

National Sun Yat-sen University Institute of Environmental Engineering, Guidelines for Selection of a Thesis or Dissertation Advisor

Amended at the 2nd Institute Affairs Committee meeting in the
2016 academic year on November 30, 2016

Rules for Selecting a Thesis or Dissertation Advisor and Record Sheet

I. Instructions:

1. First-year Ph.D. and Master's students should fill in the names of advisors they wish to select, in order of preference, in fields provided in section II. They should return the completed forms to the Institute between August 1st and 31st in the academic year in which they are admitted.
2. After collecting and sorting all the applications, the Institute will send/forward them via contact forms to various professors for them to sign. A discussion about these applications will be held at the 1st Institute Affairs meeting after the academic year in which they are admitted to start. An announcement of applications accepted will be made after such acceptance is confirmed.
3. The method of calculating the number of students whom an advisor can supervise is as follows:
 - a. The total number of Ph.D. students whom an advisor can supervise every two academic years should not exceed two. There is no bottom limit; however, the number of Ph.D. students whom an advisor can supervise each academic year should not exceed two.
 - b. The number of Master's students whom an advisor can supervise each academic year should not exceed three, but should be at least one. Said principle will be implemented from the 2016 academic year onwards.
 - c. The total number of in-service Master's students whom an advisor can supervise every two academic years should not exceed eight. There is no bottom limit. However, the number of in-service Master's students whom an advisor can supervise each academic year should not exceed four.
 - d. If a student's advisor is yet to be confirmed, the Director of the Institute will temporarily act as the student's advisor. The student will not be included in the maximum number of students whom the Director can supervise.
 - e. If a student needs to change his or her advisor, he or she can only do so with the consent of his or her original and new advisors (see Annex 1 for the Consent Form). The number of students whom the new advisor takes should be deducted from that of his or her new students in the following academic year, while the original advisor may add an equivalent number to the number of students whom he or she can accept in the following year. If a student still cannot determine his or her advisor, the Director of the Institute will temporarily act as his or her advisor; however, said student will not be included in the maximum number of students whom the Director can supervise.
 - f. Students who have completed their applications for status retention or suspension will be counted for the academic year in which they resume their studies (for those who haven't completed the procedure of selecting their advisors).
 - g. The number of students whom an advisor loses will not be included among the students

whom another advisor receives.

h. The method of calculating the number of students whom each advisor can supervise shall commence from the 2016 academic year onwards.

4. If a student's original advisor resigns for certain reasons or retires, joint supervision shall be applicable to the student (see Annex II for the Consent Form).

II. Advisors (students need to fill in at least one advisor, in order of preference)

1. Professor _____

2. Professor _____

III. Applicant: _____ (signature)

Advisor: _____ (signature)

Date: _____ (mm/dd/yyyy)

**Institute of Environmental Engineering,
National Sun Yat-sen University
Consent to Change a Thesis or Dissertation
Advisor**

Amended at the 1st Institute Affairs Committee meeting in
the 2015 academic year on October 13, 2015

My name is _____, and I wish to change my thesis or dissertation advisor. The application becomes effective upon approval and after completing the procedure of keeping the consent form on file.

Original advisor: _____ Agree Disagree

New advisor: _____ Agree Disagree

Director of the Institute: _____

Date: _____ (mm/dd/yyyy)

**Institute of Environmental Engineering,
National Sun Yat-sen University
Consent to Change a Thesis or Dissertation
Advisor Who Resigns or Retires**

My name is _____, and I have to change my thesis or dissertation advisor because he or she (resigns / retires). The application becomes effective upon approval and after completing the procedure of keeping the consent form on file.

Original advisor: _____ Agree Disagree

New advisor: _____ Agree Disagree

Director of the Institute:

Date: _____ (mm/dd/yyyy)