

China Medical University  
Department of Nutrition  
Master's Program Graduate Student Handbook  
Academic Year 2025-2026 Admission  
(26th Cohort)

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# Purpose of Establishment and Educational Objectives

## Mission

The Graduate Institute of Nutrition was established in 2000 (Republic of China Year 89), and later renamed the Master's Program in the Department of Nutrition. In 2010, the Ph.D. Program was launched to further promote and implement advanced education and research in nutrition. The Department is part of the College of Health Sciences.

Currently, the Department comprises 7 professors, 3 associate professors, and 4 assistant professors. The Department's mission is threefold:

1. To cultivate nutrition professionals with expertise, a commitment to lifelong learning, and social responsibility.
2. To promote public health through education, research, and outreach in nutrition.
3. To train professionals for the practice, advancement of nutrition, and health care services.

## Educational Goals and Core Competencies

As part of a medical university system, our Department plays a key role in the field of nutritional science in Taiwan. We are one of the few departments nationwide to integrate traditional Chinese medicine education into nutrition training. Since the launch of the Ph.D. In 2010, Our Department established a comprehensive educational framework for training talent in nutritional science. We are dedicated to promoting public health by nurturing professionals equipped with both foundational knowledge in traditional Chinese medicine and expertise in applied nutrition and research development.

The Department's educational goals and core competencies have been formulated through faculty and student discussions and approved by the departmental affairs committee.

### Educational Goals:

1. To cultivate talent in basic nutrition-related research.
2. To train researchers in clinical and public health nutrition.
3. To develop professionals specializing in health nutrition and food research and development.

### Core Competencies:

1. Proficiency in nutrition-related research.
2. Ability to read and write academic papers in the field.
3. Active Learning and Exploration of AI Applications

# Course Requirements and Credit Regulations

1. The official graduation credit requirements are based on the latest Credit Recognition Table available on the Department of Nutrition's website  <https://cmuntt.cmu.edu.tw/page/55>

## Graduation Requirements:

A minimum of **32 credits** is required for graduation from the Master's program. This includes:

- 2 credits of the college-level required course *Evidence-Based Health Care*
  - 8 credits of department core (required) courses
  - 16 credits of elective courses
  - 6 credits for the Master's thesis.
2. **Supplementary Coursework:**  
Students who have not previously completed coursework in *Nutrition* or *Biochemistry* prior to admission must take and pass the equivalent undergraduate courses offered by the department before graduation. However, these credits will **not** be counted toward the 32 graduate credits required for graduation.
  3. **Course Selection:**  
Graduate students must consult with their academic advisor before registering for courses.
  4. **Thesis Proposal Examination:**  
Second-year graduate students are required to submit an application for the thesis proposal examination within **one month after the start of the fall semester**, and complete the proposal defense between **October and December**.
  5. **Thesis Credits:**  
The 6 thesis credits are awarded **only after** the student passes the oral defense of the thesis.
  6. **Academic Presentation Requirement:**  
Before graduation, students must present their research as **first author** in at least one of the following venues:
    - Oral presentation at a domestic or international academic conference (with peer review)
    - Poster presentation at a conference (with peer review)
    - Peer-reviewed journal publication

Proof of submission or presentation must be submitted to the department office prior to graduation.
  7. **English Proficiency Requirement:**  
Graduation eligibility is subject to meeting the university's English proficiency standards, as stipulated in the *Implementation Guidelines for English Proficiency Assessment*.
  8. **Thesis Submission:**  
Upon graduation and school departure, students are required to submit:
    - A printed copy (2 hard copies) of the Master's thesis
    - An electronic version of the thesis

Students must upload their thesis to the **China Medical University Electronic Thesis and Dissertation System** (<https://cloud.ncl.edu.tw/cmu/>), fill in the metadata, upload the full-text PDF, sign the authorization form, and submit both the hard copies and the signed form to the library.
  9. **Additional Regulations:**  
All other academic and administrative matters are subject to the university's *Academic Regulations* and relevant policies.
    - University Academic Regulations: [Click here](#)
    - Graduate Study Guidelines: [Click here](#)

## University-wide Required Courses

In addition to department-specific courses, all graduate students must complete the following university-level requirements:

- **Laboratory Safety:** Mandatory non-credit course for Master's and Ph.D. students (departments without experimental courses may be exempt with approval from the Dean and Environmental Safety Office).
- **Research Ethics:** Mandatory non-credit course for all graduate students.
- **Seminars in Modern Biomedical Science:** Required 4-credit course for Ph.D. students.
- **Evidence-Based Health Care:** A required 2-credit course taught in English for both Master's and Ph.D. students in the College of Health Sciences.

## Basic Competency Requirements

- **English Proficiency**  
Students must fulfill the university's English proficiency requirements as outlined here:  
[Implementation Guidelines for English Proficiency Assessment](#)
- **Teaching Training**  
Master's students are required to complete **at least one semester** of Teaching Assistant (TA) training.

