




PhD Student Representative Handbook

Global Health Program

College of Public Health, National Taiwan University

Record of Handbook revisions

Updated on: (YYYY/MM/DD)	Revised by: (Name of PhD Student Rep.)	Endorsed by: (GHP Stamp)
<p>2026/05/12 114 學年度第 11 次學程會議 2025-2026 Academic Year 11th GHP Meeting</p>	<p>Chee Yong Sin (Jason)</p>	

1. Background / Overview

- 1.1 The PhD Student Representative (hereinafter student representative) represents the interests of current PhD students, supports clear communication among students, faculty, and staff, and helps build a strong student community through coordination and collaboration.
- 1.2 The student representative takes up the role out of goodwill and faith in service of the faculty and student cohort, and no monetary incentives or compensation in any form are attached to the undertaking.
- 1.3 This handbook outlines the eligibility criteria, term & duration of appointment, the appointment process, scope, role, and responsibilities of the student representative in the Global Health Program (GHP) at the College of Public Health (CPH), National Taiwan University (NTU).
- 1.4 The student representative will use this handbook to:
 - A. Understand the scope, role, and responsibility of the appointment;
 - B. Prepare for meetings and report back to students in consistent way;
 - C. Raise relevant issues with clear evidence and track decisions;
 - D. Connect students to program and University support resources;
 - E. Facilitate the student representative appointment process;
 - F. Conduct handover to the new representative in an open and transparent manner.

- 1.5 Serving as a student representative has benefits such as:
- A. Personal growth because it builds leadership, better communication, and conflict handling skills through discussions and cases;
 - B. Practical impact because you turn student concerns into actions;
 - C. Motivation to contribute because you gain a clear purpose and visible service outcomes that provide stronger civic skills; and
 - D. Community building because you strengthen two-way communication and trust between the students and faculty members.

2. Eligibility

- 2.1 Students in their **second academic year (Year 2)** of the GHP PhD program are eligible to take on the role of student representative.
- 2.2 In the scenario that there are zero Year 2 students in the cohort, PhD students / candidates in their third academic year (Year 3) onwards may be approached for the role.
- 2.3 Students in Year 3 onwards must be aware that the student representative must attend GHP meetings in-person (virtual or online participation is not permissible), before deciding to volunteer for the role.

2.4 PhD students in their first academic year (Year 1) are new to NTU and Taiwan and require time to acclimatize and settle down. Hence, they are exempted from taking up the role of student representative.

3. Term & Duration of Appointment

3.1 The student representative will serve for a total duration of one academic year, i.e. two semesters (Fall and Spring semesters).

3.2 Appointment will commence at the start of the Fall semester until the end of the Spring semester.

3.3 During the appointment term, the incumbent student representative can look for a replacement within the Year 2 student cohort. However, this has to be conducted amicably between all parties and the replacement student representative is agreeable to take over the role.

4. Appointment Process

4.1 The new student representative is selected and appointed via a survey process (see Appendix A for visual diagram).

4.2 New Student Representative Survey

- 4.2.1 After the mid-term of Spring semester, the “New PhD Student Rep. Survey form” (see Appendix B) is disseminated to all eligible PhD students who are in their Year 1 - Spring semester and are expected to enter their second academic year (Year 2) in the following Fall semester.
- 4.2.2 Eligible PhD students have 2 weeks to complete and submit the forms back to the incumbent student representative, who will process the responses.
- 4.2.3 Non-submission will count as a “No” response.
- 4.2.4 Depending on the responses, the following scenarios and course of actions (see Table 1) may arise.
- 4.2.5 When Scenario A or B occurs, the new student representative is successfully selected.

Table 1: Table of possible scenarios & courses of actions

Scenario	Description	Course of Action
A	Only 1 student indicated interest in becoming the student representative.	The student is immediately accepted as the new student representative.
B	More than 1 student indicated interest in becoming the student representative.	The incumbent student representative will discuss with interested parties to determine the new student representative.
C	No student indicated interest in becoming the student representative.	Proceed to announcement and re-survey.

4.3 Re-Survey

4.3.1 When Scenario C occurs (see Table 1), the result of no volunteers for new student representative will be announced and a re-survey will be conducted.

