

國立成功大學物理學系研究所研究生與指導教授互動教授規範
Standards of Conduct between Thesis/Dissertation Advisors and Graduate Students
At the Department of Physics, National Cheng Kung University

114 年 02 月 26 日 系務會議通過 114 年 03 月 17 日院、校備核實施
Approved by the Department Meeting on February 26, 2025
Implemented after approval by the College of Science and NCKU on March 17, 2025
115 年 09 月 16 日 系務會議通過
Approved by the Department Meeting on September 16, 2026

- 一、國立成功大學物理學系（以下簡稱本系）為保障本系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、本校研究生章程及本校研究生申請更換指導教授原則，訂定本規範(以下稱本規範)。

The Department of Physics at National Cheng Kung University (hereinafter referred to as "the Department") has established these Standards (hereinafter referred to as "these Standards") in accordance with the University's Academic Regulations, the Graduate Student Regulations, and the University's Principles for Graduate Students Applying to Change Advisors, in order to safeguard the academic freedom of the department's graduate students and to maintain a sound advisor–student relationship.

- 二、本系研究生選擇指導教授須為本校教師，其指導資格及選任應依本系規定，如非本系專任教師，須依本系教師合聘辦法辦理。教師與研究生具有配偶、三親等內之血親或姻親者，不得擔任其指導教授。

Graduate students in this department must choose an advisor who is a faculty member of this university. The advisor's qualifications and appointment shall comply with the department's regulations. If the advisor is not a full-time faculty member of this department, the appointment must follow the department's joint faculty appointment procedures. Faculty members who are spouses or within the third degree of kinship or affinity to the graduate student are not permitted to serve as their advisor.

- 三、研究生應在入學第一學年結束前選擇指導教授、擬定研究方向，並填妥「研究生登記指導教授表」（附件一），經指導教授簽名同意後，向系辦公室辦理登記後，始生效力。

Graduate students should select their academic advisor and formulate their research direction before the end of their first year of enrollment. They must complete the “Advisor Agreement Form for Graduate Students (Attachment 1)”, obtain the advisor's signature of approval, and then submit it to the department office for registration before it takes effect.

- 四、研究生於第一學年結束前，若仍無法覓得指導教授，或依本規範規定與指導教授終止指導關係，或因指導教授生病、辭職、過世或其他因素無法繼續指導時，系主任或其指定人選應提供輔導或轉介，並於學術委員會議報告，提供研究生必要之協助。無法覓得指導教授之研究生，其修業年限、畢業資格等授予學位有關事項，仍應依本校及本系相關規定辦理。

If a graduate student is still unable to secure an advisor by the end of their first academic year, terminates the advising relationship in accordance with these regulations, or if the advisor is unable to continue advising due to illness, resignation, death, or other factors, the department chair or a designated representative shall provide counseling or referral, report the matter at an Academic Committee meeting, and render necessary assistance to the student. Graduate students who are unable to secure an advisor remain subject to the relevant university and department regulations governing degree conferral, including the duration of study and graduation eligibility.

- 五、指導教授或研究生任一方因故提出終止指導關係時，應先填具「終止指導關係聲明」(附件二)與「原研究計畫成果發表協議書」(附件三)，送交系辦備查日起五個工作日生效。如對上述聲明或協議有異議，須於十日(含假日)內向系辦公室提交書面說明，始進入第八條第一項協調程序。

When either the advisor or the graduate student requests to terminate the advisor-student relationship for any reason, they must first complete the "Declaration of Termination of Advisor-Student Relationship" (Attachment 2) and the "Original Research Project Results Publication Agreement" (Attachment 3), and submit them to the department office for record. The termination will take effect five working days after submission. If there are any objections to the aforementioned declaration or agreement, a written explanation must be submitted to the department office within ten days (including holidays) to initiate the coordination procedure outlined in Article 8, Paragraph 1.

- 六、更換指導教授應於每學期開學起兩周內為之。若非於規定時限內申請更換者，導生系統將依校方系統開放期限之規定，將於次一個學期開學始能變更新的指導教授。若遇特殊因素，則專案處理。

Changing the academic advisor should be done within the first two weeks of the semester. If the request to change is not submitted within this time frame, the advising system will follow the university's system opening period rules, and the new advisor change will only take effect at the start of the following semester. In cases of special circumstances, the matter will be handled on a case-by-case basis.

- 七、如師生雙方合意終止指導關係，但僅針對「**原研究計畫成果發表協議書**」（附件三）有異議，由系主任召開學術委員會於一個月內做出協調結果，以書面通知研究生及指導教授。

If both the advisor and the student mutually agree to terminate the advisor–student relationship, but have objections only regarding the "Original Research Project Results Publication Agreement" (Attachment 3), the department chair shall convene an academic committee to reach a resolution within one month and notify the student and the advisor in writing.

