

# Guidelines for Appointing Advisors and Oral Defense Committee Members for Graduate Students of Wenzao Ursuline University of Languages

Approved by the Academic Affairs Council on April 17, 2007

Ratified by the President on May 8, 2007

Amended and approved by the Academic Affairs Council on July 29, 2013

Ratified by the President on August 30, 2013

Amended and approved by the Academic Affairs Council on December 20, 2022

Ratified by the President on January 6, 2023

- I **To clearly regulate the schedule for graduate students to invite their advisors and to serve as a basis for requesting advisory fee as well as relevant fees for committee members, the “Guidelines for Appointing Advisors and Oral Defense Committee Members for Graduate Students of Wenzao Ursuline University of Languages” (hereinafter referred to as the Guidelines) are accordingly formulated.**
- II Graduate students shall apply for their thesis advisors by the end of the second semester of the first academic year. The appointment of the thesis advisors is based on their title being full-time assistant professor and above serving in the University, and each advisor shall advise a maximum of 4 graduate students at a time. The College Dean may take the initiative to appoint teachers having title of assistant professor or higher outside the University when necessary.
- III After being appointed, the thesis advisors shall advise the graduate students on drafting their research proposal since their taking “Thesis” course in the first semester of the second academic year.
- IV To avoid conflicts of interest, thesis advisors, thesis review committee members, and graduate students who have or have had spouses, former spouses, consanguinity within the fourth degree, or relatives in-law within the three degree shall recuse themselves.
- V Respective departments shall ask them to do so should the thesis advisors and thesis review committee members do not recuse themselves under the circumstances specified in Article 4.
- VI The standards for handling master’s thesis defense and advisor fees are as follows:
  - i. Thesis advisory fee: one advisor will be paid NT\$6,000 for every piece of master’s thesis (guidance throughout the process). The fee will be split in case two professors co-advise one graduate student, and so on.
  - ii. Thesis review and oral defense fee: every professor, except for the advisor, will be paid NT\$1,500 for every graduate student, including the internal and external committee members.
  - iii. Transportation expenses of external committee member attending: these will be reimbursed based on the University’s payment standard.
  - iv. Miscellaneous expenses: these will be paid for by service fees of relevant units. No additional funds will be allocated.
  - v. Each department and relevant units shall prepare the budget table for the expenses, and submit it to the office of accounting for verification with attaching committee member list one month before the oral defense.
- VII The **Guidelines** shall be approved by the Academic Affairs Council, and enforced after being submitted to and approved by the President of the University. The same procedure applies to any amendment.