

國立中央大學論文指導教授與研究生互動準則

NCU Principles for Interaction Between Thesis Advisors and Thesis Advisees

Approved by the Academic Affairs Committee on June 24, 2015

Article One

These principles (hereafter referred to as the Principles) were stipulated to regulate the interaction between thesis advisors and their advisees.

Article Two

Graduate students should choose their thesis advisor and register the choice at the office of their department (graduate institute, division, professional program, or degree program) by submitting the hard copy of the “Thesis Advisor’s Agreement” within a period designated by the department (graduate institute, division, professional program, or degree program). A student’s spouse, relatives within three degrees of consanguinity, or in-laws must not be the student’s thesis advisor.

Article Three

The head of the department (graduate institute, division, professional program, or degree program) should offer assistance when a graduate student cannot find a thesis advisor or when a thesis advisor can no longer guide any of his or her advisees. Before the said student finds another advisor, the head of the department (graduate institute, division, professional program, or degree program) should serve as his or her temporary thesis advisor.

Article Four

When a graduate student wishes to change his or her thesis advisor, the following documents are required for a meeting of the student’s department (graduate institute, division, professional program, or degree program) to verify the case or for the department (graduate institute, division, professional program, or degree program) to cope with the case according to relevant rules and procedures of the department (graduate institute, division, professional program, or degree program). After the head of the department (graduate institute, division, professional program, or degree program)

approves and stamps on the student's application form, the application will then come into effect.

- A. Graduate Student's Declaration: Issued by each department (graduate institute, division, professional program, or degree program), the declaration should include the responsibilities that a student must bear, confirm whether the ex-advisor agrees to let the student use the content and result of their collaborated research as the main body of the student's thesis, and regulate the student's obligation to keep confidential the research results, technical secrets and relevant information that were created by NCU or invented by any inventor but is known, can be known, or is possessed by the student.
- B. With the former advisor's consent, one of the following two agreements should be signed: "Both Parties Can Jointly Publish Their Previous Collaborated Research Results" and "The Rights to Publish the Previous Collaborated Research Results Belong to One of the Two Parties."
- C. A hard copy of the "Thesis Advisor's Agreement" from the new thesis advisor.

Three countersigned original copies of each of the above-mentioned documents should be prepared—one for the ex-advisor, one for the department (graduate institute, division, professional program, or degree program) office, and another one for the graduate student to keep.

Section C is not applicable if a graduate student having two thesis advisors applies for terminating the advisee-advisor relation with only one of them.

Article Five

If a thesis advisor applies for ceasing the advisee-advisor relation for any reason, he or she should submit written documents to the department (graduate institute, division, professional program, or degree program) and notify his or her advisee. After receiving the notification, the advisee may file a demurrer in written form to the department (graduate institute, division, professional program, or degree program) within the period designated by the department (graduate institute, division, professional program, or degree program).

After the department (graduate institute, division, professional program, or degree program) receives the declaration of demurrals, the director of the department (graduate institute, division, professional program, or degree program) should convene a meeting within ten days to help the professor and the graduate student solve problems. Written minutes of the meeting should be made.

After the advisee-advisor relation ceases, the department (graduate institute, division, professional program, or degree program) should help the graduate student look for a new thesis advisor. The graduate student should submit the documents mentioned in Section A and B of Article Four and run the procedure per Section B of Article Four.

Article Six

Ten days prior to the thesis defense, the graduate student who has changed an advisor should submit one copy of his or her thesis to the former thesis advisor through the department (graduate institute, division, professional program, or degree program) office. If there is any controversy related to the Graduate Student's Declaration, the ex-advisor should appeal to the department (graduate institute, division, professional program, or degree program) five days prior to the thesis defense. After the appeal is made, the thesis defense should be put on hold. The department (graduate institute, division, professional program, or degree program) should convene meetings to give a ruling within a month.

Article Seven

Graduate students who complete their minimal duration of study and consider themselves, by the requirements of their department (graduate institute, division, professional program, or degree program), qualified to apply for the degree examination yet fail to earn their advisors' approval for having the examination may appeal to their department (graduate institute, division, professional program, or degree program). After the appeal is made, the department (graduate institute, division, professional program, or degree program) should process the appeal by the procedures stipulated by itself and inform the said students of the result with a written notification in a month.

Article Eight

Graduate students who regard the result given per the Principles as harmful to their rights may appeal to the Student Grievance Committee of NCU within twenty days after the date of receiving the written notification from the department (graduate institute, division, professional program, or degree program).

Article Nine

If any graduate student changes his or her thesis advisor without following the Principles, NCU will not recognize the graduate student's grade for the thesis defense.

Article Ten

The Principles should enter into force upon approval by the Academic Affairs Committee. The same procedure applies to any amendment to the Principles.