

# **CJCU Graduate Student and Thesis Academic Advisor Interaction Guideline**

12-26-1992 Approved by the Academic Affairs Meeting  
09-30-2014 Amended and approved by the 2014 First Semester Start Academic Affairs Meeting  
12-29-2015 Amended and approved by the 2015 First Semester End Academic Affairs Meeting

Article 1: This Guideline is established to standardize the interactions between graduate students and their thesis academic advisors.

Article 2: Graduate students shall select a thesis academic advisor (hereafter "academic advisor") within the deadline specified by the department (institute). If a student has two or more academic advisors, the primary academic advisor or associate academic advisor shall be specified (only one primary academic advisor is permitted). The student shall submit the written consent of the academic advisor to the department (institute) director, dean, dean of academic affairs, and president for approval; and the department (institute) shall then issue a letter of appointment. Full time staff of Chang Jung Christian University (internal or external staff, project assistant, managers, etc.) shall not serve as a graduate student thesis academic advisor.

Article 3: If a student wants to change academic advisors during the course or the academic advisor cannot continue to provide guidance due to illness, resignation, retirement, or traveling abroad; the student shall prepare the two written documents listed below and submit them to the department (institute) director, dean, dean of academic affairs, and president for approval; and the department (institute) shall recall the original academic advisor appointment and issue a new academic advisor appointment letter.

1. Academic Advisor Replacement Declaration declaring that "without the written consent of the former academic advisor, the student shall not use the research plan or results as taught by the original academic advisor as the main subject of the thesis." This declaration shall be made in two counterparts, one counterpart shall be delivered to the original academic advisor, and one counterpart shall be retained by the department (institute) office.

2. Chang Jung Christian University Graduate Student Thesis

Title and Academic Advisor Replacement Application Form—must receive signature approval by the original and new academic advisors. This form and the Academic Advisor Replacement Declaration shall be submitted to the department (institute) office.

If the replacement is due to the death of the original academic advisor, the Academic Advisor Replacement Declaration item shall be omitted.

Article 4: A graduate student who has replaced their academic advisor shall deliver a copy of the thesis to the original academic advisor via certified mail at least ten days prior to the oral defense of the degree thesis. In the case of any disputes regarding the Declaration, the original academic advisor shall issue a written complaint to the department (institute) five days prior to the oral defense, and the oral defense shall be suspended after the written complaint has been received. The department (institute) meeting shall determine the outcome within one month.

Article 5: Under the premise of conforming to the provisions, if a graduate student has two or more academic advisors, the "academic advisor" referred to from Articles 2 to 4 shall include all of the academic advisors.

Article 6: If an academic advisor has initiated a guidance relationship termination for any reasons, the professor shall notify the department (institute) in writing, the department (institute) shall notify the graduate student to issue an application to replace the academic advisor according to Article 3, and the graduate student shall ask the department (institute) to explain the cause in order to protect the student's rights.

Article 7: Graduate students who have reached their last semester (the 14th semester for the Doctoral program, the 8th semester for the Master's program, and the 10th semester for the in-service master's program) and meet the oral defense application qualifications but still cannot obtain their academic advisor's approval to perform an oral defense for their degree thesis may issue an appeal to the department (institute). After the graduate student has issued the appeal, the department

(institute) shall handle the matter according to its own procedures, complete the case within one month, and notify the appellant student of the results in writing.

Article 8: Degree examination scores shall not be recognized if the student has arbitrarily replace their academic advisor without complying with the Guidelines provided herein.

Article 9: This Guideline shall be implemented after approval by the Academic Affairs Meeting and signature approval by the president, and the same shall apply to amendments.