

全球衛生暨發展學程田野研究作業流程

Master Program in Global Health and Development

“Field Study in Global Health” Course SOP

田野研究課開課時間：二年級上學期

Field Study course will be given in the first semester of second year

學分數：2 學分

Credits: 2

重要事項 Important items	相關規定與說明 Related rules and explanations
徵得「安排老師」同意 Obtain “teacher coordinator” agreement	1. 學生須先徵得本系專任老師同意擔任「安排老師」，並於開課當學期第一階段選課截止前繳交「安排老師同意書」至學程辦公室。 1. Students must first find a full-time faculty member from the Program who agrees to be their “teacher coordinator”. Then, students must turn in the “Teacher Coordinator Agreement Form” to the Program office before the deadline for the first phase of course selection in the semester in which the course is held. 2. 未繳交者，主授老師有權強制退選。 2. If students do not turn in the form, the professor for the course has the right to forcefully withdraw the course for the students. 3. 學生於離境 1 個月前應填具「境外研修簽報表」及「境外研修名冊」(附件)，並由教務處註冊組審核通過 3. Students must complete the attached “TMU Study Abroad Application Form” & “Study Abroad Name List”, and been approved by the Office of Academic Affairs One month before departure. 4. 學生境外研修結束後 2 週內，應填具「學生境外研修科目學分認定對照表」(附件)，並檢附修習全部科目及學分成績單正本，經安排老師進行學分認定及學程主任審核，並送教務處登錄。 4. Students must complete the attached “Taipei Medical University Study Abroad Credit Hour Form” and submit the form with related transcripts to the teacher coordinator and program director for verification, and then submit the form to the Office of Academic Affairs within two weeks after completion of study abroad programs.
田野研究時數規定 Field study hours requirement	田野研究以 8 週 (40 天, 320 小時) 為準，可分開於國內、外不同單位進行 Field study should last for eight weeks (40 days, 320 hours) and can be separated between different organizations locally and abroad
田野研究時程規定 Field study schedule requirement	學生可於修課前之寒、暑假或修課當學期間進行田野研究，但基於報告繳交期限，學生須在開學 16 週內完成田野研究。 Students can undergo their field study during the winter or summer breaks prior to the course or during the semester when course is ongoing, but must be completed within 16 weeks of school starting.

<p>田野研究報告 Field study report</p>	<p>1. 田野研究完成兩週內繳交書面心得報告。 1. The hardcopy of the field study report must be turned in within two weeks after completion of field study.</p> <p>2. 學程將於期末舉行小型發表會，由學生上台分享學習經驗。 2. The Program will hold a small conference at the end of the semester where students can share their experiences during the field study with others.</p>
<p>評分標準 Grading Standard</p>	<p>安排老師評量：25% Arranging teacher's evaluation: 25%</p> <p>田野研究單位考評：50% Organization's evaluation: 50%</p> <p>主授老師評估書面、口頭報告表現：25% Course professor's evaluation on written and oral reports: 25%</p>

Taipei Medical University

Study Abroad Guidelines

1. Taipei Medical University proposes the following guidelines based on the regulations of the Ministry of Education of Taiwan and TMU for students to study abroad. Study abroad includes universities in the People's Republic of China (PRC).
2. The guidelines below are applicable to dual degrees, credits, research and internships.
3. Students' schools or graduate institutes should review the student's research schedule and subject credit hours, etc. Students must complete the attached TMU Study Abroad Application Form one month before departure and turn it in to the Department of Academic Affairs. If there are any changes or cancellations to students' schedules, the changes must be updated accordingly.
4. Graduate students must provide proof of completion of all required (core) courses at TMU. Graduate students must also provide letters or invitations from advisors abroad. Students should submit documents to their schools or graduate institutes first, then to the Department of Academic Affairs and other related departments.
5. The maximum duration of all study abroad programs is one year (students pursuing dual degrees should refer to additional TMU regulations on dual degrees). Students who wish to extend their study abroad time period should consult their school or graduate institute. Students must not unnecessarily prolong their degree studies due to study abroad programs.
6. Students may apply for a leave of absence for their study abroad programs. However, subjects, credits and grades obtained during leave of absence will not be counted as credits. Students who do not wish to apply for leave of absence should follow normal procedures and complete registration.
7. After completion of study abroad programs, students must complete the Taipei Medical University Study Abroad Credit Hour Form and submit this form and related transcripts (original copies, not photocopies) to the student's school or graduate institute for verification, and then submit this to the Department of Academic Affairs. Students who went abroad for research purposes should obtain proof of this from their advisors abroad.
8. The subjects, credit hours and grades obtained during study abroad programs should be recorded on TMU transcripts and will be included in calculating the student's final average grade. Required (core) courses grades below the minimum passing grades for TMU will not be counted as required (core) credits, but may be counted towards elective credits.
9. For more information regarding study abroad programs, please refer to the regulations of the Ministry of Education and TMU.
10. The guidelines above have been approved by the Department of Academic Affairs. Any further changes to the guidelines must be approved by the Department of Academic Affairs.

