

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Computer Science and Engineering Guidelines of Supervisor Variation for Research Students

Issued by the Department General Meeting on December 16, 2014.

- 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 maintenance of favorable student-faculty relationships.
- II. Research students are permitted one supervisor variation during their study periods. If first-year students wish to change their supervisor within the year, only full-time faculty members that are still available to accommodate student supervision may be selected.
- III. A student who request for a supervisor variation must gain the approval of their original supervisor and submit an application form to the Department’s Academic Committee for review. During review, the student and the faculty member may be asked to appear before the committee for explanations or to accept coordination. Once approved by the Department’s Academic Committee, the Department’s chair is required to approve the application on behalf of the original supervisor or employ appropriate courses of action in one of the follow circumstances:
 - A. When the original supervisor refuses the application;
 - B. When the original supervisor has passed away or rendered immobile;
 - C. When the application may significantly affect the favorable student-faculty relationship.
- IV. Supervisors that wish to cease supervision shall propose a written request to the Department’s Academic Committee for review and notify their protégé. During the review process, students and faculty members may be asked to appear before the committee for explanations or to accept coordination.
- V. After changing a supervisor, students are prohibited from disclose, use, or transfer the original concepts and theories or research outcomes obtained from the original supervisor in any way without the permission of the original supervisor. Students are obligated to maintain academic ethics and intellectual property rights and are accountable for any violations to these rights.
- VI. Master’s students that change supervisors must reapply for the review of their theses. Reapplications may be submitted six months following the change of supervisors, and students may graduate after one year of supervisor variations. Doctoral students that change supervisors must resubmit their thesis plans of review. Resubmissions may be done six months following the supervisor variations, and students may graduate after two year of supervisor variations. Research outcomes (including theses) obtained under the supervision of the original supervisors may not be used as part of the degree requirements under the supervision of the new supervisors, and may not be used as part of the graduating theses.

The start date of the aforementioned regulations is the reception date of the application.
- 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.