

NATIONAL TAIWAN UNIVERSITY

Standards of Conduct between Thesis/Dissertation Advisors and Graduate Students

March 18, 2002–Approved by the 1st Academic Affairs Meeting of the 2nd Semester of Academic Year 2001–02

June 8, 2007–Approved by the 2nd Academic Affairs Meeting of the 2nd Semester of Academic Year 2006–07

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Article 1 National Taiwan University (hereinafter referred to as NTU or “the University”) has formulated the following standards of conduct between thesis/dissertation advisors and graduate students.

Article 2 Graduate students shall select a thesis/dissertation advisor (hereinafter, advisor) and submit a written thesis/dissertation advisor agreement form to register their choice of advisor with the office of their department, graduate institute, or degree program (hereinafter, “academic division”) within the time frame stipulated. Spouses or relatives (by blood or marriage) within the third degree of kinship to a master’s or doctoral student may not serve as the student’s thesis/dissertation advisor.

Article 3 If a graduate student is unable to find an advisor or their advisor is no longer able to carry out advising duties due to illness, resignation, overseas travel, or death, the student’s head of academic division shall provide the necessary assistance.

Article 4 Graduate students who plan to change advisors, assuming consent has been granted by their current advisors, shall submit the following documents in writing to the head of their academic division to be checked and filed for reference (applications for a change of advisor deemed to be in compliance with the regulations of the department, institute, or degree program shall become effective within ten days after submission):

1. A written statement from the graduate student stating that the student shall not incorporate the results of any research projects conducted under the instruction of their original advisor into their own thesis/dissertation without their original advisor’s written consent.
2. A written agreement signed by both parties stating that the results of the original research project(s) may be co-published by both parties or that the results of the original research project(s) may only be published by one of the parties with the original advisor’s consent.
3. A completed thesis/dissertation advisor agreement form from the graduate student’s new advisor.

Three original copies of the aforementioned documents are required. One copy shall be kept by the graduate student’s original advisor; one copy shall be filed at the office of the student’s original academic division; and one copy shall be kept by the student. In

cases where a graduate student has two advisors and only wishes to terminate the student-advisor relationship with one advisor, the provisions of Paragraph 1, Subparagraph 3 shall not apply.

Article 5 Advisors who wish to terminate their student-advisor relationship with a graduate student shall declare such an intention to their academic division in writing and notify the student in question.

After the termination of a student-advisor relationship, the responsible academic division shall endeavor to aid the graduate student in question in finding a new advisor.

Article 6 Graduate students who have changed advisors shall submit one copy of their thesis/dissertation to their original advisor, who shall sign for it in person, ten days prior to the student's thesis/dissertation defense. If the original advisor has any reason to dispute the written statement, they shall file an appeal with the responsible department, institute, or degree program five days prior to the student's thesis/dissertation defense. Once an appeal has been filed, the student's thesis/dissertation defense shall be suspended until a decision has been reached by the responsible department, institute, or degree program in a meeting held within one month of the appeal filing.

A graduate student wishing to contest his or her academic division's decision may file a request for mediation, with supporting documents, with his or her College.

Article 7 A graduate student may file a request with his or her academic division to hold a mediation meeting, provided that one of the following circumstances applies:

1. The graduate student has filed a request to change his or her advisor, but the advisor has not granted his or her consent.
2. The graduate student has received a notification from his or her advisor stating the latter's wish to terminate their student-advisor relationship, but the graduate student objects to the proposed termination.
3. The graduate students has reached the minimum program length and has been qualified for a thesis/dissertation defense by the criteria set by his or her academic division but is unable to receive his or her advisor's consent to proceed with the thesis/dissertation defense.
4. The graduate student has passed the thesis/dissertation defense and has come to the conclusion that he or she has revised his or her thesis/dissertation based on the suggestions and opinions of the members of the degree examination committee, but has failed to secure the final approval of his or her thesis/dissertation from the advisor and the members of the examination committee.

After receiving the student's request for mediation, the head of the responsible academic division shall convene a mediation meeting to be attended by the advisor, at least four faculty members in relevant disciplines, and the graduate student. The academic division shall communicate the results of the mediation to the advisor and the student in writing within one month of receiving the student's request for mediation.

In the event that the head of the student's academic division is his or her advisor, then the dean of the College shall appoint another full-time faculty member as the convener of the mediation meeting.

Article 8 If the graduate student feels that the conclusions of the mediation meeting convened by his academic division infringe upon his or her rights, he or she may file a petition with his or her College to hold a mediation meeting at the College level.

After receiving the student's request for mediation, the College will form a mediation task force, and the dean of the College will appoint a convener to head the task force, which will also consist of at least four faculty members in relevant disciplines to convene a mediation meeting. The task force may notify the advisor and/or the graduate student to request their presence at the meeting to express their opinions. The results of the mediation will be notified in writing to the graduate student and the advisor within one month of receiving the student's request for College-level mediation.

In the event that the dean of the student's College is his or her advisor, then the provost shall appoint another full-time faculty member as the convener of the mediation meeting.

Article 9 If the graduate student believes that the results of the College-level mediation are in violation of his or her rights, he or she may file an appeal with the NTU Student Grievance Committee, pursuant to the NTU Guidelines for Student Grievances, within ten days of receiving official notification of the results of the College-level mediation from their College.

Article 10 In the event that a graduate student changes advisors at their own discretion without following these standards, the grade they receive for their thesis/dissertation defense shall not be recognized.

Article 11 These standards shall take effect upon approval of the Academic Affairs Meeting.