**高雄醫學大學指導教授指導研究生實施辦法(全文)**

**Kaohsiung Medical University**

**Regulations Governing the Implementation of Postgraduate Student Guidance by Advisors**

93.10.20 高醫校法字第0930100040號函公布

October 20, 2004 Promulgated via the KMU official letter Hsiao Fa Tzu No. 0930100040

 93.12.28 高醫校法字第0930100042號函公布

December 28, 2004 Promulgated via the KMU official letter Hsiao Fa Tzu No. 0930100042

 95.10.27 研教委員會第1次會議通過

October 27, 2006 Passed by the 1st Graduate Research and Teaching Committee

95.11.14 95學年度第2次教務會議通過

November 14, 2006 Passed by the 2nd the Academic Affairs Meeting of the Academic Year 2006

 95.12.11 95學年度第3次教務會議通過

December 11, 2006 Passed by the 3rd the Academic Affairs Meeting of the Academic Year 2006

 96.01.08 95學年度第5次法規會通過

January 08, 2007 Passed by the 5th the Regulations meeting of the Academic Year 2006

 96.01.18 高醫校法一字第0960000418號函公布

 January 18, 2007 Promulgated via the KMU official letter Hsiao Fa (1) Tzu No. 0960000418

 98.09.28 98學年度第1次教務會議通過

September 28, 2009 Passed by the 1st the Academic Affairs Meeting of the Academic Year 2009

 98.10.26 高醫教字第0981104919號函公布

October 26, 2009 Promulgated via the KMU official letter Chiao Tzu No. 0981104919

 99.07.21 98學年度第7次教務會議通過

July 21, 2010 Passed by the 7th the Academic Affairs Meeting of the Academic Year 2009

 99.08.20 高醫教字第0991103910號函公布

August 20, 2010 Promulgated via the KMU official letter Chiao Tzu No. 0991103910

103.04.09 102學年度第5次教務會議通過

April 09, 2014 Passed by the 5th the Academic Affairs Meeting of the Academic Year 2013

103.05.02 高醫教字第1031101360號函公布

May 02, 2014 Promulgated via the KMU official letter Chiao Tzu No. 1031101360

105.02.19 104學年度第3次教務會議通過

February 19, 2016 Passed by the 3rd the Academic Affairs Meeting of the Academic Year 2015

105.05.20 104學年度第5次教務會議通過

May 20, 2016 Passed by the 5th the Academic Affairs Meeting of the Academic Year 2015

106.05.25 105學年度第6次教務會議通過

May 25, 2016 Passed by the 6th the Academic Affairs Meeting of the Academic Year 2016

107.07.26 106學年度第7次教務會議通過

July 26, 2018 Passed by the 7th the Academic Affairs Meeting of the Academic Year 2017

110.04.14 109學年度第3次教務會議通過

April 14, 2021 Passed by the 3rd the Academic Affairs Meeting of the Academic Year 2020

110.05.10 高醫教字第1101101520號函公布

May 10, 2021 Promulgated via the KMU official letter Chiao Tzu No. 1101101520

111.03.25 110學年度第2次教務會議通過

March 25, 2022 Passed by the 2nd the Academic Affairs Meeting of the Academic Year 2021

