

Thesis Advisor Agreement

By signing this form, I agree to be the thesis advisor of the graduate student until completion of the thesis. If a co-advisor is added at a later date, the program office should be notified, and a co-advising agreement form should be signed. Under any circumstances, if the advisor could no longer be the thesis advisor of the student, the student or the advisor should notify the program office. A new agreement must be formed within two weeks between the student and the new advisor.

Upon submission of this form to the program office, a copy of the approved form will be given to the advisor, the student, and the program office will file the original agreement.

Student's Name (PRINT) _____ **Student ID** _____

Signature _____ **Date (YYYY/MM/DD)** ____ / ____ / ____

Advisor's Name (PRINT) _____ Part-time¹ Full-time

Assistant Prof. Associate Prof. Professor

Department _____ **Institute** NTPU Other², _____

Signature _____ **Date (YYYY/MM/DD)** ____ / ____ / ____

Co-Advisor's Name (PRINT) _____ Assistant Prof. Associate Prof. Professor

Department _____

Signature _____ *Date (YYYY/MM/DD)* ____ / ____ / ____

Program Director (PRINT) _____

Signature _____ **Date³ (YYYY/MM/DD)** ____ / ____ / ____

Note:

1. If the advisor is a part-time faculty, the graduate student must find a full-time NTPU faculty as a co-advisor.
2. If it is necessary to invite a teacher outside of the school as the thesis advisor, the graduate student must state the reasons and apply for the program director's approval. Please use another paper to specify the reason and as an attachment of this form.
3. The date of this signature effectively signifies the date that this agreement is filed by the program.

Program Chop:

Principles for Interaction between Thesis Advisors and the Graduate Students

第一條 為規範論文指導教授研究生之互動關係，訂定本準則。

Article 1 The principles are established to regulate the interaction between the thesis advisor and the graduate students.

第二條 研究生應於學程規定之期限內向學程辦公室繳交論文指導教授之書面同意書。研究生之配偶或三親等內之血親、姻親，不得擔任其指導教授。

Article 2 Graduate students shall submit the thesis advisor's agreement to the program office by the deadline stipulated. The spouses or relatives by blood or marriage of the students shall not serve as the advisors.

第三條 學程主任於研究生無法覓得指導教授或指導教授因生病、辭職、出國及過世等因素無法再繼續指導時，應提供必要之協助。

Article 3 The program director shall provide necessary assistance when the students are not able to find their advisor or the advisor could no longer guide the students due to factors such as illness, resignation, going abroad, or death.

第四條 研究生若有更換指導教授之需求，應依學程規定並經原指導教授、新指導教授與學程主任同意始得為之。但有下列情形者，得由學程召開學程會議，由適當教授或學程主任擔任指導教授，或採其他妥適方式處理：

- (一) 原指導教授拒絕同意者。
- (二) 研究生無法覓得新指導教授時。
- (三) 其他明顯影響師生良好關係者。

Article 4 If there is a need to change the advisor for the student, it should be done in accordance with the program regulations and with the agreement by the original advisor, the new advisor and the program director. However, the program meeting shall be held by the program for the appropriate professors or program director to serve as the advisor, or other appropriate alternatives shall be adopted under the following circumstances:

- (1) The original advisor refuses to agree on the change;
- (2) When the graduate student cannot find a new advisor;
- (3) Events occurring obviously affect the relationship between the teacher and student.

第五條 研究生獲原指導教授同意更換指導教授時，需備妥以下經同意之書面文件：

- (一) 研究生聲明書。
- (二) 原指導教授協議書。
- (三) 新指導教授同意書。

前項之文件除新指導教授同意書外，需正本四份，經學程主管核備後，一份給原指導教授，一份給新指導教授，一份留學程辦公室，一份研究生自行保留。

Article 5 When the student obtains the original advisor's agreement for changing the advisor, the following documents shall be prepared and approved.

- (1) Student's Declaration;
- (2) Agreement between the Original Advisor and the Student;
- (3) Change of Thesis Advisor Application Form

The above-mentioned documents shall be in quadruplicate, except for the "Change of Thesis Advisor Application Form." After being approved by the program director, the student, the original advisor, the new advisor and the program office shall keep one copy individually.

第六條 指導教授因故主動提出中止指導關係時，應以書面向學程報備並副知研究生。經中止指導關係後，學程應盡量協助研究生另覓新的指導教授。

Article 6 When the advisor proposes to suspend the supervisory service for some reason, he/she shall inform the program and the student in written forms. When the advisory relationship ends, the program shall try to assist the student to find the new advisor.

第七條 更換指導教授之研究生舉辦學位論文口試三十天前應將一份論文稿送原指導教授親自簽收。如發生對聲明書相關之爭議，原指導教授應於口試七天前向學程提出異議申請，提出申請後，口試暫停；由學程會議於一個月內裁決之。研究生若不服學程裁決結果，得檢具文件向所屬學院申請調解。

Article 7 For students who changes his/her thesis advisor, the student shall submit the thesis manuscript to the original advisor for the signature at least 30 days before the thesis oral defense. The original advisor could appeal to the program 7 days before the thesis oral defense in case of disputes over the declaration. The thesis oral defense will be suspended once the appeal is made, while the program meeting will be held for the decision within 1 month. The student unsatisfied with the decision made, he/she could apply for the mediation by the college with the document required.

第八條 研究生未依本準則規定而逕自更換指導教授時，其學位考試成績不予承認。

Article 8 For the students who have changed their advisors without following the principles and the regulations, his/her result of thesis oral defense will not be admitted.