

# **National Chung Hsing University of Department of Chemical Engineering**

## **Guidelines for Interaction Between Thesis Advisors and Graduate Students**

Approved on January 14, 2004

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### **Article 1**

These guidelines are established to regulate the interaction between "Thesis Advisors" and "Graduate Students."

### **Article 2**

Graduate students shall select their thesis advisors in accordance with the "Guidelines for New Graduate Students in Confirming Thesis Advisors in the Department of Chemical Engineering, National Chung Hsing University" and complete the Advisor Selection Consent Form.

### **Article 3**

Graduate students must select a thesis advisor (hereinafter referred to as the "advisor") within the prescribed timeframe (by the end of the first academic year for both master's and doctoral programs). They must submit the university's official written consent form, signed by the advisor, to the department office for registration. After approval by the department chair, the form shall be forwarded to the Graduate Studies Section of the Office of Academic Affairs for record-keeping.

### **Article 4**

If a change of advisor occurs before the university's deadline for submitting the consent form, the procedure shall be followed as stipulated below. However, only registration with the department office is required.

### **Article 5**

If a graduate student needs to change their advisor for any reason, they must comply with the "Guidelines for Changing Thesis Advisors for Graduate Students in the Department of Chemical Engineering, National Chung Hsing University." They must complete the "Change of Advisor Application Form," obtain the signatures of the original advisor, the new advisor, and the department chair, and then submit it to the Graduate Studies Section of the Office of Academic Affairs for record-keeping (with a copy sent to the department office for reference).

### **Article 6**

If an advisor voluntarily requests to terminate the advising relationship, they must submit a written report to the department. The department shall notify the graduate student to follow the procedures outlined in Article 7 of these guidelines to select a new advisor. The student may request the department to investigate the reasons for the termination to ensure their rights are protected.

**Article 7**

If an advisor is unable to continue providing guidance due to illness, resignation, retirement, overseas travel, or other reasons, the graduate student must complete the "Advisor Change Notification Form," obtain the signatures of the new advisor and the department chair, and submit it to the Graduate Studies Section of the Office of Academic Affairs for record-keeping (with a copy sent to the department office for reference).

**Article 8**

If a graduate student has more than one advisor, all provisions regarding the advisor in Articles 2 through 5 shall apply to all advisors.

**Article 9**

If a graduate student changes their advisor without adhering to these guidelines, their degree examination results will not be recognized.

**Article 10**

These guidelines shall take effect upon approval by the Department Affairs Meeting. The same applies to any amendments.