

**國立中興大學國家政策與公共事務研究所**  
**教師指導研究生學位論文及與研究生互動要點**  
**National Chung Hsing University-Graduate Institute**  
**of National Policy and Public Affairs**  
**Guidelines for Faculty Advising Graduate Student**  
**Theses and Interactions with Graduate Students**

民國 102 年 4 月 23 日臨時所務會議討論通過  
Approved by the Interim Institute Affairs Meeting on April 23, 2013  
民國 102 年 9 月 12 日所務會議修訂通過  
Amended by the Institute Affairs Meeting on September 12, 2013  
民國 105 年 1 月 14 日期末所務會議修訂通過  
Amended by the End-of-Semester Institute Affairs Meeting on January 14, 2016  
民國 105 年 4 月 13 日所務會議修訂通過  
Amended by the Institute Affairs Meeting on April 13, 2016

- 一、 本所為適切提供研究生研究指導、協助並確保其研究成效與論文品質，特依據本校碩士班章程、論文指導教授與研究生互動準則等相關教務法規，及本所所務會議組織辦法第三條及研究生修業相關規定，訂定本要點。

These guidelines are established to provide appropriate research guidance to graduate students, ensure research effectiveness, and ensure thesis quality. They are based on the university's master's program regulations, the guidelines for interactions between thesis advisors and graduate students, and other relevant academic regulations. They also align with Article 3 of the Institute Affairs Meeting Organization Guidelines and the relevant academic rules of the institute.

- 二、 本所研究生須於入學第一學年第二學期上課最後一週(如擬聘請所外教師指導則為學期結束前二個月)提報學位論文指導教授及研究方向申請書，陳請所長召集學術小組審議通過，填具「指導教授名單通知書及同意書」送請所長簽章後轉送註冊組備查。

Graduate students must submit an application for their thesis advisor and research direction by the last week of classes during the second semester of their first academic year (or two months before the end of the semester if proposing to invite an external faculty member as the advisor). The application shall be reviewed by an academic committee convened by the institute director. Upon approval, a "Thesis Advisor Notification and Agreement Form" will be completed, signed by the institute director, and submitted to the Registration Section for recordkeeping.

- 三、 學位論文指導教授須符合下列資格：

The thesis advisor must meet the following qualifications:

1. 具教授或副教授資格者；

Hold the title of professor or associate professor;

2. 擔任中央研究院院士或擔任中央研究院研究員、副研究員者；

Be an academician or researcher/associate researcher at Academia Sinica;

3. 獲有博士學位，或屬於稀少性、特殊性學科，於學術上或專業上著有成就，並經本所學術小組評定合格者。其評定標準為：

Possess a doctoral degree or, in rare and specialized disciplines, demonstrate significant academic or professional achievements as evaluated by the academic committee. The evaluation criteria include:

- (1) 具與研究生擬研究的主題相關之專長；或

Expertise related to the student's proposed research topic;

- (2) 近五年內發表與研究生擬研究的主題相關之學術論著或持有證明文件之學術專業成就（如獎助或委託研究計畫）；或

Relevant academic publications or documented achievements in the past five years;

- (3) 近五年內曾開設與研究生擬研究的主題相關之研究所課程。

Teaching relevant graduate-level courses in the past five years.

研究生之配偶或三等親內之血親、姻親不得擔任其學位論文指導教授及學位考試委員。

Close relatives (within three degrees of kinship) or in-laws of the student cannot serve as thesis advisors or thesis committee members.

- 四、 研究生敦請論文指導教授，除須符合資格及迴避規定外，以本所專任（含合聘之主聘）教師、並以一位為原則。如因論文研究主題專業需要，擬敦請所外教師指導，以與本所教師聯合指導為限，研究生申請時須檢陳所外教師之學經歷陳述書及同意書，經所長召集學術小組依學位論文研究方向審議其必要性及適切性通過後為之。所外教師任指導教授之優先順序為：於本所碩士班、在職專班（不含學分班）正式授課之兼任教師（含合聘之從聘教師）、本校外系所教師（專任為先、兼任次之）、外校教師。

The thesis advisor is typically a full-time faculty member (including co-appointed primary faculty) from the institute and is limited to one advisor. If the research topic requires additional expertise, an external faculty member may be a co-advisor, but only in collaboration with an internal faculty member. The application must include the external advisor's credentials and a letter of consent to be reviewed and approved by the academic committee based on the research direction's necessity and appropriateness. Priority for external advisors is as follows: Adjunct faculty teaching in the institute's

master's or executive programs, faculty from other departments within the university (full-time preferred), and faculty from other universities.

