

National Sun Yat-sen University

Department of Computer Science and Engineering

Guidelines of Advisor Variation for Research Students

Issued by the Department General Meeting on December 16, 2014

Amended by Department General Meeting on February 25, 2019

Amended by Department General Meeting on March 17, 2021

Amended by Department General Meeting on May 4, 2023

- I. The National Sun Yat-sen University (hereafter referred to as “the University”) Department of Computer Science and Engineering (hereafter referred to as “the Department”) established the present guidelines in consideration of academic ethics, students and faculty’s academic research rights, and keeping favorable student-faculty relationships.
- II. Graduate students may request an advisor variation by submitting application form with an approval of their original advisor to the Department after one semester of enrollment (excluding periods of retention of student status and suspensions). Both entities may be requested to be at the Department’s Academic Affairs Meeting for explanation and negotiation if necessary. Should any circumstance listed as follows occur, the Department’s Academic Affairs Meeting committee may authorize the Department’s director to approve the application directly without having consent of the applicant’s preliminary advisor or to employ appropriate courses of action to handle the matter:
 - a. The preliminary advisor refuses to agree with variation;
 - b. The preliminary advisor has passed away or rendered immobile;
 - c. The application may significantly affect the favorable student-faculty relationship.
- III. Supervisors who wish to cease supervision shall propose a written request to the Department’s Academic Affairs Committee for review and notify their protégé. During the review process, students and faculty members may be requested to attend a meeting for illustration to committee or to accept coordination.
- IV. After changing an advisor, students are prohibited from disclose, use, or transfer the original concepts and theories or research outcomes obtained from the original advisor in any way without the permission of the original advisor. Students are obligated to maintain academic ethics and intellectual property rights and are accountable for any violations to these rights.
- V. Should students wish to change their advisor within a year after enrollment, the changed advisor is limited to those who are still with supervision quotas in the enrolled academic year and shall meet the requirements of maximum number of students enrolled via master’s admission by recommendation and screening and the total number of students that each advisor can supervise every academic year.
- VI. Master’s students who changed their advisors must reapply for the review of their theses. Re-applications of master’s thesis review may be submitted six months following the change of advisors and application of degree oral examination may be submitted one year following the change of advisors. Doctoral students who changed advisors must resubmit their dissertation plans for review. Resubmissions may be done six months following the advisor variations, and students may apply for doctoral degree examination after two year of advisor variations. Research outcomes (including theses/dissertations) obtained under the supervision of the original advisor may not be used as part of the degree requirements under the supervision of the new advisors, and may not be used as part of the graduating theses/dissertations.

The start date of the aforementioned regulations is the reception date of the Application Form for Advisor Variation for Research Students.

- VII. The present guidelines shall be implemented following approvals of department general meetings. The same procedure shall be carried out when amendments are to be made.