

Guidelines for Handling the Replacement of Graduate Student Thesis/Dissertation Advisors of Yuan Ze University

Approved by the 8th Academic Affairs Meeting, Academic Year 2025, on June 10, 2026

Article 1

Yuan Ze University (hereinafter referred to as "the University") establishes these Guidelines (hereinafter referred to as "the Guidelines") to handle disputes and conflicts arising between graduate students and their thesis/dissertation advisors.

Article 2

When a graduate student and his/her thesis/dissertation advisor are unable to maintain the thesis/dissertation advising relationship for any reason, the student may submit the "Application Form for Replacement of Graduate Student Thesis/Dissertation Advisor of Yuan Ze University" along with a signed "Affidavit for Replacement of Graduate Student Thesis/Dissertation Advisor of Yuan Ze University" to their respective department, institute, or degree program.

The head of the respective department, institute, or degree program shall convene a department (institute/degree program) affairs meeting or a dedicated committee to conduct a documentary review. The process must be completed within twenty (20) working days from the next working day following the receipt of the application, and the results of the change shall be notified to both the graduate student and the advisor by official written correspondence or email.

The aforementioned meeting or committee shall require the attendance of at least one-half of all committee members, and any resolution shall be adopted with the approval of at least one-half of the attending members.

In order to safeguard the basic rights and interests of the student, excluding academic research guidance, upon submission of the application by the graduate student, the head of the department, graduate institute, or degree program, or one faculty member designated by the head, shall temporarily assume the duties of advisor. Such temporary duties shall terminate upon the conclusion of the replacement procedure, including the finalization of any subsequent appeal decision.

Where the head of the department, graduate institute, or degree program is a party to the matter, the aforementioned duties and the convening of the meeting shall be assigned by the Dean of the college to a full-time faculty member within the college.

Article 3

If the graduate student or the thesis/dissertation thesis advisor objects to the outcome determined by the department, institute, or degree program, he or she may request a review from respective college within ten (10) working days from the day following the receipt of the notification.

The college shall review the legitimacy and procedural compliance of the resolution made by the original department, institute, or degree program. The college office shall issue a review decision to either uphold or modify the original resolution within twenty (20) working days from the next working day following the receipt of the request, and shall notify both the graduate student and the thesis/dissertation advisor of the outcome via official written correspondence or email.

Where the Dean is a party to the matter, the Provost shall designate a full-time faculty member within the college to act on behalf of the Dean.

Article 4

Based on the principle of safeguarding students' rights to education, relevant units shall, in principle, grant approval after the graduate student has signed the "Affidavit for Replacement of Graduate Student Thesis/Dissertation Advisor of Yuan Ze University." Unless there are specific and justifiable grounds, for which the department, institute, or degree program shall bear the burden of proof and specify clearly in the resolution, no decision denying the replacement shall be made.

Article 5

To protect the rights and interests of the newly appointed thesis/dissertation advisor, they shall not bear any coordination or joint liability for any pre-existing disputes between the graduate student and the original thesis/dissertation advisor.

Article 6

Where the graduate student objects to the result of the college's handling of the matter, the student may file an appeal with the Student Appeal Review Committee in accordance with the University's Regulations Governing Student Appeals.

Article 7

Where the thesis/dissertation advisor objects to the result of the college's handling of the matter, the advisor may file an appeal with the Faculty Appeal Review Committee in accordance with the University's Regulations Governing the Organization and Review Procedures of the Faculty Appeal Review Committee.

Article 8

Where any dispute arises between the graduate student and the thesis/dissertation advisor concerning the "right to use original research results in the thesis/dissertation" or the "ownership of publication rights," the party whose rights or interests have been infringed may file a complaint with the University's Academic Ethics and Integrity Committee in accordance with the Yuan Ze University Regulations Governing the Handling of Academic Ethics Cases, or may directly seek remedies through relevant legal procedures.

Article 9

Each college, department, graduate institute, or degree program shall provide graduate students with necessary assistance in handling matters relating to graduate students or thesis/dissertation advisors.

Article 10

Each department, graduate institute, or degree program may, upon approval by its department, institute, or degree program affairs meeting, establish a designated committee to handle matters concerning the review of thesis/dissertation advisor replacement under Article 2.

The composition requirements, number of committee members, terms of office, and operating rules of such committee shall be prescribed by each department, graduate institute, or degree program in accordance with its academic characteristics and organizational scale.

Article 11

Each college, department, graduate institute, or degree program may establish relevant implementation rules and forms, and shall announce them on its respective website.

Article 12

These Guidelines shall take effect upon approval by the Academic Affairs Meeting.

**Application Form for Replacement of Graduate Student
Thesis/Dissertation Advisor of Yuan Ze University**

Applicant		Student ID No.		Date	
Department/Institute/Degree Program: _____ Master's/Ph.D. Program: _____ Grade/Year: _____					
Tel. No.		E-mail Address			
Current thesis/dissertation advisor	Professor _____				
Statement of Facts/ Explanation					
☐ I hereby guarantee that the statements made above and the attached documents are true and accurate. ☐ Attached: " Affidavit for Replacement of Graduate Student Thesis/Dissertation Advisor of Yuan Ze University "					
Applicant's Signature					

Affidavit for Replacement of Graduate Student Thesis/Dissertation Advisor of Yuan Ze University

I, _____, the undersigned, a _____ year Master's (Ph.D.) student
(Student ID No.: _____) in the Department/Institute/Degree Program of
_____, due to the termination of the advising relationship with my original
thesis/dissertation advisor, Professor _____, hereby undertake and commit
to abide by the following terms:

1. I undertake that, from the date of signing this Affidavit, I have completed the return of all laboratory property and data. I further commit that I will not use, disclose, transfer, publish, delete, alter, or provide to any third party any undisclosed research data, statistics, simulation files, analytical results, thesis drafts, or related files originating from the original laboratory.
2. In the event of any violation of Article 1 of this Affidavit (such as unauthorized transfer of data or publication), once verified as true, I am willing to bear all relevant legal liabilities concerning academic ethics and intellectual property rights, and I accept any disciplinary actions imposed by the University in accordance with campus regulations.

To: The Department/Institute/Degree Program of _____

Undersigned (Signature & Seal): _____

ID / Alien Resident Certificate (ARC) No.: _____

Phone Number: _____

Note: This document is executed in duplicate, with the student and the department/institute office each retaining one copy.