

Guidelines for Professor and Graduate Student Interactions under Thesis/Dissertation Supervision at National Taipei University of Technology

Formulated on January 3, 2019, during the 1st Semester Academic Affairs Meeting

1. These guidelines were formulated by National Taipei University of Technology to regulate mentor interactions between faculty advisors and graduate students.
2. A graduate student should select his/her thesis or dissertation advisor in accordance with the regulations set out by his/her department (graduate institute).
3. A thesis or dissertation advisor must be qualified to act as an examination committee member according to the Degree Conferral Law.
4. An advisor should be a full-time teacher at National Taipei University of Technology. However, a professor from a different university may be invited to act as a co-advisor. Teaching staff from the National Taipei University of Technology who participate in a doctoral program must invite a professor from a different university as a co-advisor. A graduate student is allowed to have up to two advisors at one time. The spouse, a blood relative within the third degree of relationship, an in-law, or any other person in the above-mentioned relationships with a graduate student shall not serve as his/her thesis or dissertation advisor.
5. The department shall provide the assistance necessary when an advisor can no longer continue to guide his/her advisee due to illness, resignation, or death. Before receiving a new advisor, the chair of the department will act as the graduate student's temporary advisor.
6. If a graduate student wishes to change his/her advisor, he/she must prepare designated documents and submit them to the department for approval. The department should handle the matter in accordance with the department's regulations and procedures. The designated written documents mentioned above are assigned by each department; the content must contain the obligations a graduate student should fulfill. In addition, it must be noted whether the results of the research project guided by the original advisor are allowed to be adopted as the main body of the thesis/dissertation. If a graduate student submits an application for a change of thesis/dissertation advisor, yet the original advisor does not approve

the change, a coordination meeting should be convened by the department to solve the issue between the advisor and the advisee.

7. When it is the advisor who takes the initiative to terminate the advisory relationship for any reason, he/she shall notify the department in writing, and inform the graduate student simultaneously. After receiving notice of termination, the graduate student has the right to request that the department protect his/her rights and interests within the time limit specified by the department. After receiving the declaration, a coordination meeting should be convened within 10 days to solve the issues between the advisor and the advisee. The coordination results should be documented in writing. After the advisory relationship has been suspended, the department should assist the graduate student to look for a new advisor.
8. The graduate student who has changed an advisor should send a copy of his/her thesis/dissertation to the department 10 days before the oral examination. The copy shall then be sent to the original advisor by the department. In the event of a dispute related to the thesis/dissertation content, the original advisor shall file an appeal to the department five days before the oral examination. After the appeal is filed, the oral examination will be suspended. The department should then convene a decision-making meeting within 30 days.
9. A graduate student who has reached the last term of his/her studies and has met the qualifications for the oral examination set by the department yet is unable to obtain consent from his/her advisor for an oral examination may appeal to the department. After a complaint is filed, the department chair and the admissions committee will make a decision and notify the graduate student of the result in writing within 30 days.
10. An appeal can be filed when a dispute or conflict exists between a graduate student and his/her advisor in an academic field. The department shall handle the issue in accordance with its procedures and notify the graduate student of the results in writing within 30 days.
11. To meet their requirements, each academic and research department may establish relevant regulations in accordance with these guidelines.

12. The degree examination results of a graduate student who changes his/her advisor without following these guidelines will not be recognized.
13. If a graduate student deems a violation of his/her rights and interests based on the disposal in accordance with these guidelines, he/she may file an appeal to the Student Appeal Review Committee at the University within 30 days from the date of receiving the written notice of the results from the department.
14. Any unstated matters shall be handled in accordance with the relevant regulations of the Ministry of Education and National Taipei University of Technology.
15. These guidelines will go into effect immediately after being approved at a meeting of the Academic Affairs Council. Any amendments shall be processed accordingly.

* This document is a translation of the Chinese document “國立臺北科技大學論文指導教授與研究生互動準則”. In the case of any discrepancies, the Chinese text shall govern.