

NTUST Guidelines for the Interaction between Thesis Advisors and Graduate Students

Passed at the 174th Academic Affairs Meeting (26 Dec 2014)

Passed at the 192nd Academic Affairs Meeting (26 Jun 2018)

Passed at the 195th Academic Affairs Meeting (26 Mar 2019)

Article 1 The purpose of these guidelines is to regulate the interaction between thesis advisors and their graduate students.

Article 2 Graduate students must select a thesis advisor before the deadline set by their department (graduate institute) and obtain a signed agreement form from the thesis advisor, which must be handed in to and registered by the department (graduate institute). Graduate students may also have co-advisors in addition to the main thesis advisor. The thesis advisor must be a full-time faculty member in NTUST, while the co-advisors may be scholars or experts.

Article 3 If graduate students want to change their thesis advisors, or the thesis advisors are no longer able to continue to advise their graduate students, the graduate students should fill out and submit the relevant application form. The requested change in thesis advisor will go into effect immediately upon approval by the chairperson of the department (graduate institute).

The aforementioned application form, which is to be designed by each department (graduate institute), must include the following items:

- i. A declaration stating “the research results obtained under a research project supervised by the original advisor cannot be used as the main topic of the thesis without the written consent of the original advisor.”
- ii. With the consent of the original advisor, an agreement can be signed as to whether the right to publish the research results belongs to both parties or to only one of them.
- iii. Signature of the new thesis advisor, indicating willingness to advise the graduate student..

After approval by the chairperson of the department (graduate institute), the original copy of the aforementioned application form should be kept in the department (graduate institute) office, and two photocopies should be kept by the original thesis advisor and the

graduate student. If the graduate student has more than one advisor, and wants to end the advisor relationship with only one of the advisors, the “signature of the new thesis advisor” is not necessary.

When the original thesis advisor doesn't agree with the graduate student's application to change to another thesis advisor, the department (graduate institute) should hold a mediation meeting to resolve the problem.

- Article 4 When it is the thesis advisor who takes the initiative to end the advisor relationship, he/she must notify the department (graduate institute) in writing. The department must then inform the graduate student to follow the procedures outlined in Article 3 to arrange for another professor to serve as thesis advisor. The graduate student also has the right to ask the department (graduate institute) to investigate the reason why the professor has ended the thesis advisor relationship so as to protect the student's rights.
- Article 5 If a graduate student has two or more thesis advisors, Article 3 to Article 4 of the above guidelines apply to all of the thesis advisors of that graduate student.
- Article 6 The chairperson of the department (graduate institute) should provide necessary help to the graduate students who are unable to find thesis advisors.
- Article 7 If any graduate student has not followed these guidelines when changing their thesis advisors, their degree thesis defense examination results will not be recognized.
- Article 8 These guidelines will go into effect after passage by a meeting of the Academic Affairs Council. The same will be true of any subsequent amendments.