

臺北醫學大學護理學院護理學系碩博士生更換指導教授規定
Taipei Medical University School of Nursing Master's and Doctoral
Students' Regulations for Changing Advisors

99.9.7所務會議修訂通過

101.09.20所務會議修訂通過

104.09.30護理學系系務會議修訂通過

109.09.18護理學系系務會議修訂通過

第一條 護理學系(以下簡稱本系)為使碩士暨碩士在職專班、博士班
學生更換指導教授符合相關規定，特訂定「臺北醫學大學護
理學院護理學系碩博士生更換指導教授規定」(以下簡稱本
規定)。

Article I These Regulations for Changing Advisors for Master's and
Doctoral Students in the School of Nursing at Taipei Medical
University (hereinafter referred to as "the Regulations") are
established by the Department of Nursing (hereinafter referred to
as "the Department") to ensure that master's students, master's
students in the professional degree program, and doctoral
students changing advisors comply with relevant requirements.

第二條 欲更換指導教授之研究生必須填寫「研究生異動申請表」，
以及「研究生更換指導教授同意書」，並經原指導教授同意
簽名、填寫「研究生異動申請表」後，提報所主任受理。

Article II A graduate student wishing to change advisors must fill out the
"Graduate Student Status Change Application Form" and the

"Graduate Student Consent Form for Changing Advisors". After obtaining the written consent and signature of the original advisor and completing the "Graduate Student Status Change Application Form", the student must submit the application to the Department Director for processing.

第三條 研究生將申請表及同意書交回後，由主任擔任召集人，召開學生事務委員會審核，並將決議以書面通知研究生、原指導教授與新接任指導教授。

Article III After the graduate student submits the application form and consent form, the Department Director shall serve as the convener to call a meeting of the Student Affairs Committee for review. The decision will be sent in writing to the graduate student, the original advisor, and the new advisor.

第四條 研究生如已獲新指導教授同意簽名後，則必須歸還原指導教授實驗室之物品（包括：鑰匙、實驗本...等）。

Article IV If the graduate student has obtained the new advisor's consent and signature, they must return all items belonging to the original advisor's laboratory (including keys, lab notebooks, etc.).

第五條 研究生更換指導教授後，不得以原論文研究題目為新的論文研究題目（如為原指導教授離職且仍繼續共同指導之故，則不受此限）。

Article V After changing advisors, the graduate student may not use the original thesis research topic as the new thesis research topic.

This restriction does not apply if the original advisor has resigned but continues to serve as a co-advisor.

第六條 當原指導教授離職，依附錄「原指導教授離職之研究生處理原則」，若有特殊案例，需提報學生事務委員會討論。

Article VI If the original advisor resigns, the case shall be handled in accordance with the Appendix: Principles for Handling Graduate Students Whose Original Advisor Has Resigned. Any special cases must be submitted to the Student Affairs Committee for discussion.

第七條 研究生若欲更換指導教授，須於每學期開學兩週內提出申請，申請以一次為限，之後不得再以任何理由更換指導教授。

Article VII A graduate student who wishes to change advisors must submit the application within the first two weeks of the semester. The application is limited to one time, and the student may not change advisors again for any reason thereafter.

第八條 研究生更換指導教授，若於研究生入學第一學年度內申請更換指導教授，其研究生之名額列入新接指導教授之碩博班研究生額度；若於第二學年度之後申請更換指導教授，其研究生名額仍列為原指導教授之碩博班研究生額度，不列入新接指導教授之碩博班研究生額度。

Article VIII When a graduate student changes advisors: If the application

is submitted within the first academic year of admission, the student's quota will be counted toward the new advisor's Master's/Doctoral student quota. If the application is submitted after the first academic year of admission, the student's quota will remain counted toward the original advisor's Master's/Doctoral student quota and will not be counted toward the new advisor's quota.

第九條 本規定適用情形，如下：

一、原指導教授離職

二、研究生自行提出申請異動

Article IX These Regulations apply in the following situations:

1. The original advisor resigns.
2. The graduate student voluntarily applies for a change.

第十條 本規定經系務會議通過後實施，修正時亦同。

Article X These Regulations shall be implemented after approval by the Department Affairs Meeting, and the same shall apply to any amendments.