- 八、有下列情形之一者，由系主任或其指定人選協調妥適處理。如無法達成協議，則由系主任擔任召集人，邀集二至四名教師組成委員會；指導教授、研究生及學生代表一人，均需列席。當事人如遇不可抗力因素或涉及性平案件，可經委員同意後，採視訊會議列席或另案處理。如研究生之指導教授為系主任時，由學術委員會指派本系專任教師一人擔任，於一個月內做出協調決議，決議後五個工作天內通知指導教授與研究生。

In any of the following situations, the department chair or their designated representative shall coordinate an appropriate resolution. If an agreement cannot be reached, the department chair will serve as convener and invite a committee of two to four faculty members to be formed; the advisor, graduate student, and one student representative must all attend as observers. If the parties involved face force majeure circumstances or the case involves gender equality issues, with the committee's consent, attendance may be via video conference or handled through other means. If the graduate student's advisor is the department chair, the academic committee will appoint a full-time faculty member from the department to serve, and a resolution must be reached within one month. The advisor and graduate student will be notified of the decision within five working days after the resolution.

- （一）指導教授或研究生拒絕同意終止指導關係。

The advisor or graduate student refuses to agree to terminate the advisor–student relationship.

- （二）已達最低修業年限且符合所屬系所學位考試資格，仍無法獲得指導教授同意進行學位考試。

Having reached the minimum required years of study and meeting the degree examination qualifications of the respective department, but still unable to obtain the advisor's consent to proceed with the degree examination.

- （三）通過學位考試且研究生認為已依口試委員意見將論文內容修正完成，但仍無法獲得指導教授或口試委員簽署。

Having passed the final defense and the graduate student believes that the thesis has been revised according to the final defense committee's suggestions, but still cannot obtain the signatures of the advisor or the final defense committee members.

(四) 研究生無法與指導教授取得聯繫逾二個月。

Graduate student unable to contact their advisor for over two months.

(五) 論文指導關係之任一方有校園性別事件之行為，經本校性別平等教育委員會受理時，當事人得請求本校性平會密件函知本系，終止指導關係。

If either party in the advisor–student relationship is involved in a campus gender-related behavior, upon acceptance by the university’s Gender Equity Education Committee, the concerned party may request the committee to confidentially notify the department and terminate the advisor–student relationship.

(六) 其他顯足以影響師生為指導關係時良好關係者。

Others that significantly affect the establishment of a good advisor–student relationship.

本系因前點第五款事由進行協調時，應依性別平等教育法第二十三條至第二十五條規定之精神辦理，且不得運用可能形成不對等之權力與地位之方式為之。

When this department conducts coordination due to the reasons stated in item five above, it shall do so in accordance with the spirit of Articles 23 to 25 of the Gender Equality Education Act, and shall not use methods that may create unequal power and status.

九、研究生如不接受依本規範之協調結果或會議決議，可依國立成功大學學生申訴評議委員會設置與申訴處理辦法，逕向申評會提出申訴。

If graduate students do not accept the coordination results or meeting resolutions in accordance with these standards, they may file a complaint directly with the Student Appeals Review Committee of National Cheng Kung University in accordance with National Cheng Kung University Regulations Governing the Establishment and Administration of the Student Appeals Review Committee.

十、更換指導教授之研究生舉辦學位論文口試十天(含假日)前，應將一份論文電子稿傳送原指導教授，並保留寄送紀錄。如論文內容有抵觸本協議書之爭議，原指導教授應於口試五天(含假日)前向系辦提出申訴，由系主任裁定口試可否繼續進行；並由學術委員會於一個月內裁決申訴，決議研究生是否符合學術論理規範，始得通過論文。

Graduate students who change their academic advisor must send an electronic copy of their thesis to their original advisor at least ten days (including holidays)

before the final defense, and keep a record of the transmission. If there is any dispute regarding the thesis content that violates this agreement, the original advisor must file a complaint with the department office at least five days (including holidays) before the defense. The department chair will then decide whether the defense may proceed. Additionally, the Academic Committee will issue a ruling on the complaint within one month to determine whether the student meets the academic ethics and research integrity standards required to pass the final defense.

十一、 研究生未依本規範辦理而逕自更換指導教授時，不得申請學位考試，已考試者其學位考試成績不予承認。

If a graduate student changes their advisor without following the prescribed standards, they are not allowed to apply for the final defense. If they have already taken the final defense, the results will not be recognized.

十二、 本規範經系務會議通過，送院、校核備後實施，修正時亦同。

These standards were approved by the Department Affairs Meeting, then submitted to the college and university for review and record before implementation. The same procedure applies for any amendments.