
TAIWAN INTERNATIONAL GRADUATE PROGRAM
IN
MOLECULAR AND CELL BIOLOGY PROGRAM

THESIS ADVISOR RECORD

I, THE UNDERSIGNED, hereby acknowledge I have read, completed and returned the attached form on "thesis advisor record".

I also acknowledge that I have read the attached "information for a thesis advisor and graduate student of MCB Program" and instructions on the curriculum; and that I fully understand the guidelines and the requirements for the Ph.D. study in TIGP-MCB Program.

I, _____ (student's name) , hereby declare that I will do my thesis research in the lab of Dr. _____ (advisor's name) at _____ (#Room, Institute). I will follow the regulations of the MCB Ph.D. program.

Student's Signature : _____

Date: _____

.....

I agree to serve as the thesis advisor and the committee coordinator of _____ (student's name) , and follow the regulations of the MCB Ph.D.

Program. PI's Signature : _____ Date: _____

I also nominate the PIs below as the thesis committee members:

	Name	Institute	position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____ (optional)	_____	_____

Please return this record to the TIGP-MCB office before the start of the third semester.



TIGP Merit-based Scholarship/ Stipend Regulation

A new regulation was passed in 2019 to require all TIGP programs to conduct a regular review on the scholarship/stipend of TIGP students based on their performance, and the minimum stipend being set at NT\$ 28,000 per month. This new regulation applies to TIGP students enrolled in and after the academic year 2019.

If a student fails to meet the merit-based policy, his/her scholarship/ stipend should not be reduced to less than NT\$28,000/month to comply with this regulation. In rare circumstances and with written approval from the TIGP Office, a student's scholarship may be temporarily lowered to less than NT\$28,000/month. However, if this abnormal condition persists, the program committee will intervene.

Faculty members of all TIGP programs, either from Academia Sinica or partner universities, must agree to obey this regulation before accepting a TIGP student.

Furthermore, the Academia Sinica Supplemental Stipend Program for PhD Students (中央研究院博士生獎助金提升方案) has been in effect since 2023. Please note that the supplemental stipend is separate and not included in the NT\$28,000. Additionally, faculty members from Academia Sinica have the right not to recommend them for the supplemental stipend if students do not meet the specified criteria.

Acknowledgment of Graduation Requirements

As a student's advisor, you must have a clear understanding of the graduation requirements of both the TIGP program and the partner university. You must also ensure that the student is fully aware of and understands all requirements that must be fulfilled to successfully complete the program and earn the degree.

I have read and understood the above regulation, graduation requirements and acknowledge my responsibility to ensure that the student is fully informed of and understands these requirements.

Name of Advisor (in block letters): _____

(中文姓名請用正楷書寫)

Signature of Advisor: _____ Date: _____

“Information for a thesis advisor and graduate student of MCB Program”

CHOOSING A THESIS ADVISOR

- (1) A thesis advisor is selected upon mutual agreement between the student and a TIGP-MCB faculty member. *(Form 301)*
- (2) The thesis advisor must be a faculty member of the TIGP-MCB program at the beginning of the student's first semester. If a student needs to change his/her thesis advisor during the PhD study, the new thesis advisor must be a TIGP-MCB faculty member at the time of the change. In all cases, the thesis advisor must have agreed to advise and sponsor the student for the entire period of graduate study.
- (3) To ensure continuity of a student's thesis research, faculty members who reach the age of 65 before each fall semester are no longer eligible to be a thesis advisor for a new student enrolled thereafter. A list of available faculty members is provided in each year's student handbook.
- (4) If a thesis advisor retires or transfers to a new post and no longer has a primary appointment in Academia Sinica or NDMC, his/her student can either find a new advisor from among the eligible faculties at the time of transfer or stay with the same advisor. If the student chooses to stay with the same advisor, the first/primary affiliation of the corresponding author in the publication used to apply for the thesis defense still needs to be listed as “Molecular and Cell Biology, Taiwan International Graduate Program, Academia Sinica and Graduate Institute of Life Science, National Defense Medical University, Taipei, Taiwan”.

☞ See Appendix III for Thesis Research related documents

THESIS COMMITTEE

The thesis advisor should organize a Thesis Committee within one month of a student choosing their lab. Each Thesis Committee should consist of at least three members, including the advisor. The Thesis Committee must meet at least once a year to evaluate the progress report from the student. The thesis committee evaluates the progress and advises on current research problems and the future direction of the project.

