**Regulations Governing Faculty Advising of Students at the Department of Information Management, Chung Yuan Christian University**

by the Departmental Affairs Meeting

 Established on May 23, 2012 (Meeting No. 100-2-4)

Revised on October 21, 2015 (Meeting No. 104-1-2)

Revised on April 3, 2019 (Meeting No. 107-2-3)

1. Purpose

These regulations are established to define the rights and responsibilities of faculty members in advising students on special projects or thesis writing.

1. Scope

These regulations apply to full-time faculty members in the department. Students include undergraduates and postgraduates. Faculty on leave, secondment, or parental leave may be exempt from these regulations.

1. Rights and Responsibilities for Advising Undergraduate Project Groups
2. Each faculty member must provide consultation opportunities to help project groups understand directions and advisory content. The 'basic quota' for each advisor is calculated as the total number of groups in the current cohort divided by the number of faculty members, rounded down to the nearest integer.
3. Each faculty member issues an 'Advisory Consent Form' and recruits project groups within the pre-assigned quota. Once the quota is full, the faculty member must return the consent forms, and the department office will announce the status.
4. Faculty members wishing to increase or decrease the number of groups they advise must coordinate with colleagues in advance or request assistance from the department office. Additional groups beyond the basic quota are allocated using a rotation system.
* Changing project advisors requires submission of an 'Advisor Change Application Form,' signed by both the current and new advisors, and approved by the department chair to take effect.
1. Rights and Responsibilities for Advising Graduate Theses
	1. Advisors must assist graduate students with thesis research and graduation-related matters. The advisory quota for each advisor is calculated as follows:
2. Supplementary Explanation: Students who take a leave of absence immediately after completing registration will be counted toward the new student quota of the academic year in which they resume their studies. (If the student completes one semester before taking a leave, they will still be counted in the quota for their original cohort.)
3. **Master's Program**: The total number of students in the current cohort divided by the number of faculty members, rounded up to the nearest integer, is the maximum quota.
4. **Part-time Master's Program**: The total number of students in the current cohort divided by the number of faculty members, rounded up to the nearest integer, is the general rule.
5. The quota for students in the Master's Program may be transferred to the Part-time Master's Program.
	1. Each faculty member issues an 'Advisory Consent Form' and recruits graduate students within the pre-assigned quota. Once the quota is full, the faculty member must return the consent forms, and the department office will announce the status.
	2. Faculty members wishing to increase or decrease the number of advisees must coordinate with colleagues in advance or notify the department office. Additional advisees beyond the basic quota are allocated using a rotation system.
	3. Changing advisors
6. Changing advisors requires submission of an 'Advisor Change Application Form,' signed by both the current and new advisors, and approved by the department chair to take effect.
7. Except in cases of force majeure, advisor changes must be completed before the application deadline for the degree examination.
8. Implementation and Amendments

These regulations are implemented upon approval by the Department Affairs Meeting. Amendments follow the same procedure.