduate Students</b> .....	2
<b>Responsibilities of Advisors</b> .....	2
<b>What Advisors Expect from Graduate Students</b> .....	3
<b>New Students, Check-In Procedure, and Orientations</b> .....	4
<b>Choosing a Research Advisor</b> .....	5
<b>Preamble</b> .....	5
<b>The Process</b> .....	5
<b>The Advisor</b> .....	5
<b>Termination of the Student-Advisor Relationship</b> .....	6
<b>Stipend Issuance upon Termination on the Student-Advisor Relationship</b> .....	6
<b>General Program Requirements for All Graduate Students</b> .....	7
<b>Graduate Ethics Training</b> .....	7
<b>English Proficiency Requirements</b> .....	7
<b>Publication Regulations</b> .....	7
<b>Fellowship and Stipend Regulations</b> .....	7
<b>Asking Leave of Absence</b> .....	8
<b>Specific Program Requirements for All Graduate Students</b> .....	9
<b>Credit Requirements and Details</b> .....	9
<b>Qualifying Examination</b> .....	9
<b>Thesis Defense and Final Oral Examination</b> .....	9
<b>Application for Degree</b> .....	10
<b>Check-Out Procedures</b> .....	10
<b>TIGP Program Student Regulation</b> .....	11

## Resources and Information

The rules and guidelines listed in the following pages are intended to assist students studying in the TIGP-Nano Program. Students are strongly encouraged to become very familiar with all information and regulations for the Nano Program.

In order to continue in the program, all students must ensure they follow regulations set between their registered departments and the Nano Program. They should maintain good standing academically and perform satisfactorily in the lab. In the following situations, students' monthly stipend may be deducted or asked to withdraw from the program.

- Missing important deadlines (i.e. Qualifying Exam)
- Unable to fix the lab by the end of the first academic year or unable to find a new lab to join for more than agreed month(s) upon change of labs
- Failure to pass the Qualifying Examination within regulated timelines
- Misconducts

For additional information on tuition and fees, policies, housing, taxes etc., students should refer to the TIGP website: <https://tignp.sinica.edu.tw/>

## Administration of the Nano Program

The program coordinator, Dr. Chia-Fu Chou handles administrative and academic aspects of the Nano Program. The program secretary, Ms. Flora Wu manages the non-academic issues such as registration, award applications, oral exam applications, and records. Students should consult either of these individuals when questions or problems arise. Initial inquiries should be directed to Ms. Flora Wu (in person or via email at [lhwu@phys.sinica.edu.tw](mailto:lhwu@phys.sinica.edu.tw)).

Several committees manage the general aspects of the program. These committees are coordinated by the Coordinator, who directs specific issues to the committees as appropriate.

### **Admission Committee**

- Review of the applications to the Nano Program
- Admission administration

### **Academic Affairs Committee**

- Courses arrangement
- Exams (qualifying exam, pre-oral exam, final defense)

### **Student Affairs Committee**

- Counseling and guidance for students
- Student event

## **Responsibilities and Expectations of Students and Advisors**

### **Responsibilities of Graduate Students**

Graduate students are expected to become familiar with all regulations and deadlines relating to their divisions. The word “division” here is defined by which university department the student is assigned and registered with. There are three divisions:

- Department of Chemistry, National Taiwan University
- Department of Physics, National Taiwan University
- Department of Engineering and System Science, National Tsing Hua University

Students must ensure that their registration is current and accurate, that all fees are paid, and that all required forms and documents are completed, signed and submitted by the due dates and in the way as detailed in all communication.

International students are responsible for ensuring that their immigration and related documents are valid, and that they and members of their family who are in Taiwan are living, working and studying in conformity with Taiwanese laws.

Graduate students are expected to:

- Maintain open communication with their advisor and all committees and seek their advice as soon as possible when problems arise.
- Inform their advisor regularly about progress, via the mechanism required by their advisor.
- Endeavour to meet program deadlines in order to complete all program requirements within the prescribed time limit set by the program and registered department and university.
- Meet deadlines for any scholarship applications and seek assistance from the program in the application process.

### **Responsibilities of Advisors**

In this capacity, the advisor will assist the student in planning their research program. The advisor also ensures that the student is aware of the regulations of the Nano Program and the student’s registered department and university, provides advice on all aspects of the program, and keeps informed of the student’s research activities and progress. The advisor ensures that the student conducts research in a safe, effective, and productive manner, ensures that examinations are scheduled and held in accordance with regulations, assists the student in preparing for the seminar and candidacy examination, and reviews the thesis both in the draft and final forms.

