

Yuan Ze University Regulations Tutor Responsibility System

Implementation

Aug.19.1991 Passed in the first Executive Council Meeting in the academic year of 1991
Sep.25.1995 Revamped and passed in the second Executive Council Meeting in the academic year of 1995
Jun.25.2003 Revamped and passed in the second Unuversity Affairs Meeting in the academic year of 2002
Jun.05.2006 Revamped and passed in the second Unuversity Affairs Meeting in the academic year of 2005
Dec.21.2009 Revamped and passed in the first Unuversity Affairs Meeting in the academic year of 2009
Nov.14.2012 Revamped and passed in the first Unuversity Affairs Meeting in the academic year of 2012
May.03.2017 Revamped and passed in the second Unuversity Affairs Meeting in the academic year of 2016
May.09.2018 Revamped and passed in the second Unuversity Affairs Meeting in the academic year of 2017

Article 1 In order to assist students in solving problems and improving life adaptation, the university implements the Tutor Responsibility System (hereinafter referred to as the Tutor System) in accordance with Article 17 of the University Act and Article 17 of the Teacher Act.

Article 2 All full-time faculty members of the university, at the rank of lecturer or above, are obligated to serve as mentors on a voluntary basis without compensation. To assist international students (including degree-seeking students, exchange students, and overseas study program participants) in their studies, each college may assign one mentor for international students for every ten international undergraduate students or graduate students who have not yet chosen a thesis advisor. Each college must appoint at least one mentor, as determined by the dean. Every academic year, the Office of Student Affairs and the Office of Global Affairs will provide relevant mentor service information to department (or equivalent unit) supervisors for reference. Outstanding performance in mentoring may be considered in promotions, evaluations, and awards.

Article 3 The department (or equivalent unit) supervisor serves as the chief mentor for the department (or equivalent unit), responsible for coordinating, assigning, and supervising the mentors within the department (or equivalent unit). The Office of Global Affairs assists with the service for mentors of international students.

Article 4 The student and mentor groupings for each department (or equivalent unit) should be completed within the first two weeks of the academic year and entered into the mentor-student information system, including the list of mentors and students, as well as confirming the mentor activity funding details. Each department (or equivalent unit) may make flexible adjustments to the mentor system and the allocation of faculty and students as needed.

Article 5 Each year, the Office of Student Affairs coordinates the promotion of mentor duties and responsibilities by non-departmental faculty members for each department (or equivalent unit), and may invite faculty members from each department (or equivalent unit) to assist in special on-campus counseling programs.

Article 6 Each semester, the department chief mentor of each department (or equivalent unit) shall hold at least one mentor meeting to assist in the implementation of mentor duties and responsibilities. Important resolutions from these meetings shall be forwarded to the Office of Student Affairs. In the event that a mentor is reassigned, on leave, traveling abroad, or otherwise unable to fulfill their duties, the department chief mentor will consult with other faculty members to arrange a replacement or assume the duties themselves.

Article 7 Mentors are responsible for guiding students in career development, professional learning, service learning, and life education, and must fully understand students' aptitudes, interests, strengths, learning status, and family environment. They should also maintain close communication with the department chief mentor, the Office of Student Affairs, and other relevant on-campus units.

Article 8 Mentors are required to arrange appropriate time each semester to guide students, hold discussion sessions, and conduct interviews when students face issues. If necessary, mentors should contact students' parents or guardians, or refer the students to relevant on-campus or off-campus units for further assistance in resolving the issues.

Article 9 (Delete)

Article 10 To promote mentor services and enhance mentors' counseling knowledge, the Office of Student Affairs will hold at least one university-wide mentor meeting each year, chaired by the president, and all mentors are required to attend. Timely workshops will be organized to improve mentors' counseling skills, offering case discussions, practical experience sharing, and other relevant knowledge. Mentors of international students are also required to attend the student counseling meetings organized by the Office of Global Affairs.

Article 11 This regulation will be implemented after being approved by the University Affairs Meeting, and the same applies when amendments are made.

In case of any discrepancy between the Chinese and English version, the Chinese version shall prevail.