

亞洲大學論文指導教授指導研究生實施辦法

106.06.21 105學年度第11次行政會議修正通過

106.07.06 亞洲秘字第1060009641號函發布

111.04.06 110學年度第7次行政會議通過修正第2、8條條文

111.04.22 亞洲秘字第1110005309號函發布

112.02.22 111學年度第6次行政會議通過修訂第3、4、5、7條條文

第一條 本校為提升研究生學位論文品質，並規範論文指導教授與研究生之互動關係，特訂定「論文指導教授指導研究生實施辦法（下稱本辦法）。

1: In order to enhance the quality of graduate theses and regulate the interaction between thesis advisors and graduate students, these "Regulations on Thesis Advisor Supervision of Graduate Students" (hereinafter referred to as "these regulations") are hereby established by the university.

第二條 本校「助理教授」（含）以上之現職、專任教師，始得擔任研究生學位論文「指導教授」；另基於論文研究需要，經系、所或學程主管同意，亦得商請本校或校外教師、專家學者「共同指導」。

Current full-time faculty members at the level of "Assistant Professor" or above are eligible to serve as thesis advisors for graduate students at the university. Additionally, in cases where it is necessary for research purposes, with the approval of the department, institute, or program head, the option of "co-supervision" with either university or external faculty, experts, or scholars may also be considered.

擔任碩士及博士學位研究生指導教授資格，應依本校「研究生學位考試辦法」第五及八條之資格規定遴聘。

The qualification and appointment of faculty members to serve as thesis advisors for master's and doctoral degree students should adhere to the eligibility criteria specified in the university's "Regulations for Graduate Degree Examinations," specifically in Articles Five and Eight.

每位研究生至多由兩名教師共同指導為原則。論文指導教授不得與研究生有配偶或三親等內之血親、姻親關係者。

As a general principle, each graduate student should have a maximum of two faculty members jointly supervising them. Additionally, thesis advisors should not have a spouse or a blood relative within the third degree of kinship with the graduate student.

第三條 本辦法所稱之「互動關係」，係指下列之作業措施：

The term "interactive relationship" as referred to in this regulation refers to the following operational measures:

一、 研究生選定學位論文指導教授。

Selecting a thesis advisor for graduate students.

二、 研究生申請更換指導教授。

Applying for a change of thesis advisor by graduate students.

三、 指導教授離、退後之身分轉換。

Transition of the status of the thesis advisor after their departure or retirement.

四、 研究生變更指導教授未達共識或爭議。

Disputes or lack of consensus in cases of changing the thesis advisor by a graduate student.

第四條 研究生選定學位論文指導教授

Selecting a thesis advisor for graduate students.

研究生應於入學第一學期或依系、所、學程所訂之期限內，洽定學位論文指導教授，並經「學生資訊系統-各項申請-研究生申請／變更指導教授」簽核完成後，由系、所、學程辦公室登入「論文資料及成績維護系統」。

Graduate students should, within the first semester of enrollment or within the deadline specified by the department, institute, or program, establish a thesis advising relationship. Once completed, this should be endorsed via the "Student Information System - Various Applications - Graduate Student Application/Change of Thesis Advisor." Subsequently, the department, institute, or program office should record this information in the "Thesis Data and Grade Maintenance System."

第五條 **研究生申請更換指導教授**

Graduate students applying for a change of thesis advisor.

研究生在學期間，申請變更指導教授以一次為原則，至遲應於學位考試之前一個學期提出。

During the course of their studies, graduate students are allowed to apply for a change of thesis advisor once, and this request should be submitted no later than one semester before the comprehensive examination.

研究生欲變更指導教授，應經由「學生資訊系統-各項申請-研究生申請／變更指導教授」同時提供書面文件向所屬系、所、學程提出申請；如有爭議，應請系、所、學程主管召開相關協調會議作出決策，決策結果無須經原指導教授同意。前項書面文件由各系、所、學程自訂，內容得規範下列事項：

If a graduate student wishes to change their thesis advisor, they should initiate the process through the "Student Information System - Various Applications - Graduate Student Application/Change of Thesis Advisor" and simultaneously provide written documentation to their department, institute, or program. In case of disputes, the department, institute, or program director should convene relevant coordination meetings to make decisions, and the decision does not require the consent of the original thesis advisor. The written documentation for the application should be determined by each department, institute, or program and may include the following information:

(一) 研究生「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主體」之聲明。

(1) A statement that the graduate student will not use the research project results conducted under the original thesis advisor's guidance as the main content of their thesis without obtaining written consent from the original thesis advisor.

(二) 於原指導教授同意下，簽署「雙方共同發表原研究計畫成果」或「原計畫成果發表權為其中一人所有」之協議。

(2) An agreement, signed with the consent of the original thesis advisor, regarding the joint publication of the original research project results, or the allocation of publication rights for the original project results, with one of the parties having sole ownership.