4.3.2 A re-survey form utilizing the “New PhD Student Rep. Survey form” (see Appendix B) will be disseminated again to all eligible PhD students and 1 week is given for response submission.

4.3.3 When scenarios A or B (see Table 1) occur, a new student representative is selected.

4.3.4 If there are still no students interested in becoming the student representative, then the PhD cohort will relinquish the right for a student to attend the GHP meetings for one academic year until the next student representative appointment cycle.

4.3.5 If there is no student representative for an academic year and the student representative appointment cycle has arrived, the previous / last student representative who held the appointment will conduct the appointment process (section 4).

4.4 The name of the new student representative will be announced at the **second-last** or **last** GHP meeting of the semester.

5. Handover between incoming and outgoing student representatives

- 5.1 It is recommended that both the incoming and outgoing student representatives find time to conduct the handover, preferably before the first GHP meeting of the Fall semester.
- 5.2 The outgoing student representative will brief and hand over current / outstanding matters together with all necessary documents or files needed to fulfill the duties, to the incoming student representative.
- 5.3 Both the incoming and outgoing student representatives will attend the first GHP meeting of the Fall semester to officiate the handover , allowing it to be recorded in the minutes of the GHP meeting.

6. Scope, Role, and Responsibilities

6.1 Scope

- 6.1.1 The student representative will cover PhD student issues tied to the GHP, including communication, academic processes, program policies, and student experience. The student representative raises themes and patterns to faculty members and program staff, shares official updates with students, and monitors progress on agreed actions.
- 6.1.2 The student representative may be involved in program decisions and will participate in votes if needed, handle individual disputes, or provide counseling and emergency support. If a vote by student representatives is needed, the

Master's and Doctoral student representatives will be counted together as one vote. For sensitive and urgent cases, the student representative will assist affected students to connect with appropriate University offices or services.

6.2 Role

6.2.1 The student representative will represent the current PhD students at program or College level discussions.

6.2.2 The student representative will serve as the communication link between students, faculty members and program staff, supporting a connected PhD student community. This includes advocating for student interests in policy development, facilitating information dissemination, and organizing initiatives that enhance the overall experience at CPH, NTU¹.

6.3 Responsibilities

6.3.1 The student representative performs the duties listed below:

- a. Attend the monthly GHP meetings and participate in votes if needed;
- b. Share key updates with PhD students;
- c. Collect questions, concerns, and suggestions from PhD students and raise them with the appropriate faculty or staff member;
- d. Announce matters related to deadlines, funding, administrative, academic, or social events, etc.;

¹ Lee, S. (2017). Peer Support for International Doctoral Students in Managing Supervision Relationships. *Journal of International Students*, 7(4), 1096. <https://doi.org/10.32674/jis.v7i4.194>

- e. Support the college in coordinating PhD student activities such as orientations or social events;
- f. Support current and incoming PhD students by assisting them with searching and connecting to relevant resources;
- g. Communicate with other student representatives and/or student groups when needed;
- h. Facilitate the appointment process of new PhD student representative;
- i. Maintain the GHP PhD Student Representative Handbook;
- j. Any other necessary duties that may arise or be requested by the CPH and/or GHP faculty.

6.4 Information disclosure

6.4.1 The student representative is in the privileged position of coming into contact with confidential or sensitive information, either at the faculty or student cohort level. Hence, the student representative is obligated to handle and/or disclose information appropriately, adhering to information disclosure or privacy rules and regulations.

6.4.2 When in doubt, the student representative may consult with GHP Admin staff for clarity.

7. **Maintenance of Handbook**

7.1 This handbook is maintained by the student representative and revisions can

be made to adapt to evolving circumstances.

- 7.2 When revisions are made, they are recorded in the section, ***Record of Handbook revisions.***
- 7.3 In the spirit of openness, fairness and transparency, all PhD students should have the opportunity to review the proposed revisions.
- 7.4 A timeframe of 2 weeks for PhD students to review the proposed revisions is suggested (unless otherwise advised) to avoid unnecessary burden on all students.
- 7.5 When a majority consensus is reached, or there are no further comments / feedback from the student cohort, the student representative can then circulate the revised handbook to faculty and staff members for viewing and endorsement.