The advisor, with assistance from the program when appropriate, is expected to:

- Provide an environment in which the student can grow intellectually.
- Ensure that the student is aware of the expectations of the advisor and the program at the beginning of the advisory relationship, and provide guidance in research and set standards expected and be accessible to give advice and constructive feedback.
- Work with the student to establish an advisory committee as soon as possible after the student fixes his or her lab, and ensure that it maintains contact with the student.
- Establish with the student, a realistic timetable for completion of the various phases of the program.
- Ensure that sufficient funding, program and advisory resources are provided for each student under their supervision.
- When going on leave or an extended period of absence, ensure the student affairs committee is notified.
- In consultation with the student, set up degree examination committees and dates.

### **What Advisors Expect from Graduate Students**

- Enthusiasm and curiosity toward research, and willingness to learn new things.
- Commitment to achieving high academic performance in courses taken.
- Dedication, hard work, and the taking of ownership of their research program.
- Commitment to meet program deadlines and to discuss difficulties and problems when they arise.
- Open communication about challenges the student is facing.
- Professional conduct in their research, teaching, and other scholarly activities.

## **New Students, Check-In Procedure, and Orientations**

An email containing important information for new graduate students will be sent around early August, which specifies information on the check-in procedure of the student's university, the Nano Program, online and on-site orientations, tuition fee and credit fee payment, course, and health check procedures. A separate email with regards to diploma and transcript attestation and visa application will be communicated directly by the TIGP head office.

New student related information released on the NANO website.

Apart from the TIGP orientation, the Nano provides an orientation for new graduate students when they arrive. The orientation schedule will be provided separately. All entering graduate students are expected to attend the orientation.

During the program's orientation, all new graduate students will obtain graduation requirements, which specify detailed requirements, e.g. courses and credits, publications, English proficiency, qualifying examinations, etc. Students will select courses via the university's course selection system within the regulated timeframes of their registered universities.

Apart from a student card issued by the student's registered university, all students will obtain an ID card provided by the Institute of Physics, Academia Sinica. Students must return the IoP card to the Program Office when their stipend payment institute changes to their advisor's affiliated institutes or when they leave or graduate.

# Choosing a Research Advisor

## Preamble

Choosing a research advisor is the most important decision students make in their graduate career and hence the process must be approached with seriousness, care and diligence. Indeed, students are making a commitment to work under the supervision of a NANO faculty member for the duration of their graduate career in the Nano Program.

In selecting an advisor, students should not only meet with faculty, but also with members of the lab. This will ensure that they will get a complete picture of expectations, research atmosphere and advisor-student interaction in the group.

The student should have an advisor/co-advisor from the Nano program faculty in Academia Sinica and the registered university department. If the main advisor the student chooses is a PI in Academia Sinica, the student must find a co-advisor from the registered university department. Likewise, if student's main advisor is from the registered university department, the student must find a co-advisor in Academia Sinica. Research cooperation with the advisor and co-advisor is essential.

## The Process

Entering graduate students must select a NANO faculty member as his/her research advisor by the end of the first academic year. A qualified research advisor must be a member of Nano Program, and must have sufficient faculty points and funds. We strongly advise that new students contact the faculties of interest well in advance, to discuss the possibility of joining the lab and potential research projects. Detailed faculty information can be found in the "Faculty" section on the NANO website.

After selecting an advisor, the students must submit the signed Advisor Record Form to the program by the end of the first academic year. The form confirms that both the student and advisor/co-advisor have reached an agreement to start the Student-and-Advisor Relationship. Failure to submit the Advisor Record Form by the deadline is subject to stipend deduction or suspension, depending on the length of the overdue. A deducted or suspended stipend will not be reimbursed.

## The Advisor

The Advisor is directly responsible for the student's academic and research performance in accordance with NANO policies. The advisor has the obligation to provide mentorship and guidance to the student's thesis research and to oversee the student's overall academic performance. The obligations include:

- Treat the student as a young scientist and provide a nurturing environment in which the student can grow intellectually and gain independence.
- Ensure that the student fully understands the expectations, requirements and standards set forth by the advisor and Nano Program.
- Help the student establish a reasonable timeline to complete academic requirements and achieve research goals.
- Provide constructive feedback and honest evaluation to the student.
- Ensure that the funding is sufficient to provide the student's stipend.
- When going on leave or an extended period of absence, ensure the Student Affairs Committee is notified.
- When approaching the expected graduation date, set up degree examination committees and dates in consultation with the student.