(三) 新的指導教授同意指導之簽名。

(3) The signature of the new thesis advisor agreeing to provide guidance.

前項書面文件，經系、所、學程主管核備後，正本留系、所、學程辦公室，影本三份給原指導教授、新任指導教授及研究生自行保留。研究生如有兩位以上指導教授，僅欲中止取其中一位教授之指導關係時，不適用第一項第三款之規定。

The original copy of the written document shall be retained in the office of the department, institute, or program after being endorsed by the department, institute, or program head. Three copies of the document shall be provided to the original thesis advisor, the new thesis advisor, and the student for their records. In the case where a student has two or more thesis advisors and wishes to terminate the advisory relationship with one of them, the provisions of the first paragraph, item 3 do not apply.

第六條 指導教授離、退後之身分轉換

專任教師離職、退休時，其指導之研究生尚未畢業者，系、所、學程主管應另指定本系專任助理教授以上教師擔任該生之學位論文「指導教授」；原指導教師得繼續指導該研究生至畢業止，惟應於離、退生效日起，改列為「共同指導教師」。

系、所、學程主管應於研究生無法覓得指導教授、指導教授因故（含退休、離職、亡故等因素）無法繼續指導，或指導教授主動提出中止指導關係時，另為協調具指導資格教師，續任指導教師或改由本人擔任該生之指導教授。

Change of Advisor Status After Faculty Departure or Retirement

When a full-time faculty member departs or retires, and their supervised graduate student has not yet graduated, the department, institute, or program chair shall appoint another full-time assistant professor or higher-ranking faculty member in the same department to serve as the graduate student's thesis advisor. The original thesis advisor may continue to provide guidance to the student until their graduation. However, from the effective date of departure or retirement, the original advisor's status shall be changed to "co-advisor."

The department, institute, or program chair shall, in cases where a graduate student cannot find a thesis advisor, the advisor cannot continue due to reasons such as departure, retirement, or other unforeseen circumstances, or when the advisor voluntarily terminates the advising relationship, coordinate with qualified faculty members to either continue the advising relationship or assign a new thesis advisor to the student.

第七條 研究生變更指導教授未達共識或爭議
變更指導教授未達共識或爭議，應檢附「亞洲大學研究生變更論文指導教授協調申請書」，向系、所、學程提出調解申請，系、所、學程主管應於收到申請書十日內將處理結果書面通知申請之研究生。
研究生對本辦法所訂更換指導教授之處理結果，認有損及其權益時，得於接獲系、所、學程處理結果書面通知次日起十日內，向本校「學生申訴評議委員會」提出申訴。

Article 7: Disputes or Lack of Consensus Regarding Changing Thesis Advisor

In the event of disputes or the inability to reach a consensus regarding the change of a thesis advisor, the graduate student shall submit an "Asia University Graduate Student Application for Coordination to Change Thesis Advisor" to the department, institute, or program for mediation. The department, institute, or program chair shall notify the graduate student of the handling results in writing within ten days of receiving the application.

If a graduate student believes that their rights and interests have been compromised as a result of the handling results of changing the thesis advisor under these regulations, they may submit an appeal to the "Asia University Student Complaints and Appeals Committee" within ten days from the day following the receipt of the written notification of the department, institute, or program's handling results.

第八條 指導學生撰寫學位論文教師之論文指導費，每位博士生新台幣伍仟元整、碩士生新台幣參仟元整，每位教師個別或共同指導研究生，同一屆博、碩士生合計以指導六人為原則，超過部分不核給論文指導費；指導同一位學生只核發一次，多位教師共同指導同一位學生時，除平分論文指導費外，亦依比例平均列計指導人數。

Article 8: Thesis Supervision Fee

The thesis supervision fee for each graduate student supervised by a faculty member for writing their thesis is as follows: NT\$5,000 for doctoral students and NT\$3,000 for master's students. For individual or joint supervision of graduate students by faculty members, the maximum number of students eligible for thesis supervision fee per academic year is six. Any number of students exceeding this limit will not be eligible for the thesis supervision fee. The thesis supervision fee is granted only once per student. In cases where multiple faculty members jointly supervise the same student, the fee is divided equally among them, and the number of supervisors is counted proportionally.

第九條 各系、所或學程應依本辦法自訂更嚴謹之規定，經系、所或學程會議及院務會議審議後，送教務處核備後實施。

Article 9: Each department, institute, or program should establish more stringent

regulations in accordance with this policy. These regulations should be reviewed and approved by the department, institute, or program meetings and the college meetings, and subsequently submitted to the Office of Academic Affairs for endorsement before implementation.

第十條 本辦法經行政會議審議通過，校長核定公布後實施，修正時亦同。

Article 10: This policy shall be implemented upon approval by the Administrative Council and publication upon endorsement by the President. The same procedure shall apply for any future amendments.