

Provisions for Thesis/Dissertation Advisors

Department of Education, Graduate Institute of Education Policy and Administration Graduate Institute of Curriculum and Instruction

National Taiwan Normal University

Approved at the 1st departmental meeting of Academic Year 2011/2012 on November 1, 2011
Approved at the 2nd departmental meeting of Academic Year 2013/2014 on November 1, 2013
Approved at the 3rd departmental meeting of Academic Year 2018/2019 on February 13, 2019

1. These regulations has been established in order to ensure the quality of theses and dissertations produced by graduate students of the department, as well as to put in place provisions for the interaction between advisors and students.
2. Ph.D. and M.A. students may, after the completion of two academic years and one academic year respectively, fill in an "Advisor Consent Form" and an "Application for the Advisor ". After the forms have been signed by the prospective advisor, they will be sent to the Chairperson of the department for approval.
3. The annual application period starts from January to end of February for the first semester, and from mid-June to the end of August for the second semester. Under special circumstances, permission must be obtained from the Chairperson of the department in order for the application deadline to be extended.
4. The appointed advisor must be a faculty member of the department. Other relevant provisions are as follow:
 - i. Each full-time professor and jointly appointed professor can be the advisor for a maximum of 9 M.A. and Ph.D. students; each professor can also advise a maximum of 9 students in the in-service M.A. program. An individual professor can act as the advisor for a maximum of **16** students from the M.A., Ph.D, and the in-service M.A. program.
 - ii. The advisor may, subject to the demands of the research topic, recommend a professor from another department or university to be a co-advisor.
 - iii. If the advisor is currently an adjunct faculty member of the department (as of the time of application), they are required to be the sole advisor to a student. In the case of a professor who is retired, from a different department, or from a different university, they are required to co-advise with a full-time professor or a jointly appointed professor in the department.

5. In the event that, for any reason, a student changes advisor before the completion of their thesis/dissertation, or if the advisor is no longer able to continue to be the advisor to a student, the two following documents shall be submitted to the Chairperson of the department, whose approval renders the change effective.

i. The student is to complete the "Declaration of Change of Advisor" form, which states that they will not use the findings from their original advisor's research project(s) in their own thesis or dissertation without the consent of the former advisor.

ii. The new prospective advisor is to sign the "Advisor Consent Form" and "Application for the Appointment of an Advisor" form.

6. In the event that, for any reason, a student needs to add a co-advisor, they are required to fill out a new "Advisor Consent Form" and "Application for the Appointment of an Advisor" form, have the forms signed by both advisors, and submit the forms to the Chairperson of the department for approval.

7. In the event that, for any reason, an advisor initiates the termination of the advising relationship with the student, the advisor shall notify the Chairperson of the department in writing. The department shall then inform the student to change advisor in accordance with the provisions of point 4. The student shall request information from the department to ensure their understanding of the circumstances, and also to safeguard their rights.

8. A graduate student reached the maximum number of years allowed in their course and is taking their final semester, has met the department's criteria for the final examination, and has completed the first draft of their thesis/dissertation, but who is still unable to obtain the consent of their advisor to conduct their oral defence, may file an appeal to the department no later than one month before the deadline for application of the oral defence. After receiving the appeal, the Curriculum Committee will come to a decision within one month and notify the student about the outcome of their appeal in writing.

9. These provisions have been reviewed in departmental meetings prior to implementation. The same review process has been observed when there are amendments made to the content.