PROGRESS REPORT

Students are required to complete their annual progress reports to the Thesis Committee in a timely manner in order to graduate. The first report should be given by the end of the third semester aimed at discussing the thesis proposal with the committee. Thereafter, progress reports should be given once a year by the end of each Fall semester. The date should be reported to Office of MCB program by December 31st and the report should be done no later than January 31st. Students should prepare a written proposal or progress report (see below for format), and submit it to their Thesis Committee and the TIGP-MCB office at least one week before their scheduled annual progress report meeting. The annual progress in the 5th year should open to all program faculty and students.

☞ See Appendix IV for the Open Annual Progress Report Seminar (Required for the 5th year student)

- Format for the written report (no more than 15 pages, single-spaced)
 1. Title page
 2. Introduction (2-5 pages)
 3. Results and discussion
 4. Future work
 5. References

Students should coordinate the schedule for their progress report with their Thesis Committee and duly notify the Thesis Committee members when to attend meetings to discuss their progress reports.

QUALIFYING EXAM

Students should take the QE before the start of their third academic year. Students who pass the Molecular and Cell Biology course are eligible to apply to take the QE. Students must submit an application form and a one-page research proposal containing abstracts and specific aims to the Curriculum and Degree Committee before the application deadline. See Table I for the timeline.

Two formats of thesis proposal can be accepted and either one should be approved and verified by the thesis advisor.

1. NON-THESIS PROPOSAL: The topic cannot be closely related to your Masters or Ph.D. thesis or to your advisor's research. However, the subject can be in the field of the student's thesis research.

2. THESIS PROPOSAL: Students can use their thesis proposal to take the QE with the consent of their thesis advisor. The Curriculum and Degree Committee will assemble a QE evaluation committee to evaluate each abstract and to appoint a QE committee for each student according to the subject of their proposal. The QE committee consists of five members, and the student's thesis advisor should not serve on the committee or be present during the QE. Maximal of 2 thesis committee members can be invited to serve as the student qualifying exam committee (advisor excluded). Students must submit their proposal to the MCB office two weeks before the date of the QE. The date of the QE exam will be announced before 1st June or 1st December.

Format of qualifying examination proposals:

1. Specific Aims
2. Background and Significance
3. Experimental Design and Methods
4. Anticipated Results
5. Discussion
6. Page limit for content of proposal is 25 pages. (*Use Times New Roman font, 12-point type, and single-spacing.*)

*Items 4 and 5 can be presented separately or together.)

*The format for references should follow that of the journal "Cell" or "Nature".

Students will defend their proposal in front of their QE committee.

The QE will be evaluated based on: (1) background knowledge; (2) rationale, originality and feasibility of the proposal; and (3) presentation skills.

For the thesis proposal, it is suggested to include your preliminary data to support the feasibility of your proposal, but preliminary data does not guarantee that you will pass the exam.

At least three of the QE committee members are required to approve a pass grade for the QE. Students who fail the first QE should retake the exam before the end of their fifth academic semester. Students who fail the qualifying examination the second time will result in studentship termination.

In principle, the TIGP-MCB qualifying exam (QE) will be held twice every year. Students should take the QE before the start of their third academic year. Students need to pass the Molecular and Cell Biology course to be eligible to apply to take the QE. Students must submit an application form (Form 401) and a one-page research proposal that contains an Abstract and Specific Aims to the Curriculum and Degree Committee by the announced date (see Table 1 below).

The Curriculum and Degree Committee will appoint a QE Evaluation Committee to evaluate each abstract and will appoint a QE Committee for each student according to the subject of the proposal. Each QE Committee consists of 5 members. No more than 2 of the 5 can be the student's thesis committee members. The student's thesis advisor should not serve on the student's committee or be present during the exam.

Students must submit their proposals to the TIGP-MCB office at least two weeks before the exam date.

TWO FORMATS OF QE PROPOSALS:

1. Non-thesis proposal: The topic cannot be closely related to the student's Master's or PhD thesis, or to the advisor's research. However, the topic can be in the general field of the student's thesis research.