# Regulations for Transferring Between Divisions in the Master's Program

## Application Guidelines:

### 1. **Application Period:**

First-year master's students may apply for a group transfer **before the end of the first or second semester**. Applications must be approved by the Department Affairs Meeting and submitted to the Graduate Student Affairs Committee for record. **Late applications will not be accepted.**

### 2. **Transfer Limitations:**

Each student may apply for a transfer **only once**. Upon approval, the student must complete all **required courses and graduation requirements** of the new group in order to be eligible for graduation.

### 3. **Application Procedure:**

Students must complete the *Master's Program Transfer Application Form* and obtain the approval signature of their academic advisor before submitting the application to the department. The application will be reviewed by the department chair and processed according to university regulations.

### 4. **Quota Compliance:**

After the transfer is completed, the number of enrolled students in each year (excluding extra admission quotas) must **not exceed** the approved quota specified in the current academic year's admission brochure.

### 5. **Download Application Form:**

The application form for the group transfer can be downloaded via the following link:

<https://cmuntt.cmu.edu.tw/page/48>

# Safety and Health Guidelines for the Department of Nutrition Shared Laboratory

Approved at the 4th Departmental Affairs Meeting, Fall Semester, Academic Year 2020 (November 13, 2020)

1. All laboratory personnel must comply with the **Shared Laboratory Safety and Health Guidelines**. Each laboratory is responsible for providing safety training to all new members.
2. **Sandals and slippers are strictly prohibited** in laboratory areas. Lab coats must be worn during experiments, and all standard operating procedures (SOPs) must be followed.
3. **No eating, drinking, or smoking** is allowed in laboratory areas. Food and beverages must not be stored or brought into the lab.
4. Personal belongings must not be left in lab entrances, hallways, or public areas. Items should not be stacked too high to prevent the risk of falling and injury.
5. Emergency reporting procedures for lab-related incidents must be **posted at lab entrances and exits**.
6. **Untrained personnel are not allowed to conduct experiments alone**. Experiments must be conducted under the supervision of qualified individuals.
7. The last person to leave the lab must ensure that all instruments, equipment, electrical power, and water sources are properly shut off before leaving.
8. Emergency contact information for each lab must be posted in shared laboratory spaces. In case of equipment failure or emergency, contact the designated emergency contact before taking further action.
9. Laboratory waste must be properly **sorted and disposed of** according to university regulations on general lab waste, infectious waste, and chemical waste.
10. **Biological laboratories** must comply with biosafety regulations according to the risk level of the pathogenic microorganisms used.

## 11. Chemical Safety

- (1) All chemical substances must be properly labeled according to hazard communication regulations and stored based on their hazard class or compatibility.
- (2) **Volatile chemicals** must be handled in a fume hood and stored in ventilated chemical cabinets. Waste liquids should be collected in designated waste containers stored beneath the fume hood.
- (3) When transporting chemicals or laboratory equipment, follow **proper handling procedures**. Do not lift heavy items with one hand only.
- (4) **Toxic chemicals** must be kept locked at all times. Each use must be logged, and monthly usage must be reported as required.

## 12. Electrical Safety

- (1) Do not operate electrical switches with wet hands. In wet environments or where both water and electricity are used, **install ground fault circuit interrupters (GFCIs)** and ensure proper grounding.
- (2) Power cords and extension cables must not be placed in walkways, to avoid damage to insulation and risk of short circuits. Only certified extension cords with **metal casing and overload protection** are allowed.
- (3) Do not daisy-chain or split outlets when insufficient power sockets are available, as this may cause **overloading or poor electrical contact**.
- (4) Power outlets must be securely fixed and clearly labeled with voltage and circuit information.

### 13. Noise Hazard Prevention

- (1) Avoid loud talking or noise disturbances in the laboratory.
- (2) Equipment that generates loud noise (e.g., ultrasonic cleaners) must be used only during permitted time slots, in accordance with lab regulations.

### 14. Laboratory Cleanliness and Organization

Each lab must assign personnel on a rotating basis to keep the laboratory area and its surroundings **clean and organized**.

### 15. Emergency Response

- (1) Be familiar with emergency contact numbers, **evacuation routes**, and the locations and proper use of **fire extinguishers, first aid kits, emergency showers/eyewash stations, and Material Safety Data Sheets**.
- (2) In the event of an alarm, **immediately shut off all water, electricity, gas, and compressed gases**, then evacuate the laboratory promptly.



# **Department of Nutrition Cell Culture Room Management Regulations**

Approved at the 4th Department Meeting of the 1st Semester, Academic Year 2020, November 13, 2020

## **I. Introduction**

The Cell Culture Room is primarily designated for cell culture activities. The main equipment includes a biosafety cabinet and CO<sub>2</sub> incubators. Additional instruments available in the culture room include (fluorescence) microscopes, centrifuges, shakers, CO<sub>2</sub> gas cylinders, and water baths, which are accessible to students and members of the department.