8. Well-being of PhD Student Representative

- 8.1 Taking on additional responsibilities in service of others is both a rewarding and challenging experience. Hence, to ensure that GHP faculty and staff are aware of the student representative's well-being, an End-of-Semester PhD Student Representative survey will be conducted.
- 8.2 After the end of every semester, the student representative will complete the "EoS PhD Student Rep Survey Form" (see Appendix C).

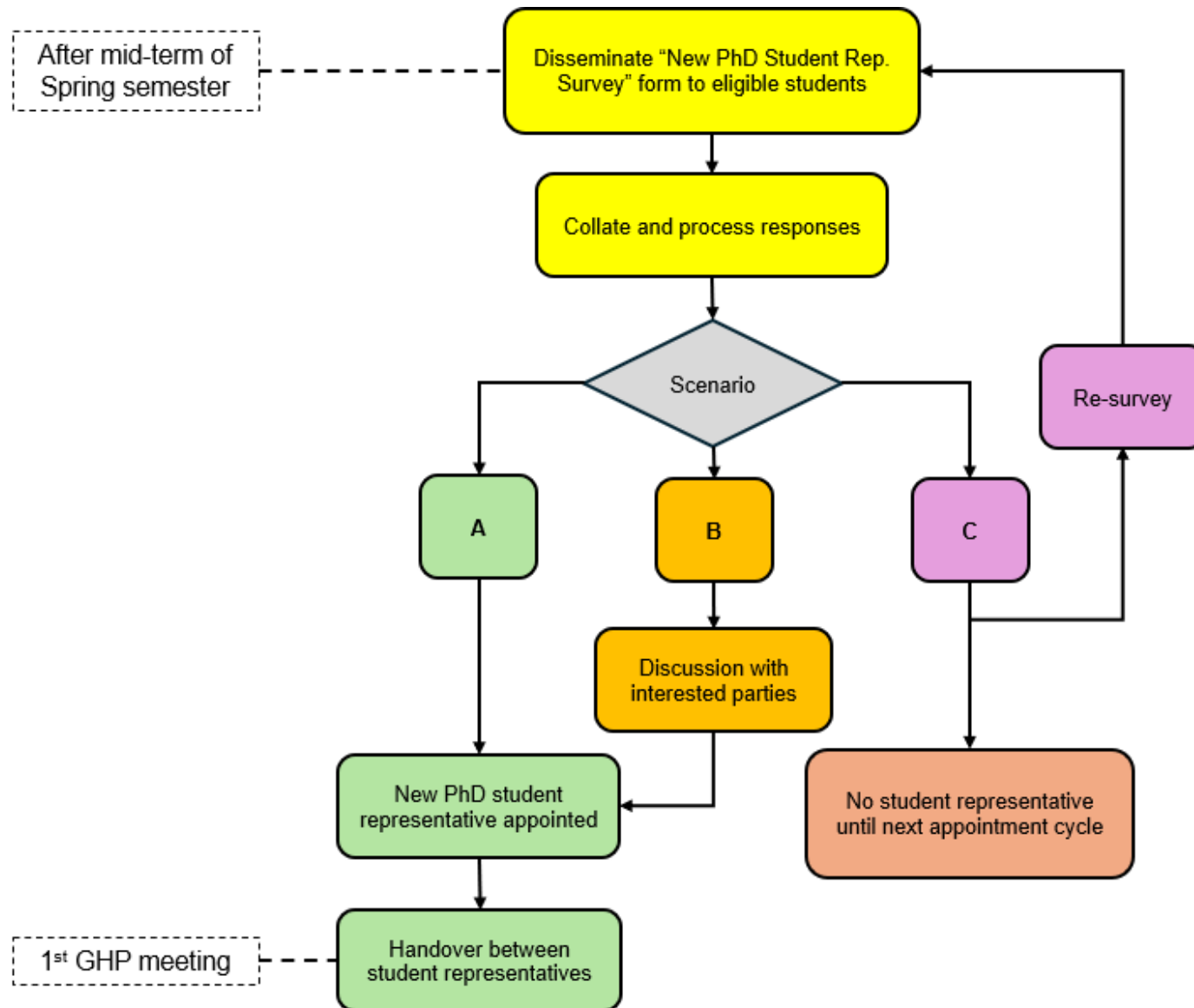
- 8.3 The student representative will collate and present the information at the first GHP meeting of each semester, updating members of the meeting.
- 8.4 The student representative is encouraged to consult with faculty or staff members when faced with issues that are more challenging to address.

