

慈濟大學醫學系藥理暨毒理學碩士班/博士班

論文指導教授與研究生互動準則

113 年 01 月 07 日第 6 次科班務會議審議

114 年 02 月 20 日第 2 次系務會議通過

第一條 依據本校「論文指導教授與研究生互動準則」訂定本準則，以規範醫學系藥理暨毒理學碩士班/博士班(以下簡稱本班)論文指導教授與研究生之互動關係。

第二條 研究生應於入學後第一學期結束前，選定學位論文指導教授(以下簡稱指導教授)。指導教授須為本班或醫學系專任教師。研究生除選定指導教授外，並得選定符合本校博、碩士學位考試委員聘任資格之校內外學者或專家，擔任共同指導教授。有選定共同指導教授者，須檢附共同指導教授學經歷相關佐證資料，送交班務會議審查通過，始得登記為共同指導教授。

第三條 每位指導教授該屆最多指導 2 名研究生，累計最多指導碩、博士班學生共 6 名(延畢生不計)，但遇特殊情況，經班務會議同意時不受此限。

第四條 研究生欲變更指導教授或指導教授因故無法再繼續指導時，需填妥「更換論文指導教授申請書」經班主任核備後生效。研究生提出更換指導教授申請，原指導教授不同意時，班主任應召開協調會議，協調雙方妥善解決問題。

第五條 研究生不接受本班依前條規定所為決議或措施者，得於收受書面通知之日起十日內，依本校學生申訴處理辦法提出申訴。

第六條 班主任於研究生無法覓得指導教授時，應提供必要之協助。

第七條 研究生未依本準則規定而逕自更換指導教授時，其學位考試成績不予承認。

第八條 本準則如有未盡事宜，悉依教育部相關法規及本校相關規定辦理。

第九條 本準則經班務會議、系務會議通過後實施，修正時亦同。

慈濟大學醫學系藥理暨毒理學碩、博士班 研究生更換論文指導教授申請書

一、研究生聲明書

學生_____（學號_____）

本人因故更換論文指導教授（原指導教授：_____），依據本校及醫學系藥理暨毒理學碩、博士班（以下簡稱本班）「論文指導教授與研究生互動準則」，特聲明「在未得原指導教授之書面同意時，不以與原指導教授指導之研究計畫成果當作學位論文之主體」。

聲明人（親簽）：_____ 日期： 年 月 日

註：更換指導教授之研究生舉辦學位論文口試十天前應將一份論文稿與此聲明書影本，以親自送原指導教授簽收。如發生對此聲明書相關之爭議，原指導教授應於口試五天前向本班提出異議申請，提出申請後，口試暫停；由班務會議於一個月內決議之。

研究生未依校方規定逕自更換指導教授時，其學位考試成績不予承認。

二、原指導教授與研究生協議書

_____教授（甲方）與研究生_____（乙方）

茲同意甲方在擔任乙方指導教授期間，針對雙方研究計畫成果發表權，同意以下協議事項，本協議自雙方簽名後即日生效。

- ☐ 雙方可共同發表原研究計畫成果
☐ 原研究計畫成果發表權為甲方一人所有

甲方（原指導教授）：_____ 日期： 年 月 日

乙方（研究生）：_____ 日期： 年 月 日

三、新的指導教授之書面同意書（研究生如有兩位以上之指導教授，僅欲中止與其中一位教授之指導關係時，此項無需簽核）

茲同意擔任研究生_____之學位論文指導教授，並自本文件經本班備查之日起十日後生效。

同意人（新指導教授）：_____ 日期： 年 月 日

班主任：_____ 日期： 年 月 日

前項文件正本留存本班辦公室，影本 3 份由原指導教授、新指導教授及學生本人各執 1 份。

Tzu Chi University
Master's/PhD Program in Pharmacology and Toxicology, School of Medicine
Guidelines for Interaction Between Thesis/Dissertation Advisors
and Graduate Students

Approved by the Program Affairs Meeting on January 7, 2025

Article 1

These guidelines are established in accordance with Tzu Chi University's Guidelines for Interaction Between Thesis/Dissertation Advisors and Graduate Students to regulate interactions between thesis/dissertation advisors and students in the Master's and PhD programs in Pharmacology and Toxicology (hereinafter referred to as "the Program").