2. Thesis proposal: With the consent of their thesis advisor, students can submit their thesis proposal for the examination.

3. The format of the QE proposal should be as follows:

- Specific Aims

- Background and Significance
- Experimental Design and Methods
- Alternative approaches and discussion
- References (Please follow the reference format of the journal “Cell” or “Nature”.)
- Page limit for content of proposal is 25 pages. (*Use Times New Roman font, 12-point type, and single-spacing.*)

Students will defend their proposal in front of their QE committee.

The QE will be evaluated based on: (1) background knowledge; (2) rationale, originality and feasibility of the proposal; and (3) presentation skills.

For the thesis proposal, it is suggested to include your preliminary data to support the feasibility of your proposal.

Preliminary data does not guarantee you will pass the exam.

At least three of the QE committee members are required to approve a pass grade for the QE. Students who fail the first QE should retake the exam before the end of their fifth academic semester. Students who fail the qualifying examination the second time will result in studentship termination.

Table 1. Timetable for students eligible to apply for the QE

Semester	Applications submitted	Announcement of the dates for the QE	Dates of QE Examination
Fall	1-15 October	By 15 November	15 December-15 January
Spring	15-30 April	By 1 June	1 July-31 August

☞ See Appendix V for “TIGP-MCB Qualifying Examination Package”



GRADUATION

DEGREE REQUIREMENTS

In order to earn a Ph.D. degree under the TIGP-MCB program, a candidate must successfully complete/meet the following criteria within seven years:

- Completion of course requirement: 30 credits of course work (including 12 credits for thesis research) are required for students with a Master's degree and 42 credits for students with only a Bachelor's degree.
- Students must have completed annual progress reports in a timely manner.
- Students must meet one of the following requirements:
 1. The student should have published at least one research paper, or have a manuscript accepted for publication, as the first author in a research journal that is ranked in the top 50% of journals in that subject amongst SCI list publications. The affiliation for TIGP-MCB program students should be listed in their published work as "**Molecular and Cell Biology, Taiwan International Graduate Program, Academia Sinica and Graduate Institute of Life Science, National Defense Medical University, Taipei, Taiwan**", followed by the primary affiliation of the advisor. An alternative option is: "**Molecular and Cell Biology, Taiwan International Graduate Program, Academia Sinica and National Defense Medical University, Taipei, Taiwan**". The publication date of the manuscript can be anytime after the student has been enrolled in the TIGP-MCB program.
 2. If the paper has more than one first author, is a review article, is published in a journal not ranked in the top 50% of journals in that subject amongst SCI list publications or in a journal has not received ranking, or the student's research work has not been published but the student has been in the TIGP-MCB program for 5 or more years and has shown exceptional aptitude, at the discretion of the advisor and Thesis Committee, the following procedure can be followed to apply for approval for a thesis defense:
 - (1) The student's thesis committee is required to submit a recommendation letter to verify that the quality and quantity of the student's work is sufficient to gain a Ph.D. degree under the TIGP-MCB program. The recommendation letter should detail the student's specific accomplishments, independence and communication skills in research.
 - (2) The thesis advisor should also write a statement outlining the reasons why the student's capabilities and qualifications warrant award of a Ph.D. degree.
 - (3) The student must also submit a written statement specifying his/her own contributions to the paper(s) and other achievements. Awards and oral presentations of the student in international meetings etc., would be helpful to the TIGP-MCB Curriculum and Degree Committee in evaluating the application.These documents should be submitted to the TIGP-MCB Curriculum and Degree Committee at least one month before the next scheduled Curriculum Committee meeting of our partner university. Please note that the partner university's committee meeting schedule may vary each year.
 - (4) The student should give an oral presentation to the TIGP-MCB Curriculum and Degree Committee, and the thesis advisor should be present at the presentation to answer any questions from the Committee. The TIGP-MCB Curriculum and Degree Committee will make a majority vote.
 - (5) If approved by the TIGP-MCB Curriculum and Degree Committee, the case will then be submitted to the partner university's Curriculum Committee for approval through a majority vote.
 - (6) For students who have reached the maximum time allowed for their PhD study and who are applying for thesis defense without a publication, record of manuscript submission should be presented. If the manuscript has not been submitted, the student's thesis advisor needs to attend the partner university's Curriculum Committee meeting in person in order to properly defend the application during the voting.
 - (7) For students who have not reached the maximum time allowed for their PhD study and who are applying for thesis defense without a publication, they need to submit document showing that the submitted manuscript has gone through the full review process (e.g. providing reviewer's comments), and provide a statement from the

advisor elucidating how they will address the comments and will resubmit, or that they will submit to a new journal and how they will have a better chance of getting accepted in the new journal.

