

Tutor Responsibility System Implementation Measures of Yuan Ze University

08.19.1991 Passed in the first administrative conference in the academic year of 1991
09.25.1995 Revamped and passed in the second administrative conference in the academic year of 1995
06.25.2003 Revamped and passed in the second school affairs conference in the academic year of 2002
06.05.2006 Revamped and passed in the second school affairs conference in the academic year of 2005
09.14.2009 Revamped and passed in the second administrative conference in the academic year of 2009
12.21.2009 Revamped and passed in the first school affairs conference in the academic year of 2009
11.14.2012 Revamped and passed in the first school affairs conference in the academic year of 2012
05.03.2017 Revamped and passed in the first school affairs conference in the academic year of 2017
05.09.2018 Revamped and passed in the first school affairs conference in the academic year of 2018

Article 1 In order to assist students in problem-solving and enhance their life adaptation the Tutor Responsibility System is implemented and is abbreviated as TRS in the following, in accordance with Article 17 of the University Law and Article 17 of the Teacher Law.

Article 2 Full-time teachers of Yuan Ze University at or above the rank of lecturer are obligated to serve as tutors without compensation. To assist international students (including degree students, exchange students, and international trainees) in their studies, for every ten undergraduate international students in a college and/or every ten postgraduate students without a thesis advisor, an international tutor shall be assigned. Each college shall assign at least one tutor, and the total number of tutors assigned shall be at the discretion of the college dean.

Each academic year, the Office of School Affairs and the Global Affairs Office shall provide the manager of each department (or equivalent unit) with tutor service related information for their reference. Those who perform exceptionally well may be considered for promotion, evaluation, and rewards.

Article 3 The manager of each department (or equivalent unit) shall serve as the chief tutor of the respective department (or equivalent unit), responsible for assigning and supervising the tutors of the department (or equivalent unit). The tutor services for international students shall be facilitated by the Global Affairs Office.

Article 4 The arrangements of the tutors and students of each department (or equivalent units) shall be completed within the first two weeks of each academic year, along with the list of tutors and students filled in the Tutor and Student Information System and the activity budgets confirmed. Each department (or equivalent unit) may flexibly adjust the TRS and the tutor-student arrangement as needed.

Article 5 The Office of School Affairs shall coordinate non-departmental teachers to facilitate the tutor work for each department (or equivalent unit) and may invite teachers of each departments (or equivalent unit) to assist in special counseling programs of the school.

Article 6 The chief tutor of each department (or equivalent unit) shall convene at least one tutor meeting each semester to assist in the implementation of tutor work, and important resolutions of the tutor meeting shall be notified to the Office of School Affairs. In the event that a tutor is reassigned, on leave, abroad, or unable to fulfill their duties for any reason, the chief tutor of each department (or equivalent unit) shall either request another teacher to take over or assume the role themselves.

Article 7 Tutors shall provide guidance to students in their career development, professional learning, service learning, and life education. They shall also thoroughly understand students' aptitudes, interests, strengths, learning conditions, and family backgrounds, and shall maintain close communication with the chief tutor of the department (or equivalent unit), the Office of School Affairs, and relevant units within the school.

Article 8 Tutors may arrange appropriate time each semester for guiding students or holding discussions. In the event of student issues, tutor shall conduct interviews and, as necessary, communicate with the students' parents or guardians, or refer students to relevant internal or external units for assistance in resolving issues.

Article 9 In order to promote the tutor services and improve the competence of the tutors, The Office of School Affairs shall hold a school-wide tutor meeting at least once each academic year, chaired by the university president, with the attendance of all tutors required. Tutor competence workshops shall be timely organized to provide case discussions, practical experience sharing, and other skill-building activities. International tutors shall also attend the Students Counseling Conferences held by the Global Affairs Office.

Article 10 The measures must be announced and implemented as it is passed or revamped in the school affairs conference.