

National Tsing Hua University Directions for Mediation Between Graduate Students and Thesis/Dissertation Advisors

Amendment to Articles 1, 2, 3, 5, 6 by the 1st Academic Affairs Meeting for 2025 academic year dated October 23 2025

(The complete revision history is provided at the end of the directions.)

1. The Directions are established in order to settle interactions, conflicts and disputes between graduate students and thesis/dissertation advisors.
2. Graduate students at NTHU shall complete the selection of thesis/dissertation advisors (hereinafter referred to as “the advisors”) within the time limit prescribed by their respective department, institute or degree program, and complete their degree within the required period of study.

When a graduate student needs to change his/her advisor due to special circumstances, the student shall complete the “NTHU Graduate Student Application Form for Changing Thesis/Dissertation Advisor” (see Attachment I) and obtain the approval of both the original advisor and the new advisor. The graduate student and the original advisor shall also reach a mutual agreement regarding: (1) whether the completion of research results under the supervision of the original advisor may serve as the principal content of the student's future thesis or dissertation; and (2) the rights relating to the publication of the original research results. If the original advisor is unable to provide consent or refuses to do so due to special circumstances, the matter may be referred to the relevant meeting of the department, institute, or degree program for deliberation and resolution. The meeting shall also carefully address the issues described in the preceding paragraph for which mutual agreement is required.

3. Where it is impossible to settle an academic dispute between a graduate student and the advisor, a graduate student may complete the “Graduate Student and Thesis /Dissertation Advisor Mediation Application Form” (see Attachment II) and submit it to the student's affiliated college to request mediation by the Dean of the College. If the Dean is a party involved in the dispute, the Associate Dean shall act on behalf of the Dean; if there is no Associate Dean, the Vice President for Academic Affairs shall appoint a full-time faculty member from the college to serve as the acting mediator.

When the College office receives the application for mediation, if it determines that the content of the application or the supporting documents are incomplete, it may specify a deadline for the graduate student to provide corrections or supplementary materials before formally accepting the case. Starting from the next working day after acceptance of the case, the College Office shall complete the mediation process and issue a written mediation outcome within twenty working days. The outcome shall be communicated to the graduate student and the advisor by official written notice or email. When handling a mediation case, if necessary, the College Office may establish a “Mediation Committee”. The Committee may consist of full-time faculty members and students from the college, as well as external experts or scholars. The number of members and operating procedures shall be determined by each college. However, parties involved in the dispute shall not serve as Committee members. A resolution of the Committee shall require the approval of at least half of the members present at the meeting.

4. Where the graduate student raises any objection against the resolution rendered by the college, they may file an appeal with the Student Appeal Review Committee pursuant to NTHU's regulations governing student appeals.
5. Each department, institute and degree program may establish its own implementation guidelines and forms for handling matters related to graduate students and shall publish them on the website.
6. The Directions shall be enforced upon approval of the Academic Affairs Meeting.

(The complete revision history)

Approved by the 3rd University Affairs Meeting for 2017 academic year dated September 12 2017

Approved by the President dated September 30 2017

Amendment to Article 5 by the 7th University Affairs Meeting for 2024 academic year dated April 29 2025

Amendment to Articles 1, 2, 3, 5, 6 by the 1st Academic Affairs Meeting for 2025 academic year dated October 23 2025

國立清華大學研究生更換論文指導教授申請書

NTHU Graduate Student Application Form for Changing Thesis/Dissertation Advisor

姓名 Name		學號 Student ID	
系、所、學位學程 Dept./Inst./Program		☐ 碩士班 Master's program ☐ 博士班 Doctoral program	申請日期 Application date

因故需更換指導教授，敬陳原指導教授及新指導教授核示。Due to personal reasons, graduate student would like to change the thesis/dissertation advisor and respectfully submits this form for approval to both the original and the new advisor.

原指導教授(甲方)及研究生(乙方)The original thesis/dissertation advisor (Party A) and graduate student (Party B)

☐ 同意乙方更換指導教授。Agree to Party B changing the thesis/dissertation advisor.
☐ 不同意乙方更換指導教授。Do not agree to Party B changing the thesis/dissertation advisor. 原因 Reasons: _____

➤ 甲乙雙方已就下列事項達成共識：Both Party A and Party B have reached a consensus on the following matters:

☐ 同意乙方得使用在甲方指導下之研究成果當作未來乙方學位論文之主體。Agree to Party B using the research results under Party A's guidance as the main content of Party B's future thesis/dissertation.
☐ 不同意乙方使用在甲方指導下之研究成果當作未來乙方學位論文之主體。Do not agree to Party B using the research results under Party A's guidance as the main content of Party B's future thesis/dissertation.
☐ 同意雙方對原研究成果皆具發表權。Agree to both parties having the right to publish the original research results.
☐ 同意僅甲方對原研究成果具發表權。Agree to only Party A having the right to publish the original research results.
☐ 同意僅乙方對原研究成果具發表權。Agree to only Party B having the right to publish the original research results.
☐ 尚未有研究成果。No research results yet.
☐ 其它 Others: _____

簽章 Signature：甲方(Party A) _____，日期 Date：_____

乙方(Party B) _____，日期 Date：_____

新指導教授(丙方)及研究生(乙方) The new thesis/dissertation advisor (Party C) and graduate student (Party B)

☐ 同意擔任乙方新指導教授。Agree to serve as Party B's new thesis/dissertation advisor.
☐ 不同意擔任乙方新指導教授。Do not agree to serve as Party B's new thesis/dissertation advisor. 原因 Reasons: _____

簽章 Signature：丙方(Party C) _____，日期 Date：_____

乙方(Party B) _____，日期 Date：_____

備註：各系、所、學位學程可視實際需要自行調整表內文字及樣式，本表應一式四份，由甲、乙、丙三方及系、所、學位學程各執一份。

Notes: The Dept./Inst./Prog. may adjust the wording and format of this form as needed. This form shall be made in four copies, with one copy retained respectively by Party A, Party B, Party C, and the Dept./Inst./Prog.

[附表二 Attachment II]

研究生與論文指導教授調解聲請書

Graduate Student and Thesis /Dissertation Advisor Mediation Application Form

姓名 Name		學號 Student ID		
系、所、學位 學程 Dept./Inst./Prog.		☐ 碩士班 Master's program ☐ 博士班 Doctoral program	申請日期 Application date	
手機 Mobile phone		電子郵件 Email		
請求調解事由 Cause for Mediation				
學院承辦人 College coordinator		學院院長 Dean of the College		
學院受理日期 Date received by the College :		意見 Comments :		
蓋章及日期 Stamp & Date :		蓋章及日期 Stamp & Date :		