- 五、 本所專任（含合聘之主聘）教師每學年指導研究生學位論文之教師與研究生編配比上限，碩士生與專班生各依 1（專任教師，聯合指導亦以一人計）： $((\text{當學年在學研究生數} \div \text{當學年在職專任教師數}) \times 1.5)$  核計，且不得流用。核算時間以本所訂定之申請期限當月為準，不足一人以一人計（含聯合指導），並以當學年度運用為限。

The maximum advisor-to-student ratio for full-time faculty (including co-appointed primary faculty) in supervising graduate theses is calculated separately for master's program students and executive program students. The ratio is as follows: 1 (full-time faculty, joint advising counted as one advisor):  $((\text{Number of enrolled graduate students for the academic year} / \text{Number of full-time faculty members employed in the same academic year}) \times 1.5)$  This calculation must not be carried over to other academic years. The calculation is based on the month of the application deadline set by the institute. If the result is less than one, it is rounded to one (including joint advising) and only applies to the current academic year.

- 六、 教師同意擔任學位論文指導教授，宜即與研究生研訂研究計畫與時程，定期（每月至少一次）會談，提供專業指導，並依據本所相關修業規定，指導及督促其論文研究、撰述之格式與表達、發表與申請口試之時程與品質。

Once agreeing to advise, faculty should collaborate with the student to develop a research plan and timeline, meet regularly (at least monthly), provide professional guidance, and ensure the thesis format, expression, publication, defense schedule, and quality comply with institute regulations.

- 七、 教師應允指導後，如因病、離職、退休、出國或其他因素而無法繼續指導時，應及早通知研究生另行敦請指導教授。如指導教授因故主動提出終止指導關係時，應主動告知研究生，並以書面陳明緣由，提請所長備查，本所並應通知研究生另行敦請指導教授。如為兩位以上指導教授中任一有前述情事，研究生得不另行新請指導教授。

If an advisor cannot continue due to illness, resignation, retirement, or other reasons, they must notify the student to arrange a new advisor. If an advisor voluntarily terminates the advisory relationship, they should provide a written explanation to the institute director, and the institute will notify the student to appoint a new advisor. If there are multiple advisors and only one is unavailable, the student may not need to appoint a new advisor.

- 八、 研究生因故需另請指導教授時，應於商得原指導教授同意，並陳報所長核備後，另行敦請指導教授。

Students requiring a new advisor must obtain consent from the original advisor and submit the application to the institute director for approval.

- 九、 第七、第八條所列之指導教授異動，應由研究生填寫「指導教授異動通知書」，經新指導教授（屬第八條所列情況者並須經原指導教授同意）（如原為兩位以上而不擬另行敦請時，僅需敘明其緣由）、所長簽章同意後，送請註冊組備查。

For advisor changes as described in Sections VII and VIII, students must complete a "Thesis Advisor Change Notification Form" signed by the new advisor and the institute director. If the original advisor's approval is required (under Section VIII), their signature must also be included. The form is then submitted to the Registration Section for recordkeeping.

- 十、 研究生如未依本要點之規定而逕行更改指導教授，其學位考試成績不予承認。

If a student changes advisor without following these guidelines, their thesis defense results will not be recognized.

- 十一、 本要點未盡事宜悉依本校及本所相關規定辦理。

Matters not covered in these guidelines shall be handled in accordance with relevant university and institute regulations.

- 十二、 本要點經所務會議討論通過後實施，其修訂時亦同。

These guidelines take effect upon approval by the Institute Affairs Meeting. Amendments shall follow the same procedure.

※ In case of any dispute, the explanation should be based in the Chinese version.※