- Students must pass their thesis defense.

THESIS DEFENSE COMMITTEE

With the consent of the student's Thesis Committee, a Thesis Defense Committee of 5-7 members must be formed. The Thesis Defense Committee must comprise 2-4 non-TIGP-MCB faculty members. Students must present their thesis work in an open seminar, followed by a defense in front of the Thesis Defense Committee. Chair cannot be advisor and has to be a MCB faculty.

FELLOWSHIP GUIDELINES

Once admitted, each TIGP student will receive a monthly stipend of NT\$34,000 (approximately USD:1050) for the first year. After the 1st year, all MCB students will be evaluated for the fellowship level received according to the requirements below.

	Conditions	Fellowship
In the second year	1. Fail to pass two of the three required course (MCB and two seminars) in the first year 2. Fail to have a thesis advisor by August 31st. (If the student has rotated through 3 labs and can't find a lab, the student is exempted.)	Students who fails to meet either one of the requirements, the committee shall reduce the student's fellowship level to NT\$31, 000 for 6 months from September to February.
From the second year and thereafter	Fail to finish the annual progress report before the end of each Fall semester. (The date should be reported to Office of MCB program by December 31 st and the report should be done no later than January 31 st .)	The curriculum committee shall implement a cumulative 10% monthly deduction (i.e. 20% for 2 months...etc.) in fellowship until the report is done.
In the third year	Fail to pass the qualifying examination at the end of 2 nd year.	The thesis advisor has the right to reduce the student's fellowship to NT\$31, 000 until the students pass the qualifying exam.
From the third year and thereafter	After each progress report, the thesis committee concludes that the student has not made reasonable progress in the past year.	The thesis committee can recommend a reduction in the student's fellowship level.
Starting from the fourth year to graduation	The thesis advisor is responsible for the MCB student fellowship and the amount of money received may vary depending on the advisor's source of funding and academic performance.	

APPENDIX IV. OPEN ANNUAL PROGRESS REPORT SEMINAR

(Required for the 5th year student)

PURPOSE:

The seminar series are designed to help PhD students for their thesis research. The major purpose for this seminar is aimed to provide critical suggestions and to strongly enforce senior PhD students to have a draft of manuscript before the presentation of his/her progress.

ATTENDANCE:

All 5th year students are obligated to attend every seminar to learn from each other and participate in the discussion.

All 4th year students should pick at least TWO seminars to attend.

The presenter is required to submit a manuscript draft with “Introduction, Results, Materials and Methods, Discussion, and References” sections at least one week before the seminar.

Students fail to meet this requirement will be brought out further for the discussion within the education committee and the committee might call another meeting with his/her supervisor and thesis committee to bring up a timeline for manuscript submission plan. If no further improvement is expected, the education committee will enforce a monthly progress report with the supervisor together with you until you have a good manuscript draft in hand.

TO-DO –LIST FOR THE PARTICIPANTS:

1. The 5th year Ph.D. students are required and the 4th year and 6th year students are encouraged to register as a speaker. All the registered students are required to attend each seminar presentation.
2. Arrange the thesis advisor and thesis committee to attend the seminar when the student is presenting.
3. Turn in the written thesis progress report in a manuscript format with “Introduction, Results, Materials and Methods, Discussion, and References” sections to the course organizers and thesis committee one week before the presentation.
4. If you can't attend any seminar, please inform the course organizer and program office before the seminar.
5. All 4th year students should pick at least two seminars to attend.

TO-DO-LIST FOR THE THESIS ADVISOR:

1. Please find the schedule of your student's presentation and mark on your calendar. Attending each seminar will earn you one faculty credit.
2. You can ask your student to arrange the presentation as the annual progress report and invite the thesis committee to attend.
3. Each presenter should deliver the written report in the manuscript format to the course organizers and forward a copy to IMB education program office at least 3 days prior (on Monday before 5 PM) to the presenting day.

