

# National Chung Hsing University of Department of Chemical Engineering

## Guidelines for Changing Advisors

Approved at the Department Affairs Meeting on May 10, 2000

Revised and approved at the Department Affairs Meeting on January 19, 2011

Revised and approved at the Department Affairs Meeting on January 15, 2014 (Addition of Article 4)

Revised and approved at the Department Affairs Meeting on February 26, 2020 (Deletion of Article 3)

### Article 1: Application Procedure

Graduate students intending to change advisors must complete the **Advisor Change Application Form**, signed by both the current and new advisors, and submit it for review and approval by the Department Chair. Upon approval of the application, the student must fill out the **Advisor Change Notification Form**, have it signed by the new advisor and the Department Chair, and submit both the application and notification forms (two copies each) to the Office of Academic Affairs (Graduate Studies Section) and the department office for record-keeping.

If a new advisor cannot be successfully determined, the Graduate Affairs Committee will submit the case to the Department Affairs Meeting for discussion.

### Article 2: Transition Requirements

1. Upon obtaining the signature of the new advisor, the student must return all items belonging to the original advisor's laboratory (e.g., keys, lab notebooks, etc.).
2. The student is not permitted to use the original research topic as their new research thesis topic unless the original advisor is leaving the university but continues to co-advise the student.

### Article 3: (Deleted)

*This article, which previously addressed adjustments to student quotas for new students based on advisor changes, has been removed following the 2020 revision.*

This policy will take effect following approval by the Department Affairs Meeting. Subsequent amendments follow the same procedure.