臺北醫學大學學生境外研修簽報表

Taipei Medical University Study Abroad Application Form

系所學位學程填寫欄

簽報日期： 年 月 日

Date: (year/month/day):

系所 School/ Graduate Institute 學位學程 Degree Study		組別 Division	
聯絡人 Contact Person		校內 聯絡電話 Tel(ext):	
應備文件 Documents	請自行檢核√，並依編號順序由上而下排列 Please check √ accordingly and list according to numbers <input type="checkbox"/> 1. 境外研修名冊 Name List of Study Abroad Programs <input type="checkbox"/> 2. 境外研修資格審查紀錄 Qualification Review for Study Abroad Programs		
行政老師 Advisor	主任 / 所長 Dean of School / Graduate Institute	院長 Head of Department	國際事務處 International Office
課務組 Curriculum Section	註冊組 Registrar Section	副教務長 Associate Dean of Academic Affairs	教務長 Dean of Academic Affairs

注意事項：

Remarks:

- 簽報前請務必詳閱本校「學生境外研修作業要點」。
Please refer to the Taipei Medical University Student Study Abroad Guidelines for details before registration.
- 請務必於學生赴境外研修前一個月，填妥簽報表提送相關單位及教務處備查。
Students must complete the attached TMU Study Abroad Application Form one month before the student's departure and turn it in to the Department of Academic Affairs.

臺北醫學大學學生境外研修名冊

Study Abroad Name List

姓名 Name	學號 Student ID Number	性別 Sex	前往國家 country of destination	前往學校 destination school	前往單位 destination program	研修類別 Training Category	研修時程 Training Duration (YYYY/MM/DD)	繳交學(雜)費 Tuition and Fees
						<input type="checkbox"/> 修讀雙學位 Dual Degree Program <input type="checkbox"/> 修習學分 Credit Hours <input type="checkbox"/> 見田野研究 Internship <input type="checkbox"/> 專題研究 Research	年 月 日 年 月 日	<input type="checkbox"/> 免繳 Fees Exempted <input type="checkbox"/> 繳交約 Fees Paid 元 NTD
						<input type="checkbox"/> 修讀雙學位 Dual Degree Program <input type="checkbox"/> 修習學分 Credit Hours <input type="checkbox"/> 見田野研究 Internship <input type="checkbox"/> 專題研究 Research	年 月 日 年 月 日	<input type="checkbox"/> 免繳 Fees Exempted <input type="checkbox"/> 繳交約 Fees Paid 元 NTD

臺北醫學大學學生境外研修科目學分認定對照表

Taipei Medical University Study Abroad Credit Hours

學生填寫欄 To be filled in by the student

申請日期： 年 月 日

Application Date: (YYYY/MM/DD)

學生姓名 (本欄須由學生親簽) Printed Name and Signature				學 號 Student ID Number							
系 所 School / Graduate Institute				年 級 Year							
學位學程 Degree											
聯絡電話 (C) Contact Number				(H) 境外研修學校系所 學位學程名稱 Study Abroad School/ Graduate Institute and Course Name							
本校開設科目 Subjects offered in TMU				境外修習及格科目 Study Abroad Subjects Passed				學系審查 Course Verification			教務處 審查 登錄 Verification of Academic Affairs Department
科目名稱 Subjects	必修 Required Subject	選修 Elective Subject	全年 Whole Year	學分 小計 Credit hour	全年 Whole Year	學分 小計 Credit hour	○ 列入畢業學分數 Credits	◇ 不列入畢業學分數 Non-credit courses	成績 (分數) Grades		
行政老師 Advisor		主任 / 所長 Dean of School / Graduate Institute		通識教育中心 Center for Liberal Arts		課務組 Curriculum Section		註冊組 Registrar Section			

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注意事項：
Remarks

1. 境外研修之國外及大陸地區大學院校以教育部認可名冊所列为限，並得以認定學分。
For credit hours, please refer to the list of international universities (including those in China) recognized by the Ministry of Education.
2. 境外研修之科目、學分及成績，均應登錄於歷年成績表，並計入畢業總平均成績計算；低於本校學分規定科目，不予認定為畢業學分，且均以選修科目登錄。
The subjects, credit hours and grades obtained during study abroad programs should be recorded on TMU transcripts and will be included in calculating the student's final average grade. Required (core) courses grades below the minimum passing grades for TMU will not be counted as required (core) credits, but may be counted toward elective credits.
3. 研修學分計算以十八小時計一學分；實驗、見田野研究以三十六至五十四小時計一學分為原則。
Eighteen hours of research is equivalent to one credit hour. Thirty-six to fifty-four hours of experiment and research is equivalent to one credit hour.