

Taipei Medical University Graduate Institute of Data Science

Procedures for Selecting and Changing Advisors by Graduate Students

Resolved at the Institute Affairs Meeting of Graduate Institute of Data Science on April 6, 2017

- Article 1 Each master's student of the Graduate Institute of Data Science (hereinafter referred to as the "Institute") must select the thesis advisor before the end of the first semester. The advisor should be a full-time assistant professor or higher level. When necessary, the student may have a joint advisor subject to the consent of the internal or outside teacher. The advisor should not be the spouse, or blood relative or in-law within the third degree of consanguinity of the graduate student.
- Article 2 Each graduate student should fill out the "Advisor Selection Form" and submit it for the signatures of the Institute's administrative teacher and the Chairman. The forms will be kept by the office of the Institute.
- Article 3 After the selection of the advisor, the student's mentor should be the advisor.
- Article 4 The Institute's administrative teacher should provide the necessary assistance if any graduate student cannot find an advisor or the advisor is unable to advise due to illness, resignation, overseas travel or retirement.
- Article 5 Any graduate student who wishes to change the advisor must submit the application form within two weeks after the start of each semester. Change of advisor is permitted only once, unless there is any compulsory reason (as determined by the Institute Affairs Meeting).
- Article 6 Any graduate student of the Institute should fill out the "Change of Advisor Application Form" and submit it for the signatures of the Institute's administrative teacher and the Chairman to change the advisor. The forms will be kept by the office of the Institute. Any controversies should be considered and determined by the Institute Affairs Meeting.
- Article 7 After the change of advisor, the graduate student may not adopt the results obtained from the research conducted with the original advisor as the main content of the degree thesis without the written consent of the original advisor, unless the original professor serves as a joint advisor after retirement.
- Article 8 Any graduate student who is in the last semester of the maximum years of study and met the qualifications for oral defense may appeal to the Institute if the advisor does not give the consent for the thesis oral defense. The appeal should be considered and determined by the Institute Affairs Meeting.
- Article 9 Any graduate student who has changed the advisor should provide the draft of the thesis to the original advisor ten days before the thesis oral defense. In case of any disputes, the original professor should appeal to the Institute five days before the oral defense. The appeal should be considered and determined by the Institute Affairs Meeting.

Article 10 These Procedures and any amendments thereof shall become effective upon the resolution of the Institute Affairs Meeting.

Taipei Medical university Institute of Data Science

Thesis Advisor Agreement Form

Date : / /

Postgraduate _____ (Student ID

No. _____) has been selected his/her

advisor _____, and has obtained the

consent of Professor. Hereby formally be reported to the Graduate

Institute of Data Science.

Advisor : _____ (Advisor Signature)

Co-advisor : _____ (Advisor Signature)

Graduate student: : _____ (Student Signature)

Sign off	
Administration teacher	Director

(If the provisions of article content and research are inconsistent, the Institute should be brought up dissimilar opinion, not allowed to be reported.)

Taipei Medical university Institute of Data Science

Advisor Changes Request Form

Date : / /

Postgraduate _____ (Student ID _____)

No. _____) apply for changing his/her thesis advisor to
_____. Hereby formally be reported to the
Graduate Institute of Data Science.

Former advisor : _____ (Advisor Signature)

Advisor : _____ (Advisor Signature)

Co-advisor : _____ (Advisor Signature)

Graduate student: : _____ (Student Signature)

Sign off	
Administration teacher	Director

(If the provisions of article content and research are inconsistent, the Institute should be brought up dissimilar opinion, not allowed to be reported.)