

Regulations for Changing Advisors for Graduate Students in the Department of Chemical Engineering, National Chung Hsing University

Approved at the Department Affairs Meeting on May 10, 2000

Amended and Approved at the Department Affairs Meeting on January 19, 2011

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

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

Article 1

Graduate students intending to change advisors must complete an Advisor Change Application Form, which requires the signatures of both the current advisor and the new advisor for consent. The application must then be submitted to the Department Chair for review and approval.

After the application is approved, the student must complete an Advisor Change Notification Form, signed by the new advisor and the Department Chair. The notification form, along with two copies of the approved Advisor Change Application Form, must be submitted to the Graduate Studies Division of the Office of Academic Affairs and the departmental office for record-keeping.

If the student cannot successfully select a new advisor, the Graduate Studies Committee will propose the case for discussion at the Department Affairs Meeting.

Article 2

Once a graduate student has obtained the signature of consent from the new advisor, they must return all items belonging to the former advisor's laboratory (e.g., keys, lab notebooks, etc.).

Additionally, the student may not use the original thesis topic as their new thesis topic unless the former advisor has resigned but continues to serve as a co-advisor.

Article 3

Originally, changes in advisor assignments would have affected the allocation of new student quotas for both the original and new advisors in the following academic year.