## **II. Usage Principles and Precautions**

1. Each laboratory is responsible for managing its own incubators and biosafety cabinets.
2. Emergency contact numbers for each laboratory must be posted inside the cell culture room. In case of equipment malfunction or issues, contact the emergency contact person before proceeding with further actions.
3. Eating and drinking are strictly prohibited inside the culture room.
4. Avoid opening both doors simultaneously when entering or exiting the cell culture room.
5. Laboratories must clean and properly dispose of their garbage, plastic consumables, and liquid waste (including suction pump waste bottles) to maintain a clean shared environment. Biological waste must be handled according to standard procedures.
6. After using floor-standing centrifuges, cell counters, or fluorescence microscopes, users must fill out the instrument usage log and accurately record the usage status.
7. Turn off the microscope light after each use to prolong the equipment's lifespan.
8. Register prior to using the fluorescence microscope in the dark room; turn off the fluorescence light 15 minutes after use.
9. When not in use, centrifuge lids (especially those with temperature control) must be closed. The last user of the day must turn off the centrifuge and leave the lid open to prevent mold growth inside.
10. Water bath water levels must be checked regularly. If the water level is below the thermostat sensor, replenish water before use.
11. If any abnormalities occur during instrument use, immediately stop operation, record the issue in the usage log, and notify the manager.
12. Biological contamination must be strictly avoided during operations. Maintain good laboratory practices and keep the environment clean to prevent inconvenience to others.
13. Consumables must be supplied by individual users and should not be borrowed without permission.
14. Each laboratory is responsible for replacing and sharing costs for its CO<sub>2</sub> gas cylinders.
15. Shoes must be removed upon entering the cell culture room and placed neatly on the shoe rack outside. Laboratories should provide their own slippers and store them on their designated shoe rack. Items placed elsewhere without labeling will be discarded without exception. This rule does not limit the number of personnel allowed inside the cell culture room.
16. Maintenance costs for microscopes (e.g., bulb or lens replacement) will be shared 50% by the department and 50% by the users.
17. The last person leaving the cell culture room must turn off the lights before exiting.
18. Laboratories will rotate weekly to clean the cell culture room. The cleaning schedule will be drawn by lot, posted in the room, and the responsible persons must sign after completing their duties.

**Duties of the Weekly Cleaning Person:**

- (1) Replace water in the water bath (RO water) once a week and add antifungal agents. Frequency may be adjusted based on usage.**
- (2) Wipe shared laboratory benches with alcohol.**
- (3) Sweep and mop floors using a dust cloth and diluted bleach solution.**
- (4) Keep desks clean at all times.**

# Regulations and Online Resources for Graduate Students

## 1. Regulation Database Search:

- **China Medical University Regulation Database → Office of Graduate Student Affairs Section:**  
[https://www.cmu.edu.tw/statute/statute\\_list.php?class=2&dept=2F](https://www.cmu.edu.tw/statute/statute_list.php?class=2&dept=2F)
  - CMU Student English Proficiency Certification Implementation Regulations
  - CMU Graduate Degree Conferment and Degree Examination Regulations
  - CMU Graduate Student Scholarship Implementation Details
  - CMU Guidelines for Advisors Supervising Graduate Students
  - CMU Outstanding Graduate Student Admission Award Regulations
- **China Medical University Regulation Database → Administrative Units → Office of Research and Development:**  
[http://www.cmu.edu.tw/statute/statute\\_list.php?class=2&dept=25](http://www.cmu.edu.tw/statute/statute_list.php?class=2&dept=25)

CMU Student Journal Paper Award Guidelines

- **China Medical University Regulation Database → Academic Units → Department of Nutrition:**  
[https://www.cmu.edu.tw/statute/statute\\_list.php?class=E&dept=EC](https://www.cmu.edu.tw/statute/statute_list.php?class=E&dept=EC)

## 2. Related Forms Download:

- **Access Path: China Medical University → Academic Units → College of Health Care → Department of Nutrition → Student Section → Graduate Institute**

<https://cmuntt.cmu.edu.tw/page/48>

## 3. Office of Graduate Student Affairs

- **Degree Examination**

**Regulations on the Conferment of Graduate Degrees and Degree Examinations at China Medical University** [http://www.cmu.edu.tw/statute/statute\\_detail.php?sn=59](http://www.cmu.edu.tw/statute/statute_detail.php?sn=59)

### Online Application Process for Graduate Degree Examination

Application Path:

Campus Portal → Student Information System → Applications → Degree Examination Application

Thesis Printing Format and Section Order:

Please refer to the Office of Graduate Student Affairs website for details: <https://gsa.cmu.edu.tw/>

**4. Environmental Safety and Health Office Website** <http://cesh.cmu.edu.tw/>

Please visit the website to check the schedule and information on laboratory safety and health training courses.

**5. Academic Conference in the Graduate Institute of Nutrition**

1. Graduate students are required to attend academic lectures and seminars organized by the institute.
2. Graduate students are also obligated to assist in organizing these academic events.