

NCHU Guidelines for the Interaction Between Thesis Advising Professors and Graduate Students

Enacted in the 46th Academic Affairs Meeting on Oct. 23rd, 2003

Amended (Articles 2, 3, & 5) in the 53rd Academic Affairs Meeting on Apr. 10th, 2007

Amended (Articles 2, 3, 4 & 5) in the 71st Academic Affairs Meeting on Mar. 29th, 2016

Amended (Articles 3-8) in the 80th Academic Affairs Meeting on Oct. 28th, 2020

Amended (Articles 4, 6-11) in the 88th Academic Affairs Meeting on Nov. 13th, 2024

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

Article 2 Graduate students must select a thesis advisement professor before the given deadline and obtain an agreement form from the thesis advisement professor. The agreement form must be registered by the departments (graduate institutes, degree programs) and signed by the chair of the departments (graduate institutes, degree programs) for approval. After all of these criteria are met the agreement form must be sent to the Admissions Office to be recorded.

Article 3 If a graduate student is unable to consult with an advisor for any reason, or if an advisor is no longer able to continue advising due to illness, resignation, retirement, overseas travel, or other reasons, the director of the department (institute, degree program) shall provide assistance.

Article 4 When changing the thesis [advisor](#), graduate students must fill out the Change of Advisor Application Form, have it signed by both the old and new thesis advisors and the department (graduate institute, degree program) head, and then submit it to the Registration Division for record-keeping.

Article 5 When the thesis advisement professor actively wants to end advice thesis writing, he/she must notify the departments (graduate institutes, degree programs), in writing. According to Article 6 of these guidelines, the departments (graduate institutes, degree programs) must then inform the graduate student to find another thesis advising professor. The student also has the right to know the reason why the advisement has ended, and to ask the departments (graduate institutes, degree programs) to investigate the reason why their professor has ended their thesis advisement.

Article 6 If the advisor becomes unable to advise the student due to illness, resignation, retirement, being abroad, or other reasons, his/her graduate student must fill out a [Change of Advisor Application Form](#). The form must be signed by the chair of the departments (graduate institutes, degree programs), and sent to the Registration Division to be recorded.

[Article 7](#) [If a graduate student encounters unresolved academic issues with their advisor, the student may fill out a Coordination Application Form and submit](#)

it to the department (graduate institute, degree program) to request the convening of a coordination meeting.

When the department (graduate institute, degree program) receives the coordination application, the department (graduate institute, degree program) chair shall act as the convener and organize a coordination meeting. The meeting will include the advisor, at least two faculty members from related fields, and the graduate student requesting the coordination. In the circumstance where the advisor of a graduate student also serves as the chair of the department (institute, degree program), the Dean of the student's college shall appoint another full-time teacher to serve as the advisor.

The department (graduate institute, degree program) shall reach a resolution regarding the coordination request within one month of receiving the application and provide written notification to the graduate student and the advisor, with a copy sent to the college.

Article 8 If the graduate student does not accept the resolution or coordination result from the coordination meeting stipulated in the preceding article, they may file an appeal with the Student Grievance Review Committee in accordance with the Guidelines for Student Appeal Procedures of National Chung Hsing University within ten days from the date of receiving the written notification.

Article 9 If any graduate student has not followed these guidelines for changing their thesis advisement professors, their degree examination results will not be recognized for record.

Article 10 If a graduate student has more than two advisors, the hereinabove guidelines are applied to all of the advisors of that graduate student.

Article 11 These guidelines have been implemented after being passed at the Academic Affairs Meeting, and the same applies in the case of any amendments.