

Institute of Biophotonics
National Yang Ming Chiao Tung University
Ph. D. Student Progress Report Implementation Rules

Approved on June 4th, the 3rd faculty meeting in the 2nd semester of 2011 school year

1. For reviewing and investigating the progress, Ph. D. student should have progress report once per school year after the qualification exam was passed.
2. The application of progress report should be submitted two months in advance. The application deadline is 31st May for every school year. The committee members in principle are the same as the qualification exam. If the committee members are changed, the changing request should be submitted together with the progress report application with supervisor's signature.
3. The progress report record for every school year needs to be signed by the progress report chairman and then be sent to the chairman of Institute of Biophotonics for approval.
4. If the Ph. D. student has applied for the thesis defense and the application has been approved, the progress report of the current school year can be waived no matter the thesis defense passes or not.
5. According to the "National Yang Ming Chiao Tung University thesis oral examination and qualification examination fee payment standard", the progress report committee will receive the transportation fee, but not the oral exam fee. The standard transportation fee for committee members from out side of school is as bellow:

Area	Transportation fee (NTD)
Taipei, New Taipei, and Keelung city (not including Shiling and Beitou area)	400
Yilan, Hsinchu, and Miaoli city	600
Taichung, and Changhua city	800
Nantou, and Hualien city	900
Yunlin, Chiayi, and Taitung city	1,200
Tainan city	1,500
Kaohsiung city	1,700
Pingtung city	1,800

If the transportation vehicle is high speed rail or airplane, the reimbursement amount is according to the ticket. The student needs to pay the transportation fee first and then applies for the reimbursement from BPS office. It will be paid from institute consumable budget.

6. This rule has been passed by the Institute of Biophotonic faculty meeting, and followed the administration process to obtain the Dean of Academy Affairs' approval for implimentation. The editing and correction of the rule will also follow the same process.

Annex 1

National Yang Ming Chiao Tung University,

Institute of Biophotonics

Ph. D. Student Progress Report Application Form

_____ school year

Name		Student ID	
Class	Ph. D.	Grade	
Thisis title (tentative)			
Supervisor			
Date			

Committee	Title	Organization	Same as qualification exam	Reason for changing
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	
			<input type="checkbox"/> Y <input type="checkbox"/> N	

Supervisor : _____

Annex 2

**National Yang Ming Chiao Tung University, Institute of Biophotonics
Ph. D. Student Progress Report Record Over the Years**

(This document needs to be kept well)

Name		Student ID	
This title (tentative)			
Supervisor			
School year passed the qualification exam	_____school_____semester		

School year for progress report	Pass or not	Chairman signature

Supervisor : _____ Chairman of BPS : _____

School year for progress report	Pass or not	Chairman signature

Supervisor : _____ Chairman of BPS : _____

School year for progress report	Pass or not	Chairman signature

Supervisor : _____ Chairman of BPS : _____

Annex 3

National Yang Ming Chiao Tung University,
Institute of Biophotonics

Ph. D. Student Progress Report Sign-In Form

Name : (Student ID :)

Ph. D. _____ grade

Supervisor :

Report date : (Y/M/D)

Committee member (sign):
