

# Relationship between the thesis advisor and graduate students in the Department of Chemical Engineering at National Taiwan University

established 93.12.29

revised 101.08.15

Article 1. These procedures are formulated in accordance with the "Guidelines for Interaction between Dissertation Supervisors and Graduate Students" of NTU.

Article 2. Graduate students should select a thesis or dissertation advisor (hereinafter referred to as the advisor) within the time limit specified by the department, and register with the department office with the written consent of the advisor. The spouse of a graduate student or a blood relative or in-law within the third degree shall not serve as their advisor.

Article 3. The chair of the department shall provide necessary assistance when graduate students cannot find an advisor or the advisor cannot continue to instruct due to illness, resignation, going abroad, or passing away.

Article 4. If a graduate student wants to change their advisor, they must prepare the following written documents and submit them to the department chair for approval. If there is no violation of the department's relevant regulations, the change will automatically take effect after ten days.

(1) The graduate student's statement that "the results of the research project guided by the original advisor will not be used as the main body of the dissertation without the written consent of the original advisor."

(2) With the consent of the original advisor, a signed agreement that "the two parties may jointly publish the results of the original research project" or "the right to publish the results of the original research project is owned by one of them."

(3) The written consent of the new advisor.

The documents mentioned in the preceding paragraph must be provided in triplicate (three originals). After being checked by the department head, one copy is given to the original advisor, one copy to the department office, and one copy to the graduate student to keep. If a graduate student has two or more advisors and only wants to terminate the advisory relationship with one of the professors, the third document is not necessary.

Article 5: Graduate students who have changed advisors should send a copy of their thesis to the original advisor for written approval ten days before the oral examination of their dissertation. In the event of a dispute related to the thesis content, the original advisory professor will appeal to the department five days before the oral examination. After the appeal is filed, the oral examination will be suspended; the department will make a decision within one month.

Article 6. If a graduate student has two or more advisors, the "advisor" mentioned in Articles 2 to 5 above includes all advisors.

Article 7. When the advisor wishes to terminate the advisory relationship for any reason, he or she shall report to the department chair in writing. The chair shall notify the graduate student to apply for a new advisor in accordance with the provisions of Article 3. The graduate student may request that the department protect their rights and interests.

Article 8. The transfer of a graduate student from one advisor to another will be considered in the calculation of the graduate student quota for both advisors for the next year.

Article 9: Graduate students that have reached the last semester of their studies (fourteenth semester for doctoral students and eighth semester for master students) and meet the qualifications for oral examination set by the department but are unable to obtain the consent of the instructor to conduct an oral examination may appeal to the department. After a graduate student files a complaint, the department chair and the admissions committee will make a decision and notify the graduate student of the result in writing within one month.

Article 10: If a graduate student changes his or her advisor without following the provisions of these Articles, their degree examination results will not be recognized.

Article 11: This procedure will be implemented after being approved at a departmental meeting, and the same will be true if the procedure is amended. This document is a translation of the Chinese document “臺大化工系論文指導教授與研究生互動辦法”. In case of discrepancy, the Chinese text shall govern.