### **Termination of the Student-Advisor Relationship**

Either the student or the advisor can initiate the termination of the student-advisor relationship. We encourage the student and the Advisor to try to discuss and work out the differences first. If the termination is to proceed without mutual agreement between the student and the advisor, the Coordinator and/or the Student Affairs Committee will hold individual meetings with the advisor and the student to investigate the circumstance.

To facilitate the smooth transfer to a new lab, the student should identify a new advisor and obtain a mutually signed agreement between the current and the future advisors. On the signed agreement, an explanation of the change should be provided. If the student has difficulty finding a new advisor, he/she is encouraged to contact the Student Affairs and the Program Coordinator for advice during the re-assignment process. The maximum duration (7 years) of his/her Ph.D. study will not be extended due to the change of thesis advisor.

### **Stipend Issuance upon Termination on the Student-Advisor Relationship**

Once the advisory relationship is terminated, the student will not receive a monthly stipend from the Program or the advisor. Stipend suspension becomes effective in the next month after the termination is approved and stops until a new advisor is assigned. There will be no reimbursement of the suspended stipend.



## **General Program Requirements for All Graduate Students**

### **Graduate Ethics Training**

All students are required to complete the academic integrity and ethics training held by the TIGP and their registered university before regulated deadlines. This requirement is absolute and no exceptions are made; you will not be allowed to continue in the program if this requirement is not completed within the regulated timeframes. It is the student's responsibility to see the necessary hours of training and taken.

### **English Proficiency Requirements**

Each division has slightly different English proficiency requirements. It is the student's responsibility to fulfill the English proficiency requirements set for his or her registered department. Specific requirements and guidelines can be seen on the NANO website.

### **Publication Regulations**

Publication regulations have been defined in the Graduation Requirements. All students should be aware when publishing research results conducted during their study at the program, and they should acknowledge the support of the TIGP and its affiliated institution, and their registered department.

Examples:

Department of Engineering and System Science, National Tsing Hua University, Hsinchu, Taiwan  
Nano Science and Technology Program, Taiwan International Graduate Program, Academia Sinica and National Tsing Hua University  
Institute of Physics, Academia Sinica, Taipei, Taiwan

### **Fellowship and Stipend Regulations**

To maintain a high standard, students meeting all expectations will earn the full stipend. Students who do not meet expectations will see a penalty in the form of a stipend deduction according to Nano Program regulations (details below).

A scholarship of NT 34,000 per month is guaranteed for the first year of study, provided that students fulfill all regulations and requirements, i.e. joining a lab at the regulated time. Starting from the second year of study, once the student has joined a lab, the stipend will be assessed based on academic and research performance, the latter is evaluated by the student's thesis advisor. Besides, if a student cannot join a lab for research by the deadline, or has to leave or change lab, the stipend issuance will be stopped and will not be reimbursed.

The student's performance will be assessed on a semester basis. At the end of each semester, the advisor will submit a formal evaluation form and propose the stipend amount for the upcoming semester based on research performance. For instance, student lab performance in the fall semester of the second year determines the stipend for the spring semester of the second year. Students will be assessed on attendance, scientific curiosity, research motivation, laboratory techniques, interactions with lab members, and academic ethics and integrity. The evaluation form will be reviewed and used for stipend adjustment.

The student's academic performance in the first year will also be another criterion to determine the stipend for the fall and spring semesters of the upcoming year. Any stipend deduction will last for one semester (6 months) or until the next evaluation time.

Students will not be penalized, in the form of a stipend deduction, for failing the qualifying examination. However, students should learn to strike a balance between lab work and exam preparation. Too much time spent on exam preparation often impacts the student's attendance and research progress, and hence affects the research performance.

The Student Affairs Committee will review the student's academic and research performance, and reserve the right to decide the stipend amount. The committee will also take into consideration personal or unforeseeable issues that affect the student's performance. It is the student's responsibility to contact Student Affairs Committee for help when any issues arise.

### **Asking Leave of Absence**

When leaving Taiwan, no matter what reasons, the student should submit the Form of Asking Leave of Absence, and return the completed form to the office with the necessary signatures from the thesis advisor, the student affair committee chair, and/or the program coordinator. The form can be downloaded on the Nano website. Once a student's duration of leave (including weekends) exceeds 30 days, the stipend will be temporarily suspended until the student returns.

## **Specific Program Requirements for All Graduate Students**

### **Credit Requirements and Details**

Detailed credit distribution and requirements of individual department excluding “Chinese”, and “Thesis Research” can be found on the NANO website. Transfer credits may be granted by the program, but students need to apply through the registered universities within regulated times. Courses/credits that students intend to transfer must be at the graduate school level.