Article 2

Graduate students must select a thesis/dissertation advisor (hereinafter referred to as "Advisor") by the end of their first semester. The advisor must be a full-time faculty member of the Program or the School of Medicine.

In addition to a principal advisor, students may also select a co-advisor who meets the University's qualifications for Master's and PhD programs. The co-advisor may be an on-campus or off-campus scholar or expert. If a co-advisor is selected, the student must submit documentation verifying the co-advisor's academic and professional background for review and approval by the Program Affairs Meeting before the deadline.

Article 3

Each advisor may supervise up to two students per academic year and a maximum of six students in total across the Master's and PhD programs (excluding students who have extended their period of study). Exceptions may be granted under special circumstances with approval from the Program Affairs Meeting.

Article 4

If a student wishes to change the advisor or if an advisor is unable to continue supervision, the student must complete a Thesis/Dissertation Advisor Change Request form. The change will take effect upon approval by the program director.

If the current advisor does not agree to the change, the program director shall convene a mediation meeting to help resolve the issue.

Article 5

If a student does not accept the decision or measure taken under Article 4, they may file an appeal within ten days from the date of receiving written notification, in accordance with the University's relevant regulations.

Article 6

If a student is unable to find an advisor, the program director shall provide the necessary assistance.

Article 7

If a student changes the advisor without following these guidelines, the degree examination results will not be recognized.

Article 8

For matters not covered in these guidelines, the relevant regulations of the Ministry of Education and Tzu Chi University shall apply.

Article 9

These guidelines shall take effect upon approval by the Program Affairs Meeting and Department Affairs Meeting. The same procedure shall apply to any amendments.

Tzu Chi University
Master's/PhD Program in Pharmacology and Toxicology, School of Medicine
Thesis/Dissertation Advisor Change Request

1. Applicant's Declaration

Student's Name: _____

Student ID Number: _____

I, the undersigned, am applying to change my thesis/dissertation advisor. In accordance with the Guidelines for Interaction between Thesis/Dissertation Advisors and Graduate Students of Tzu Chi University and the Master's/Ph.D. Program in Pharmacology and Toxicology, School of Medicine (hereinafter referred to as "the Program"), I hereby declare that without the written consent of my current advisor (original advisor), I will not use any research results from my current advisor's project as the primary content of my thesis/dissertation.

Applicant's Signature: _____

Date: _____

Note:

1. Graduate students requesting a thesis/dissertation advisor change must personally deliver a copy of their thesis/dissertation draft, along with this declaration, to original advisor for acknowledgment at least ten (10) days before the final oral examination.
2. If any disputes arise regarding this declaration, the original advisor must submit a formal objection to the Program at least five (5) days before the final oral examination date. Upon receiving the objection, the final oral examination will be suspended, and the Program Affairs Meeting will reach a decision within one month.
3. If a student changes their advisor without following the university's official procedures, their degree examination results will not be recognized.

2. Agreement between Original Advisor and Student

Original Advisor: _____ (Party A)

Student: _____ (Party B)

Party A and Party B hereby agree on the ownership and publication rights of research results obtained during Party A's tenure as Party B's advisor. This agreement takes effect immediately upon signing by both parties.

- ☐ Both parties may jointly publish the research results of the original project.
- ☐ The publication rights of the original research project belong exclusively to Party A.

Party A's Signature (Current Advisor): _____

Date: _____

Party B's Signature (Student): _____

Date: _____

3. Written Consent of the New Advisor

(If the applicant has multiple advisors and only intends to discontinue with one, this section does not require approval.)

I hereby agree to serve as the thesis/dissertation advisor for
_____. This appointment will become
effective ten (10) days after this document is received by the Program

Signatures and Approvals

New Advisor: _____

Date: _____

Program Director: _____

Date: _____

Document Retention and Copies

The original document shall be retained by the Program's office. Three copies will be distributed to the:

1. Current Advisor
2. New Advisor
3. Student