TIGP-MCB PROGRAM GUIDELINES FOR CHANGING THESIS ADVISOR

Changing thesis advisors is generally discouraged within the TIGP-MCB program. However, under some circumstances, a student/thesis advisor may request that a mentorship be discontinued. To do so, the following guidelines should be adhered to:

1. Student has not yet passed the qualifying exam:

The student and the original advisor should agree and complete the required documentation. The student can undertake one additional lab rotation before selecting a new lab among the TIGP-MCB faculty for thesis research. The new thesis advisor should also sign the "Changing thesis advisor" form and the "Thesis advisor record" form. Students should follow the study schedule of the TIGP-MCB program.

2. Student has passed the qualifying exam and is in their 3rd or subsequent year of research:

The student and the original advisor should agree and complete the required documentation. The student can undertake one additional lab rotation before selecting a new lab for thesis research. The new thesis advisor should also sign the "Changing thesis advisor" form and the "Thesis advisor record" form.

Should the student elects to choose a faculty member outside of TIGP-MCB Program; the student will have to switch into the corresponding TIGP program of the new thesis advisor.

Note: the duration of the PhD still cannot exceed 7 years even if a thesis advisor has been changed.

APPLICATION FOR CHANGING THESIS ADVISOR

Student Information:

Student Name: _____ Year Enrolled: _____

Email: _____ Contact Phone Number: _____

New Tentative Thesis Title: _____

New Thesis Advisor:

I am willing to serve as the thesis advisor of _____ (Student Name).

Advisor's Name: (print) _____ Institute: _____

Advisor's Signature: _____ Date: _____

Please note: The thesis advisor shall be the corresponding author of the publication for graduation.

Initial Thesis Advisor:

I acknowledge the request by _____ (Student Name) to change thesis advisor.

Advisor's Name: _____

Advisor's Signature: _____ Date: _____

☐ *I agree that the current research and experimental data can be continued in the future lab and used for graduation.*

APPENDIX IX. TIGP-MCB PROGRAM MENTORSHIP

TIGP-MCB PROGRAM GUIDELINES FOR GOOD PRACTICE IN GRADUATE EDUCATION

<i>It is essential and important that GRADUATE STUDENTS should :</i>	<i>FACULTY ADVISERS should:</i>
1 Conduct themselves in a mature, professional, and civil manner in all interactions with faculty and staff.	1 Interact with students in a professional and civil manner in accordance with institutional policies governing nondiscrimination and sexual harassment.
2 Recognize that the faculty adviser provides the intellectual and instructional environment.	2 Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, or nationality.
3 Take the initiative in research learning and exercise the highest integrity in taking examinations and in collecting, analyzing and presenting research data.	3 Have a clear understanding with graduate students about their specific research responsibilities for completion of their dissertation.
4 Devote an appropriate amount of time and energy toward achieving academic excellence in order to earn the degree.	4 Evaluate student's work in a timely manner.
5 Communicate regularly with faculty advisers, especially in matters related to research and progress within the graduate program.	5 Have responsibility for monitoring the accuracy, validity, and integrity of the student's research and assist graduate students to develop grant writing skills.
6 Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.	6 Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
7 Maintain the confidentiality of professional activities and research prior to presentation or publication.	7 Create an ethos of collegiality and high standards of research ethics.
8 Acknowledge the contributions of the faculty adviser and other members of the research team to the student's work in all publications and conference presentations.	8 Prepare students to be competitive for employment and make use of professional contacts for the benefit of their students, as appropriate.
9 Recognize that faculty members have broad discretion to allocate their own time and other resources in ways which are academically productive.	9 Faculty should be aware of NOT: Exposing themselves to conflicts of interest. Impeding a graduate student's progress toward the degree in order to benefit from the student's proficiency. Requesting students to do personal work.

These guidelines were adopted from those of the University of Oregon and University of California, Davis, which will be reviewed regularly by the Curriculum & Degree Committee, with the intention of facilitating a constructive and instructive relationship between faculty and students undertaking thesis research under the TIGP-MCB program.