9. Other Matters

- 9.1 All data or information collected during the appointment term, e.g. results of “EoS PhD Student Rep Survey Form” or “New PhD Student Rep Survey Form”, can be filed with GHP Admin staff for record and safekeeping. This facilitates good data collection & storage practices, ensuring continuity and sustainability for GHP in NTU.
- 9.2 A summary of the key timeframes and events are included in Appendix D.

**Appendix A -
Visual Diagram of Appointment Flow**

Visual diagram of appointment flow



Appendix B -

New PhD Student Representative Survey Form

Overview

As outlined in the Handbook, the process of appointing a new PhD student representative will commence after the mid-term of the Spring semester.

The incumbent student representative will disseminate the survey form to the Year 1 PhD student cohort to gather their interest in taking up the appointment in Year 2.

Data Collection & Storage

It is highly recommended that this form is implemented using Google Forms or any other form software application to enhance data collection and processing. The information gathered from the survey is to be displayed at the second-last or last GHP meeting of the semester. For example, the survey is conducted at mid-term of Spring 2000 semester; results to be displayed in the second-last or last GHP meeting of Spring 2000 semester. A copy of the data collected can be stored with GHP Administrative staff for record-safekeeping.

Survey Form Questions

Instructions:

- All questions are set as **compulsory**.
- A **Nil** response is required if there is no desired input.

Q/no.	Question / Statement	Answer Type
1.	Please enter your name:	Short
2.	Please enter your NTU Student email address:	Short
3.	Please indicate your interest in being the new PhD Student Rep.: <ul style="list-style-type: none">• Yes• No	Yes / No
4.	Please share any other comments / feedback:	Long

Appendix C -

End-of-Semester PhD Student Representative Survey Form

Overview

This survey form is used to gather the experience, suggestions and comments / feedback from the incumbent PhD Student Representative at the end of the semester. The input collected may be used to address issues and/or inform changes to existing systems or processes.

Data Collection & Storage

It is highly recommended that this form is implemented using Google Forms or any other form software application to enhance data collection and processing. The information gathered from the survey is to be displayed at the first GHP meeting in the next semester. For example, the survey is conducted at the end of Fall 2000 semester; information is to be displayed in the first GHP meeting of the Spring 2001 semester.

A copy of the data collected can be stored with GHP Administrative staff for record-safekeeping.

Survey Form Questions

Instructions:

- All questions are set as **compulsory**.
- A **Nil** response is required if there is no desired input.

Q/no.	Question / Statement	Answer Type
1.	Please enter your name:	Short
2.	Please enter your NTU student email address:	Short
3.	Please rate your experience as Student Rep. during the semester: 1. Very Bad 2. Bad 3. Average 4. Good 5. Very Good	Likert scale
4.	Please share what went well during your term as Student Rep:	Long
5.	Please suggest areas for improvement during your term as Student Rep:	Long
6.	Please share any other comments / feedback:	Long

**Appendix D -
Summary of key events**

Summary table of key events

Timeframe	Event
Start of Fall semester	<ul style="list-style-type: none"> ● Incoming PhD Student representative takes up appointment.
1st GHP meeting of Fall semester	<ul style="list-style-type: none"> ● Both outgoing and incoming student representatives attend to officiate hand over. ● Student representative presents “EoS PhD Student Rep survey” data.
After end of Fall semester	<ul style="list-style-type: none"> ● Student representative completes “EoS PhD Student Rep Survey Form” (Appendix C).
1st GHP meeting of Spring semester	<ul style="list-style-type: none"> ● Student representative presents “EoS PhD Student Rep survey” data.
After mid-term of Spring semester	<ul style="list-style-type: none"> ● Student representative conducts “New PhD Student Rep” survey (Appendix B).
Before end of Spring semester	<ul style="list-style-type: none"> ● New PhD student representative announced.
After end of Spring semester	<ul style="list-style-type: none"> ● Outgoing student representative completes “EoS PhD Student Rep Survey Form” (Appendix C).