

附件二

長庚大學工學院研究生更換指導教授申請表 Application form for changing academic advisor, College of Engineering

經 104.10.7 工學院院務會議通過
Approved by College of Engineering, October 7, 2015

申請日期： 年 月 日
Application Date: _____(year),____(month),_____ (day)

表格請依次序簽核 This form should be completed/signed in the designated order

所 別 Academic Unit	申請人 Applicant	學 號 CGU ID
1、申請理由 Reason for change		
2、原論文題目（中、英文） Original thesis topic (in both Chinese and English)		
3、研究生履行義務 Obligations from the applicant	<p>一、更改指導教授以一次為限。Change of advisor is limited to only one instance during his/her entire study duration in CGU (including advancing from MS into PhD program or any transferring between programs).</p> <p>二、本人同意放棄原已提出通過審查之論文計畫書，並須於成立後半年後始可重新提出論文計畫書審查考試。I agree to forfeit the original thesis proposal that fulfilled the committee evaluation in my original lab. A new thesis proposal will be submitted at least 6 months from now and is subject to the new committee evaluation.</p> <p>三、本人已交接原指導教授指導下所獲得之相關研究資料、手冊、論文資料及實驗器械等。I have returned all documents, manuals, equipment/instruments, and data related to thesis work in my original lab.</p> <p>四、本人放棄原本進行之研究題目、研究內容及相關資料（如所附清單），並由新指導教授確立新研究題目且需徵得原指導教授同意。I agree to forfeit the originally established thesis topic, research contents and data those worked with my original advisor as attached. A newly proposed thesis topic with my new advisor will be subject to the approval from my original advisor.</p> <p>五、本人若要發表由原指導教授指導所獲得之研究成果時，需徵得原指導教授同意。I agree to obtain the approval from my original advisor if I ever need to publish any research results obtained under the guidance of my original advisor.</p> <p>六、本人若使用原指導教授之原創想法或原創技術（如所附清單）時，需徵得原指導教授同意。I agree to obtain the approval from my original advisor if I ever need to adopt any thinking or techniques originally created from my original advisor (see attached list).</p> <p>七、本人若為碩班學生，並擬繼續進修博士學位，亦需履行上述義務。The above rules apply to my subsequent PhD study, if there is any.</p>	<p>研究生 簽 章 Signature from the applicant</p> <p>年 月 日 Year Month Day</p>

4、原指導教授簽章 Signature from the original advisor		年 月 日 Year Month Day
5、所長簽具意見 Comments and signature from program director		年 月 日 Year Month Day
6、新論文題目（中、英文） New thesis topic (in both Chinese and English)		
7、新指導教授簽章 Signature from the new advisor		年 月 日 Year Month Day
8、原指導教授簽章 Signature from the original advisor		年 月 日 Year Month Day
9、所長簽章 Signature from program director		年 月 日 Year Month Day

- 有關研究生履行義務事項，若有爭議，由系所交付學術委員會仲裁之。若違犯上述規定之研究生，無論是否取得學位，將報請學校依相關規定懲處。
For any disputes regarding above mentioned rules, the department will forward the case to the department academic discipline committee to intervene. Any violation from the applicant will result in penalties according to CGU regulations, regardless the degree has been awarded or not.
- 上述第三項所附之「原本進行之研究題目、研究內容及相關資料」以及「原指導教授之原創想法或原創技術清單」係由研究生與/或原指導教授提出，其內容需經原指導教授、新指導教授與所長三方討論並簽名（第 7, 8, 9 項）確認後始生效。The attached list from the 3rd item above (“the originally established thesis topic, research contents and data those worked with my original advisor” and “any thinking or techniques originally created from the original advisor) was firstly proposed by the student and/or original advisor, which is subject to discussion and revision as the process goes. It only becomes official after being agreed by putting the signatures from the original advisor, new advisor and program director on this form in items # 7, #8 and #9.
- 若違犯上述規定之指導教授，則依照教學研究服務考核規定中、以教學重大違規事項計算，扣積分一至十分，有違背學術倫理情節重大者另依相關法規議處。Any violation from the involved advisor(s) will be considered a major flaw in teaching performance and will result in penalties of 1 to 10 points towards promotion. Violations in academic ethics and integrity, if there is any, will be subject to further penalties based on related regulations.
- 表單流程：申請人→原指導教授→所長→新指導教授→原指導教授→所長→所辦公室(副本申請人) Paper work flow: applicant→Original advisor→director→new advisor→original advisor→director→administrative office (carbon copy to applicant)

● 新舊對照說明：

1. 加註英文翻譯。
2. 原第三項「原論文題目」提前至第二項，原第四項「研究生履行義務」提前至第三項，原第六項「原指導教授簽章」提前至第四項，目的在於確實獲取原指導教授同意後，才進行新指導教授之聯繫與後續移交事宜。
3. 第三項第三款新增「研究內容及相關資料（如所附清單）」，第五款新增「原指導教授之原創想法或原創技術清單」，目的在於確認原指導教授受保護之項目。
4. 原第七項「所長簽具意見」提前至第五項，目的在由主管確認與原指導教授申請更換實驗室相關程序皆完備後，才進行與新指導教授之相關資訊確認。
5. 原第二項「新論文題目」延後至第六項，原第五項「新指導教授簽章」延後至第七項。
6. 新增第八項「原指導教授簽章」，目的在確認由新指導教授訂定之新研究題目已徵得原指導教授同意。
7. 新增第九項「所長簽章」，目的在確認新舊指導教授均同意並完成轉換程序。
8. 新增「更改指導教授以一次為限」。
9. 新增「原指導教授之原創想法或原創技術清單」之說明。
10. 所有簽名欄位加註日期。
11. 增加表單流程。