111.04.19 高醫教字第1111101404號函公布

April 19, 2022 Promulgated via the KMU official letter Chiao Tzu No. 1111101404

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| 第1條Article 1 | 高雄醫學大學（以下簡稱本校）為增進本校研究生學術研究品質，提升研發能量，並規範論文指導教授與研究生之互動關係，訂定本辦法。Kaohsiung Medical University (KMU or “the University”) formulates the KMU Regulations Governing the Implementation of Postgraduate Student Guidance by Advisors (“the Regulations”) to enhance the academic research quality of its postgraduate students, improve research capacity, and regulate the interactions between thesis/dissertation advisors and postgraduate students. |
| 第2條Article 2 | 本校專任助理教授以上教師得指導所屬學系所、學位學程碩士班或博士班研究生，擔任研究生之主指導教授者，應符合第五條規定。Full-time assistant professors or above at the University may guide master’s or doctoral students within their respective departments, graduate institutes, or degree programs. Primary advisors of postgraduate students shall meet the provisions in Article 5. |
| 第3條Article 3 | 經本校各系所、學位學程指導教授推薦，在該學院院長同意後，校內或校外任職公私立學術研究機構之助理教授或助理研究員以上之資格，得共同指導碩、博士班研究生。Assistant professors or assistant researchers serving at the University or public or private academic research institutions may co-advise master’s or doctoral students upon the recommendation of advisors of departments, graduate institutes, or degree programs at the University and with the approval of their respective deans. 本校獲教育部協助大學校院產學合作培育研發菁英計畫所設立之系所、學位學程，其共同指導教授之資格由各系所、學位學程另訂之，並經本校各系所、學位學程指導教授推薦，該學院院長同意後，得共同指導博士班研究生。Departments, graduate institutes, or degree programs at the University established with the assistance of the Ministry of Education’s University and College Industry-Academia Cooperation Program for Cultivating R&D Elites shall formulate their own regulations for the eligibility of co-advisors. Assistant professors or assistant researchers serving at the University or public or private academic research institutions may co-advise doctoral students upon the recommendation of advisors of these departments, graduate institutes, or degree programs and with the approval of their respective deans. |
| 第4條Article 4 | 本校每位博士班研究生至多由三位指導教授共同指導，每位碩士班研究生至多由兩位指導教授共同指導，其中一位應擔任主指導教授，且以本校專任教師、臨床教師及學位學程合聘教師為限。Each doctoral student may be co-advised by up to 3 advisors, and each master’s student by up to 2 advisors. One advisor shall serve as the primary advisor and shall be a full-time teacher, a clinical teacher, or a teacher jointly appointed by a degree program.研究生上學期於10月底前、下學期於3月底前登錄指導教授，並下載書面資料送交各系所備查。最遲應於入學後第二學年第一學期前完成本校研究生資訊系統指導教授之登錄。Postgraduate students shall register their advisors by the end of October in the fall semester or by the end of March in the spring semester. They shall also download written documents and submit them to their respective departments or graduate institutes for future reference. They shall complete advisor registration on the postgraduate student information system no later than the first semester of the second academic year after their admission. |
| 第5條Article 5 | 主指導教授需符合下列二項條件，始得招收及指導博士班研究生；符合其中之一，始得招收及指導碩士班研究生：Primary advisors shall meet both of the following conditions to be eligible to accept and guide doctoral students, or meet one of the following conditions to be eligible to accept and guide master’s students:1. 研究計劃部分：須在兩年內曾主持具有審查制度之校外機構補助之研究計畫，或接受公私立機構或本校補助研究經費，足以適當支持研究計畫(須經校方認定登錄在案)。
2. Research projects: Having led a research project funded by an external institution with a review system or having received research funding from a public or private institution or the University within the past 2 years, thereby demonstrating sufficient abilities to appropriately support a research project recognized and registered by the University.
3. 研究論文部分：
4. Research papers:
5. 指導碩士班研究生者：在近三年內至少有一篇以第一作者或通訊作者發表於SCI(或SSCI、EI、TSSCI)之論文；人文社會學科論文部分包含「具審查制度的期刊論文和以全文發表於正式學術研討會論文」。
6. Advisors of master’s students: Having published at least 1 paper as the first or corresponding author in a SCI, SSCI, EI, or TSSCI journal in the past 3 years. For humanities and social sciences, this includes “papers published in journals with a review system and full papers presented at formal academic conferences.”
7. 指導博士班研究生者：須在近三年內至少有兩篇以第一作者或通訊作者發表於SCI(或SSCI、EI、TSSCI)之論文，或至少有一篇以第一作者或通訊作者發表於SCI(或SSCI)該論文領域排名前百分之五十之期刊之論文。
8. Advisors of doctoral students: In the past 3 years, having published at least 2 papers as the first or corresponding author in SCI, SSCI, EI, or TSSCI journals, or at least 1 paper as the first or corresponding author in a SCI or SSCI journal ranked within the top 50% of its field.
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| 第6條Article 6 | 每位主指導教授指導本校研究生總人數之限制：教授不得超過十二名，副教授不得超過十名，助理教授不得超過六名。但曾獲國家傑出學術研究獎或主持國家型計畫者不受此限，招收名額由各系所、學位學程自訂。Restrictions on the number of postgraduate students each primary advisor may guide: Up to 12 for a professor, up to 10 for an associate professor, and up to 6 for an assistant professor. However, these restrictions do not apply to recipients of national outstanding academic research awards or investigators of national research projects. The number of postgraduate students they may guide shall be determined by their respective departments, graduate institutes, and degree programs. |
| 第7條Article 7 | 各系所、學位學程應舉辦研究生研究進度報告會議，會議由主指導教授主持且每年至少作書面報告一次，由各系所、學位學程主管監督之。Each department, graduate institute, and degree program shall organize meetings to discuss the research progress of postgraduate students. These meetings shall be hosted by primary advisors, and at least 1 written report shall be compiled each year. The heads of each department, graduate institute, and degree program shall oversee this process.研究生之學位論文若有違反學術倫理時，指導教授負相應連帶責任，提交本校學術倫理委員會討論。Advisors shall be jointly liable if their postgraduate students violate academic ethics. The matter will be referred to the University’s Academic Ethics Committee for discussion.研究生之學位論文若與其專業領域不符時，指導教授負相應連帶責任，提交各級教師評審委員會評議。Advisors shall be jointly liable if the theses/dissertations of their postgraduate students are not aligned with their fields of study. The matter will be referred to faculty evaluation committees at all levels for review and discussion. |