### **Qualifying Examination**

Graduate students must pass the qualifying examination in the form that their registered departments and the program agree on by the deadlines set between the program and university departments, as specified in the Graduation Requirements. Specific requirements and regulations can be found on the NANO website.

### **Thesis Defense and Final Oral Examination**

Doctoral students must do research work under the direction of a NANO faculty member, and must submit the results of the research in the form of a Doctoral dissertation to a committee consisting of 5-9 professors (assistant professor and above, including dissertation advisor and the co-advisor from student’s registered university and Academia Sinica). The committee members will nominate the committee chair (who cannot be the dissertation advisor). The committee will grade the candidates based on the dissertation content and oral exam performance. The minimum passing grade out of 100 is 70. However, the student does not pass if more than 1/3 (2 persons) of the examiners give a score lower than 70. Students will have one chance to retake the exam, which must be completed before the end of the 7th academic year.

Application details can be found in the graduation requirements. Students should allow themselves and the office sufficient time (at least one month before regulated deadlines) to send and review the oral application package.

The presentation for the student's final defense should be public.

## **Application for Degree**

Graduate students can receive their Ph.D. diplomas from their registered universities after submitting the dissertation to the university and completing the “leaving procedure” of the university. Students can use their degree issued by their registered university with an application to apply for a recognition certificate issued by the TIGP. Please refer to the TIGP website.

## **Check-Out Procedures**

All graduate students must obtain a Check-Out List on the university website and they must complete the form, have it signed by relevant personnel, and returned it to the Office of Academic Affairs before they leave their registered department.

# TIGP Program Student Regulation

## 1. Scholarship/Stipend Regulation

- 1) Once admitted, TIGP students receive a stipend of NT\$ 34,000/ month for the first year. **For students who perform well, this scholarship/stipend will be extended for 2 more years.** Post the scholarship/ stipend allowance period, further financial support is dependent upon individual thesis advisors.
- 2) Academic integrity is one of our core values which is taken very seriously and it is your responsibility as a student to know, understand, and follow the Academia Sinica and partner university policies. Violations can have serious consequences, affecting your grades, stipend, academic standing, and future career.
- 3) TIGP students are not allowed to work on or off campus, part time or full time. They are not allowed to have a paid internship over the summer either. Fail to follow the regulations will jeopardize students' scholarship/stipend.
- 4) Scholarship/Stipend is not offered during the deferment of study.
- 5) TIGP office will only subsidize tuition fee for international students for 5 consecutive years, during which you only need to pay the same amount as the local students do. If you apply for suspension anytime during those 5 years, the subsidy **cannot** be delayed for later use.
- 6) The scholarship provided by the TIGP fellowship is tax-free. However, your stipend paid from other sources such as advisor's grant is taxable.

## 2. Tax Regulation in Taiwan

The tax year in Taiwan runs from January 1st to December 31st. Taxes for the current year is filed in May of the next year. For foreigners, if your residency is less than 183 days left in the calendar year that you've arrived in Taiwan, you will be taxed at 18% for all the remaining months of the current year. If your residency is more than 183 days left in the calendar year, the tax rates will depend on your net income for the year. Detailed information please refers to Ministry of Finance, R.O.C. (Taiwan).

## 3. Regulations for Taking Leave (Including Semester Breaks):

TIGP students must submit their applications for leave to the program office before they go on leave. Once a student's duration of leave (including weekends) exceeds certain days (according to the regulation of each individual program), **the stipend will be temporarily suspended until the student returns.** For details of the regulation, please contact the program secretary.

#### 4. Forbidden Illegal Downloading and Uploading

The students cannot violate domestic and foreign laws when using the computers and networks, such as transmitting or distributing threatening and violence data, nor abusing and humiliating speech. The software that users install, use, download, or distribute should obey intellectual property rights policy.

#### 5. Required Attendance

- 1) **New Laboratory Worker Safety Training Course** (Saturday, 3<sup>rd</sup> September 2022)
- 2) **Academia Sinica Ethics Course** (Saturday, 8<sup>th</sup> October 2022)
- 3) **Mandarin Learning Class – Elementary Level** (for international student)

One Academic year (2 semesters) TIGP Elementary Chinese Class is compulsory for International TIGP students. **Each International TIGP student is required to take TWO Chinese classes before graduate:**

Elementary Level One: Autumn Semester / Elementary Level Two: Spring Semester.

For TIGP Elementary Chinese Class Regulations, please refer to Elementary Chinese Class syllabi and the email from TIGP office.

Version: Year of 2022