

Taipei Medical University College of Oral Medicine
Master Program in School of Dental Technology
Faculty Guidelines for Graduate Student Advising

Established and adopted at the School Affairs Committee meeting on Apr. 12, 2017

Amended and adopted at the School Affairs Committee meeting on Mar. 1, 2018

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Amended and adopted at the School Affairs Committee meeting on Apr.15, 2024

Article 1. All advisors shall be faculty members at the rank of Assistant Professor or higher from the Taipei Medical University (hereinafter referred to as the “TMU”) School of Dental Technology (hereinafter referred to as the “SDT”).

Every graduate student shall, after enrollment, gain an adequate understanding of each faculty member’s research and the general situation of their laboratory. Before appointing an advisor, every graduate student is required to have a talk with all of the full-time faculty members of the SDT and submit a meeting record to the SDT office.

Article 2. Every newly admitted graduate student shall, no later than the end of the first semester, submit to the SDT office a Master’s thesis advisor appointment form.

Article 3. A co-advisor shall be a full-time faculty member of the TMU in principle. In the event that it is necessary to appoint a co-advisor (shall hold the position of assistant professor or higher) from

outside the TMU, permission shall be obtained from the SDT Chairman. Every graduate student may only have one co-advisor.

Article 4. Where a need to change the thesis advisor arises, the graduate student concerned shall first have a talk with all of the full-time faculty members of the SDT and submit a meeting record to the SDT office. After obtaining permission from both the previous advisor and new advisor, the graduate student shall fill out an advisor change form and submit the form to the SDT Chairman for approval. Where it is necessary to change the co-advisor, the graduate student shall obtain permission from their advisor before submitting an advisor change form to the SDT Chairman for approval.

Article 5. Where a graduate student who previously suspended their studies wishes to change their advisor after resuming their studies, the student shall obtain permission from both the previous advisor and new advisor, the graduate student shall fill out an advisor change form and submit the form to the SDT Chairman for approval. Where it is necessary to change the co-advisor, the graduate student shall obtain permission from their advisor before submitting a co-advisor change form to the SDT Chairman for approval.

Article 6. Each faculty member may serve as an advisor at most for two students every year. The students who have suspended or resumed their studies or changed their advisors shall also count towards the quota.

Article 7. These Guidelines shall be promulgated and become effective after being adopted at a School Affairs Committee meeting. The same procedure shall also apply to any amendment thereto.