附錄

原指導教授離職之研究生處理原則

一、碩士班

論文進度	主責教師	備註
通過論文計畫書口試者	離職教師(主) 系內指導教師(輔)	共同指導之學生不列入該師總額計算
未通過論文計畫書口試者	重新選擇指導教授	碩 1：列入該師總額計算 碩 2 以上：不列入該師總額計算

二、本國博士班

論文進度	主責教師		備註
	離職教師	系內指導教師	
通過資格考 +2 篇文章 (已發表)	●	●	1.離職老師為主責； 2.系內指導教師之學生不列入該師總額計算； 3.二篇需要掛名 TMUN； 4.系內指導教師主則為行政作業。
通過資格考 +2 篇文章 (一篇發表，一篇投稿中)	●	●	1.離職老師為主責； 2.系內指導教師之學生不列入該師總額計算； 3.投稿中文章需掛名 TMUN； 4.系內指導教師主則為行政作業。 5.系內指導教師需為共同通訊作者。
通過資格考 +1 篇文章 (已發表)		●	1.系內指導教師主責； 2.認列學生文章； 3.系內指導教師之學生不列入該師總額計算； 4.離職教師可擔任口試委員； 5.若執行離職教師之研究計畫，離職教師列入共同通訊作者。
通過資格考 +1 篇文章 (投稿中)		●	1.系內指導教師主責； 2.認列學生文章； 3.系內指導教師之學生不列入該師總額

			計算； 4.離職教師可擔任口試委員； 5.若執行離職教師之研究計畫，離職教師列入共同通訊作者。
未通過資格考+1 篇文章 (已發表)		●	1.系內指導教師主責； 2.認列學生文章。
未通過資格考+未發表文章		●	1.系內指導教師主責。

三、外國博士生

論文進度	主責教師		備註
	離職教師	系內指導教師	
通過資格考+1 篇文章 (已發表)	●	●	1.離職老師為主責； 2.系內指導教師之學生不列入該師總額計算； 3.一篇需要掛名 TMUN； 4.系內指導教師主則為行政作業。
通過資格考+1 篇文章 (投稿中)		●	1.系內指導教師主責； 2.系內指導教師之學生不列入該師總額計算； 3.邀請離職老師擔任口試委員； 4.離職老師需為共同通訊作者。
未通過資格考+1 篇文章 (已發表)		●	1.系內指導教師主責； 2.認列學生文章。
未通過資格考+未發表文章		●	1.系內指導教師主責。

Appendix: Principles for Handling Graduate Students Whose Original Advisor Has Resigned

I. Master's Students

Thesis Progress	Primary Responsible Advisor	Secondary Responsible Advisor	Notes
Passed Thesis Proposal Oral Defense	Resigned Advisor (Primary)	In-Department Advisor (Secondary)	Students co-advised with the resigned faculty member will not be included in the total student quota calculation for the In-Department Advisor.
Not Passed Thesis Proposal Oral Defense	Re-select Advisor		Master's Year 1: The student is included in the new advisor's total quota. Master's Year 2 or above: The student is not included in the new advisor's total quota.

II. Domestic Doctoral Students

Thesis Progress	Resigned Advisor	In-Department Advisor	Notes
Passed Qualifying Exam + 2 Published Papers	●	●	1. The resigned advisor is the primary responsible party. 2. The student is not included in the total student quota calculation for the In-Department Advisor. 3. Both papers must credit TMU Nursing (TMUN). 4. The In-Department Advisor is primarily responsible for administrative tasks.
Passed Qualifying Exam + 2 Papers (1	●	●	1. The resigned advisor is the primary responsible party. 2. The student is not included in the total student quota calculation for the In-Department Advisor. 3. The

Published, 1 Submitted)			submitted paper must credit TMUN. 4. The In-Department Advisor is primarily responsible for administrative tasks. 5. The In-Department Advisor must be the co-corresponding author.
Passed Qualifying Exam + 1 Published Paper		●	1. The In-Department Advisor is the primary responsible party. 2. The student's paper is recognized. 3. The student is not included in the total student quota calculation for the In-Department Advisor. 4. The resigned advisor may serve as an oral defense committee member. 5. If the student is executing the resigned advisor's research project, the resigned advisor is listed as a co-corresponding author.
Passed Qualifying Exam + 1 Submitted Paper		●	1. The In-Department Advisor is the primary responsible party. 2. The student's paper is recognized. 3. The student is not included in the total student quota calculation for the In-Department Advisor. 4. The resigned advisor may serve as an oral defense committee member. 5. If the student is executing the resigned advisor's research project, the resigned advisor is listed as a co-corresponding author.
Not Passed Qualifying Exam + 1 Published Paper		●	1. The In-Department Advisor is the primary responsible party. 2. The student's paper is recognized.
Not Passed Qualifying Exam + No Published Paper		●	1. The In-Department Advisor is the primary responsible party.

