**國立臺中科技大學 碩士班研究生指導教授提報單**

**National Taichung University of Science and Technology**

**Master's Program Research Advisor Submission Form**

主旨：檢送本專班研究生之指導教授名單，請 查照。

Subject：Submission of the List of Supervising Professors for the Graduate Students in our Program – Kindly Review.

1. 研究生基本資料Graduate Student Basic Information：

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名Name | | 學校Student ID | 性別Gender | 身分證字號  ID Number | | 出生年月日Birthdate | 備註Remarks |
|  | |  |  |  | |  |  |
| 現在住址  Current Address |  | | | | 住家電話Home Phone Number |  |
| 行動電話  Mobile Phone Number |  |
| 永久地址  Permanent Address |  | | | |
| E-mail信箱 |  |

1. 指導教授名單List of Dissertation Advisors：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 服務單位  Service Unit | 級職Rank | 姓名Name | 電話  Phone Number | 通訊地址Contact Address | 備註Remarks |
|  |  |  |  |  | 主要指導教授  Primary Dissertation Advisor |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**備註：**

1. 依本校『研究生指導教授及學位考試辦法』規定：研究生應於入學第一學年第二學期開學兩週內填妥「指導教授提報單」，並經指導教授及系所主管同意後送系所辦公室彙整造冊，各系所應於每學期結束後五天內彙整完畢送交課務組存查。
2. 研究生因特殊原因需更換指導教授時，應填具「更換指導教授提報單」(如表2)，原則上經新任指導教授同意後，送請系所主管核定。更換指導教授者，必須在新指導教授指導下至少再修讀1學期，方得提學位考試申請。

**Remarks：**

1. According to the university's "Regulations for Advising Professors and Degree Examinations for Master's Programs and Master's In-Service Programs," newly admitted graduate students are required to submit the "Master's Program Research Advisor Change Request Submission Form"(as in Table 2) within the first two weeks of the second semester of their first academic year. The completed form must be approved by both the supervising professor and the department head before being submitted to the Academic Affairs Office for record.
2. If a graduate student needs to change their supervising professor due to special circumstances, they should fill out the "Change of Supervising Professor Submission Form." Adding or removing supervising professors is considered a change of supervising professors.

此通知

　　教務處課務組

　　　　This notification is to be forwarded to the Academic Affairs Office Curriculum Division for record.

系所主管Department Chairman 　　　　　　　 (Signature)

Date:

|  |  |
| --- | --- |
| 課務組收登記錄  Academic Affairs Office Registration Records | |
| 日期Date |  |
| 承辦人Person in Chare |  |