

# NATIONAL TAIWAN UNIVERSITY

## Standards of Conduct between Thesis/Dissertation Advisors and Graduate Students

March 17, 2023–Approved by the 1<sup>st</sup> Academic Affairs Meeting of the 2<sup>nd</sup> Semester of Academic Year 2022–23  
March 24, 2023–Promulgated Articles 1,2,3,4,5,6,7,8, and 9

- 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 (hereinafter, standards).
- 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 select an advisor or in accordance with Article 5 terminate the student-advisor relationship with the advisor or their advisor is no longer able to carry out advising duties due to illness, resignation, or death, the student’s head of academic division should be active in providing guidance or referral and provide the necessary assistance before the student select a new advisor.
- Article 4 Graduate students who plan to change advisors, assuming consent has been granted by their current advisors, shall submit the following documents for the office of their academic division. Applications for a change of advisor deemed to be in compliance with the regulations of the academic division shall become effective 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 submit.

Article 5 An advisor who wishes to terminate the student-advisor relationship with a graduate student, he/she and the graduate student should sign an agreement 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 and submit the agreement to the office of the academic division. Termination of student-advisor relationship shall become effective ten days after submission.

Article 6 A graduate student who has changed advisor shall submit one copy of his/her thesis/dissertation to the original advisor by personally delivered, delivered by the academic division, or sent by registered with advice of receipt ten days prior to the student's thesis/dissertation defense. The advisor shall sign for it in person. Thesis/dissertation sent by registered with advice of receipt, the date of advice of delivery considered as date of signature. If the original advisor has any reason to dispute the written statement, they shall file an appeal with the responsible academic division 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. The decision shall be notified in writing to the graduate student, original advisor, and the College for reference.

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 student who has changed advisor intends to continue using research results produced during the period of supervision by the original advisor but the original advisor does not agree.
4. The graduate student 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.
5. 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.
6. The graduate student is unable to contact his/her advisor for two months.

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 and may invite one student representative from the academic division or graduate student association to attend. 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.

The academic division shall communicate the results of the mediation to the advisor, the student, and the College for reference in writing within one month of receiving the student's request for mediation.

Article 8 If the graduate student does not accept the decision or mediation made by the academic division in accordance with Articles 6 and 7, 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 academic division mediation.

Article 9 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 10 These standards shall take effect upon approval of the Academic Affairs Meeting.

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

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

October 15, 2010–Approved by the 1<sup>st</sup> Academic Affairs Meeting of the 1<sup>st</sup> Semester of Academic Year 2010–11

June 10, 2011–Approved by the 2<sup>nd</sup> Academic Affairs Meeting of the 2<sup>nd</sup> Semester of Academic Year 2010–11

October 16, 2015–Approved by the 1<sup>st</sup> Academic Affairs Meeting of the 1<sup>st</sup> Semester of Academic Year 2015–16

January 8, 2021– Approved by the 2<sup>nd</sup> Academic Affairs Meeting of the 1<sup>st</sup> Semester of Academic Year 2020–21