III. International Doctoral Students

Thesis Progress	Resigned Advisor	In-Department Advisor	Notes
Passed Qualifying Exam + 1 Published	●	●	1. The resigned advisor is the primary responsible party. 2. The student is not included in the total student quota calculation for the In-Department Advisor. 3. The paper

Paper			must credit TMUN. 4. The In-Department Advisor is primarily responsible for administrative tasks.
Passed Qualifying Exam + 1 Submitted Paper		●	1. The In-Department Advisor is the primary responsible party. 2. The student is not included in the total student quota calculation for the In-Department Advisor. 3. The resigned advisor is invited to serve as an oral defense committee member. 4. The resigned advisor must be the co-corresponding author.
Not Passed Qualifying Exam + 1 Published Paper		●	1. The In-Department Advisor is the primary responsible party. 2. The student's paper is recognized.
Not Passed Qualifying Exam + No Published Paper		●	1. The In-Department Advisor is the primary responsible party.

臺北醫學大學護理學院護理學系

碩博士生更換指導教授同意書

International Master/Ph.D. Program in School of Nursing College of Nursing in Taipei Medical University Agreement for Advisor Change

104.09.30 護理學系系務會議修訂通過

本人_____為護理學系第_____學年度入學之碩/
博士班學生，因 _____，申請
更換指導教授，懇請原指導教授及新接任指導教授同意。個人並同
意遵守「臺北醫學大學護理學院護理學系碩博士生更換指導教授規
定」之規定。此致
護理學系學生事務委員會

I (student name) _____ is a Master/ Ph.D student enrolled in the
School of Nursing in the _____ semester of _____ academic year. Because of
_____, I would like to change of the
advisor and get the permit form the original advisor and the new advisor. I recognize
and agree to the regulation of “Advisor Change for Master/ Ph.D student on School of
Nursing, College of Nursing in Taipei Medical University.” Sincerely Yours.

Student Affairs Committee of School of Nursing

研究生 (Name) : _____ (簽章/signature)

中華民國(Date) _____ 年(Year) _____ 月(Month) _____ 日(Day)

原指導教授簽章 Original Advisor (Signature)		原組別組長簽章 original team leader (Signature)	
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新指導教授簽章 New Advisor (Signature)		新組別組長簽章 new team leader (Signature)	
共同指導教授簽章 Co-Advisor (Signature)			
主任簽章 Director (signature)			

臺北醫學大學護理學院護理學系

碩博士生異動申請表

International Master/Ph.D. Program in School of Nursing College of Nursing in Taipei Medical University Application Form for Advisor Change

104.09.30 護理學系系務會議修訂通過

☐ 碩士(Master student) ☐ 碩士在職專班 ☐ 博士班(Ph.D student)	原組別 (Original Team/)		年 級 (Grade)	
姓 名 (Name)		學 號 (Student ID)		
申請項目 (Category)	☐ 更換組別，新組別：_____ ☐ 更換指導教授(Change of Advisor)			
申請理由(Reason) _____ _____				
學習進度(Study Progress) _____ _____ _____				
未來具體之讀書計畫(Study Planning for the future) _____ _____				
原指導教授 意見及簽章 Original Advisor (signature)		原組別組長意見 及簽章 Original team leader (comment and signature)		
新接任指導教授意 見及簽章 New Advisor (signature)		新組別組長意見 及簽章 New team leader (comment and signature)		
共同指導教授 意見及簽章 Co-Advisor (signature)				
行政老師 簽章		主任簽章		院長簽章

Administrative advisor (Signature)		Director (Signature)		Dean (Signature)	
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備註：請檢附入學後之歷年成績單一份。

Attachments : A transcript for all semesters in the master/Ph.D program

研究生 (Student name) : _____ (簽章/ Signature)

中華民國(Date) ____ 年(year) ____ 月(month) ____ 日(day)