

國立成功大學創意產業設計研究所

申請及更換指導教授要點

102年1月8日所務會議通過
102年6月25日所務會議修正通過
106年9月26日所務會議修正通過
111年9月27日所務會議修正通過

- 一、 國立成功大學創意產業設計研究所（以下簡稱本所）為保障研究生學習研究自由及維持師生良好關係，特依據本校學則、研究生章程及相關規定訂定本要點。
- 二、 研究生學生最遲應於二年級開學後兩周內選定指導教授，指導教授至多三人，至少一人為本所教師。
- 三、 研究生於就讀期間如有更換指導教授之必要，應於學期結束前提交「研究生變更指導教授申請書」以及原任與新任之「指導教授同意書」，經所長同意後始生效。變更以一次為限。但有下列情形之一者，得由所長召開學術與服務委員會或相關會議議決，由適當教授或所長擔任指導教授，或採其他妥適之方式處理：
 - (一) 原指導教授拒絕同意者。
 - (二) 研究生無法覓得新指導教授時。
 - (三) 其他顯足以影響師生良好關係者。
- 四、 研究生依本要點申請更換指導教授時，在原指導教授提供原始構想或概念及受指導下所獲得之研究成果，須經原指導教授同意，始得作為學位論文。
- 五、 研究生更換教授後，學術成就積分需重新送交至教學課程委員會審核。欲變更論文題目者，則須重新進行學術成就積分及論文計畫書之審查。
- 六、 本要點經所務會議通過，報請學校核定後實施，修正時亦同。

National Cheng Kung University
Institute of Creative Industries Design
Policies on Advisor Selection and Adjustment

Passed on January 8, 2013
Amended by Board Meeting on June 25, 2013
Amended by Board Meeting on September 26, 2017
Amended by Board Meeting on September 27, 2022

1. In order to safeguard graduate research and study as well as maintain positive relations between instructors and students, the National Cheng Kung University Institute of Creative Industries Design (hereinafter “ICID”) sets the following policies in accordance with *NCKU Academic Regulations* (學則), *Graduate Student Policies and Rules* (研究生章程), and other relevant policies.
2. Students should select and confirm their advisor(s) no later than the second week of their second year of study. Students may have a maximum of 3 advisors and at least one advisor must be a professor of ICID.
3. Students who seek to change or adjust advisors should submit both an “*Application for Advisor Change*” and “*Advisor Agreement Form*” to the ICID Office before the end of the semester. Students may only change advisors ONCE during their duration of study. In the case of the following circumstances, the Director will convene the Academic Services Committee (學術與服務委員會) or related meeting to appropriately resolve matters in the following situations:
 - (1) An original advisor has refused to give consent.
 - (2) The graduate student is unable to find a new advisor.
 - (3) Other advisor-student situations with significant impact on relations.
4. When a student changes advisors, research results obtained from ideas or concepts under the guidance of the original advisor must be first approved by that same original advisor before being used in one’s thesis or dissertation.
5. Students changing advisors must resubmit an “*Academic Achievement Form*” for reapproval by the Curriculum Committee (教學與課程委員會). Likewise, those changing research titles must resubmit an “*Academic Achievement Form*” for reapproval in addition to redoing the thesis proposal.
6. These policies were implemented after review by the ICID Board and ratification by NCKU. Any revisions and amendments are reviewed and updated through the same administrative procedure.

NOTE: *The English version was translated from the original Chinese text. In the event of any discrepancies, the Chinese version will take precedence.*