| 第8條Article 8 | 指導教授之登錄及更換：Registration and change of advisors:1. 研究生應依第四條規定之期限內，於研究生資訊系統登錄選定學位論文指導教授名單下載列印後，檢附指導教授之書面同意書，向系（所）登記，經系（所）主管核章後送交各系所備查。
2. Postgraduate students shall complete advisor registration on the postgraduate student information system within the timeframe specified in Article 4. They shall download and print the list of their advisors’ names and submit it, along with the written consent of their advisors, to their department or graduate institute for registration. These documents will be stamped with the official seal by the head of the department or graduate institute before being returned to the department or graduate institute for future reference.
3. 指導教授因故主動提出終止指導關係時，應以書面敘明具體事由向系（所）申請終止，並由系（所）通知研究生更換指導教授，如研究生無法覓得指導教授或指導教授因生病、辭職、退休、出國或其他因無法再繼續指導時，系（所）應提供必要之協助。如有爭議，系（所）主管應進行協調。
4. If an advisor proposes to terminate the advising relationship for specific reasons, they shall submit a written explanation to the department or graduate institute to request the termination. The department or graduate institute shall then notify the postgraduate student to find a new advisor. If the student cannot secure another advisor, or if the original advisor is unable to continue due to illness, resignation, retirement, going abroad, or other reasons, the department or graduate institute shall provide the necessary assistance. In case of any disputes, the head of the department or graduate institute shall mediate.
5. 研究生因故須更換指導教授時，應填寫「指導教授異動通知書」，並經原指導教授、新指導教授及系（所）主任同意簽章後送教務處備查。
6. If a postgraduate student seeks to change their advisor for specific reasons, they shall complete the Notification for Change of Advisor. This notification will be forwarded to the Office of Academic Affairs for future reference after it has been approved and signed by the original advisor, the new advisor, and the head of the department or graduate institute.
7. 除專案簽呈核定外，研究生未依本條規定而逕自更換指導教授時，其學位考試成績不予承認。
8. Except for case-by-case approvals, if a postgraduate student changes their advisor without adhering to the provisions of this article, their degree examination results will not be recognized.
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| 第9條Article 9 | 學位論文口試需經指導教授同意始得進行，但如研究生已修畢畢業學分數且已符合該系（所）研究生申請口試標準，而因故無法獲指導教授同意時，得向系（所）方提出學位論文口試協調之申請，各系（所）應依自訂之論文口試協調程序辦理，並於受理申請30日內將協調結果書面通知研究生。研究生如不服協調之結果，得向學生申訴評議委員會提出申訴。The thesis/dissertation oral defense may proceed only with the approval of the advisor. However, if the postgraduate student has completed the required graduation credits and met the oral defense standards of their department or graduate institute but cannot obtain the advisor’s approval, they may apply for oral defense coordination through their department or graduate institute. The department or graduate institute will handle the application in accordance with its own procedures and notify the student of the results in writing within 30 days of the application. If the student disagrees with the results, they may file a complaint with the Student Grievance Review Committee. |
| 第10條Article 10 | 碩博士學位論文著作權原則歸屬實際完成著作之人，其判斷基準如下：In principle, the copyright of a thesis/dissertation belongs to the actual author. The criteria for determination are as follows:1. 論文內容係由研究生撰寫，指導教授僅給予研究生觀念指導或架構調整之建議者：由研究生依法享有著作權。
2. If the thesis/dissertation is written by the postgraduate student, with the advisor only providing conceptual guidance and suggesting adjustments to the framework, the copyright shall be owned by the postgraduate student in accordance with the law.
3. 論文內容係由研究生撰寫，指導教授給予觀念指導或架構調整之建議，且同時參與論文撰寫及進行修改者：其論文著作權歸屬研究生與指導教授共同擁有。
4. If the thesis/dissertation is written by the postgraduate student, and the advisor provides conceptual guidance, suggests adjustments to the framework, and participates in the writing and revision, the copyright shall be owned jointly by both the postgraduate student and the advisor.
5. 碩博士論文係由教授直接接受政府機關或廠商委託從事專案研究之成果，且聘用學生作為該專案研究人員時，此時該專案研究成果之著作權歸屬，應依指導教授與研究生間之契約約定及著作權法第11條或第12條規定辦理。
6. If the thesis/dissertation results from a research project conducted by the advisor under the direct commission of a government agency or company, and the postgraduate student is hired as a researcher for the project, the copyright ownership shall be handled in accordance with the agreement between the advisor and the postgraduate student, as well as Articles 11 or 12 of the Copyright Act.

碩博士學位論文欲改寫為學術期刊論文發表時，投稿前應徵得論文之其他共同作者同意，並就作者貢獻度及排序達成共識，簽署書面同意後，始得投稿。If a thesis/dissertation is intended to be rewritten as a paper for publication in an academic journal, consent from all co-authors shall be obtained, consensus on the ranking of each author’s contributions shall be reached, and a written agreement shall be signed before submission for publication. |
| 第11條Article 11 | 各系所、學位學程應依據本辦法規定辦理，並得自訂更嚴格之指導教授指導研究生實施細則，並於實施細則中明定指導碩士在職專班研究生之相關規範，經系所、學位學程務會議及院務會議審議通過後，送教務處檢核後公告實施。Each department, graduate institute, and degree program may formulate stricter enforcement regulations to specify advisors’ guidance for postgraduate students in both regular and in-service programs in accordance with the Regulations. These enforcement regulations shall be reviewed and approved in the department, graduate institute, degree program, and college affairs meetings before being submitted to the Office of Academic Affairs for final approval, announcement, and implementation. |