國際研究生「分子與細胞生物學」學程教授與研究生論文指導互動準則

2009.08.28 Amended by MCB Curriculum Committee Meeting

2010.07.27 Announced by MCB Union Committee Meeting

第一條 為規範論文指導教授與研究生之互動關係，訂定本準則。

第二條 This guidelines are set to mediate of the disputes between students and advisors if any situation occurs.
研究生應於學程規定之期限內，選定學位論文指導教授(以下簡稱指導教授)，並持指導教授之書面同意書，向學程辦公室登記。

第三條 Graduate students should choose thesis advisor by the timetable and register with Office of program with the specific form with completion.
學程召集人於研究生無法覓得指導教授或指導教授因生病、辭職、出國及過世等因素無法再繼續指導時，應提供必要之協助。

第四條 Program coordinator shall provide the necessary assistance if the student can find the research lab or the thesis advisor quit the program due to some inevitable reasons.
研究生欲變更指導教授，需準備以下書面文件提經學程召集人核備，若無違反學程相關規定，於十日後自動生效。
(一) 研究生聲明「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」之聲明書。
(二) 於原指導教授同意下，簽署「雙方可共同發表原研究計畫成果」或「原研究計畫成果發表權為其中一人所有」之協議書。
(三) 新的指導教授之書面同意書
前項之文件需正本三份，經學程召集人核備後，一份給原指導教授，一份留學程辦公室，一份研究生自行保留。

第五條 If the student wants to change the thesis advisor, he/she shall prepare the following documents to report to the program and it will be in effect within 10 days without any dispute arised.
1. The agreement to change thesis advisor with the previous thesis advisor signature
2. the new thesis advisor record form with thesis advisor signature
3. the agreement on the property of intelligence signed by the previous thesis advisor.
指導教授因故主動提出中止指導關係時，應提書面資料向學程報備並副知研究生，國際研究生學程及合作大學系所辦公室，研究生於接獲通知後，得以書面向學程提出異議之聲明。
學程應於受理聲明書後，由學程召集人於兩週內邀集指導教授、學程資深專任教師(副教授或副研究員以上)三人，其中研究生得推薦一人及研究生本人，召開協調會議，以協助師生雙方妥善解決問題，協調結果應作成書面紀錄。
經中止指導關係後，學程應盡量協助研究生另覓新的指導教授。

If the thesis advisor submit the termination of mentorship, he/she should submit the report to program office, office of partner university and also copy to the student. The student can submit the objection statement to Office of program.

The program coordinator should call a meeting among thesis advisor, at least 3 senior faculty (associated or above professors or principal investigators) and the student within two weeks after the statement is received. The student can recommend one faculty. The meeting is to mediate and assist

the thesis advisor and student relationship and mentorship. All the mediation should be kept in minutes and kept by office of program. The program should try to assist the student to find a new thesis advisor if the mentorship is ended up.

第六條 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送原指導教授親自簽收。如發生對聲明書相關之爭議，原指導教授應於口試五天前向學程提出申訴，提出申訴後，口試暫停；由學程教務會議於一個月內裁決之。

The graduate student should submit the dissertation manuscript to the previous thesis advisor 10 days before the degree oral defense date. If any dispute of property of intelligence occurs, the previous thesis advisor should apply for appeal to program. The degree oral defense will be suspended temporarily.

第七條 研究生已達最低修業年限且自認為符合學程研究生申請口試資格，仍無法獲得指導教授同意進行學位論文口試，可向學程提出申訴。研究生提出申訴後，學程召集人應召集至少 5 人以上之論文評議委員會(含該生原論文委員會委員，並得由學生推薦 1 名相關領域委員)，採多數決投票，並於一個月內將處理結果書面通知申訴之研究生。學程學生事務委員會主席應列席該項會議，不參與投票。

The student can apply the appeal under the criteria meet:

1. who has reached the minimum length of study
2. who has considered himself fulfilled and eligible for oral defense examination
3. can't get the thesis advisor's consent to apply

Program shall call a meeting more than five members among the original thesis committee and one member recommended by the student(optional) to have the majority vote. The result should be submitted to the student within one month. The chairperson of student affair committee should sit-in the meeting not involving the ballot-casting.

第八條 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。

The student change the thesis advisor without following the guideline, the oral defense application will NOT be processed.

第九條 本準則經教務會議通過後自公布日施行。

The guidelines are amended by curriculum committee meeting and be in effect from the announced date.