

Application Form for Change Advisor

Department of Life Sciences, NCU

Name		Student ID No.		Phone	
Program	<input type="checkbox"/> Master's Program <input type="checkbox"/> PhD Program	Division	<input type="checkbox"/> Biomedicine <input type="checkbox"/> Plant & Microbial Environmental Biology		
Cooperative Program Unit	<input type="checkbox"/> Dept. of Life Sciences NCU <input type="checkbox"/> Institute of Molecular Biology, Sinica <input type="checkbox"/> National Health Research Institute <input type="checkbox"/> Institute of Plant and Microbial Biology, Sinica				
Reason for conversion	Student Signature : _____ Date : _____				
Audit opinion					
Previous Advisor	I agree with the graduate student _____ to change the advisor. <div style="text-align: right;">Signature : _____ Date : _____</div>				
New Advisor	I agree to take over the guidance of _____. <div style="text-align: right;">Signature : _____ Date : _____</div>				
Division Mentor	Graduate students _____ have not yet found a new supervisor, I agree to the administrative documents such as course selection and suspension in the temporary agency until a new supervisor is found. <div style="text-align: right;">Signature : _____ Date : _____</div>				
Director of the Department	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <div style="text-align: right;">Signature : _____ Date : _____</div>				

Precautions:

1. After students choose an institute that cooperates in graduate education, they can only change the advisor within the same institute. (**Only NCU ⇔ NCU, NHRI ⇔ NHRI, Sinica ⇔ Sinica is allowed**)
2. Master students who have changed labs within the same division (Biomedical or Plant) need to study in the new lab for at least three full semesters before they can graduate.
3. Students can apply for changing the division after one year of admission. After changing the division, the master student must remain in the new laboratory for at least two years before applying for an oral dissertation defense (three years for PhD students). Students can only apply for changing the division once during their study period.
4. International students cannot change their advisors during the first semester.
5. A copy of the thesis should be approved and signed by the previous advisor 10 days before the degree examination is held. The previous advisor could appeal if there is any dispute regarding Advisee's Declaration & Agreement. The previous advisor should file an appeal to the program five days before the oral exam. After the appeal is filed, the oral exam will be suspended; the decision will be made by the departmental meeting within one month.
6. Students must fill out The Advisee's Declaration & Agreement — one for the previous advisor, one for the departmental office, and one for the graduate student.
7. If any graduate student changes his/her thesis advisor without following the procedures specified of these Regulations, NCU will not recognize the graduate student's grade for the thesis defense.