

CYCU Tutorial System Implementation Regulations

November 22, 2003 Passed at 1st University Affairs Committee Meeting at 1st semester in
the school year of 2003

May 19, 2007 Amended at 1st University Affairs Committee Meeting at 2nd semester in the
school year of 2006

May 8, 2013 Amended at University Affairs Committee Meeting at 2nd semester in the
school year of 2012

August 25, 2016 Amended per the letter under Yuan-Mi-Zi No. 1050002657

May 6, 2020 Amended at University Affairs Committee Meeting at 2nd semester in the
school year of 2019

October 12, 2022 Amended at University Affairs Committee Meeting at 1st semester in the
school year of 2022

Article 1. The Regulations are established in accordance with Paragraph 1 (9) of Article 32 of the Teachers' Act, which provides that "in addition to performing their employment contract in accordance with laws, teachers shall also serve as the advisor".

Article 2. Appointment of advisors and counseling organization for students:

1. Appointment of advisors:

- (1) Any full-time faculty who hold the position as lecturer or above in CYCU may be appointed by the President as the advisor upon being recommended by the relevant department chair.
- (2) In principle, the advisor shall be appointed among the faculty of the department in which the students are studying, provided that where the number of the department's faculty cannot afford for the appointment, the advisor may be selected among the other full-time faculty of CYCU.
- (3) In principle, the advisor shall be appointed among the faculty who is teaching or taught the student who is taking the counseling.

2. Advisor counseling organization for students:

- (1) The various departments' advisor organizations are categorized into the following designated-tutorial and optional-tutorial systems: class tutorial system, dual-tutorial system, functional-tutorial system, family-tutorial system, apprenticeship system and mixed-tutorial system.
- (2) The various class (group) tutorial and counseled student organizations shall apply the 4(5)-year consistent system, and may be adjusted or changed whenever it is necessary.

Article 3. Each department shall be assigned one chief advisor who is acted by the chair of the department.

Article 4. The advisors and chief advisors shall be appointed once per school year.

Article 5. The responsibilities of advisors and chief advisors:

1. Responsibilities of designated advisors:

- (1) Verify students' personality, ability, interest, learning attitude and family status.
- (2) Provide students with the counseling service about registration and selection of courses and participation in extracurricular activities, help students solve the adaption problems in studies, life, interpersonal relationship and psychological condition, and refer students to the Counseling Center.
- (3) Chair and planning the tutorial hours, care for students' routine life and behavior, attend the tutorial hours arranged by the Office of Student Affairs twice per semester, and arrange for no less than two (2) tutorial hours per week to talk with students.
- (4) If the advisors find that students have trouble in adaption or suffer any accidents, they shall work with the relevant department military instructor to deal with it and notify the students' parents in a timely manner.
- (5) Evaluate students' conduct points in accordance with the CYCU Regulations Governing Students' Conduct Points Evaluation.
- (6) Attend the tutorial conferences of all levels, and guide knowledge and skill workshops and student affairs-related meetings.
- (7) Complete the counseling service form related to students.
- (8) Help students apply for fellowship/scholarship, and provide students with recommendation for job opportunities or continuing education.
- (9) Help settle the special problems and important cases about student affairs.

2. Responsibilities of optional-tutorial advisors:

- (1) To help students understand the professional field of the department or cross-department.
- (2) To arrange the counseling service hours to provide students with the advice on studies and diversified learning planning.
- (3) To guide and assist students to plan the learning on professional fields, voluntary learning and interdisciplinary learning.
- (4) To meet with students at least for twice per semester, and complete the counseling notes.

- (5) To participate the optional-tutorial advisors' conference for counseling knowledge, skill and exchange per school year.
 - (6) To provide the other counseling services related to students' learning and career development.
3. Responsibilities of chief advisors:
- (1) Help the relevant department's advisors with the tutorial work.
 - (2) Convene and chair the relevant department's tutorial meetings, which may be convened together with the meetings of department affairs.
 - (3) Attend the tutorial conferences of all levels, and guide knowledge and skill workshops and student affairs-related meetings.
 - (4) Help settle the common problems about student affairs.

Article 6. The tutorship shall be performed in the following manners:

1. Personal interview
2. Online interactions
3. Group counseling
4. Organization of various group activities

Article 7. The enforcement rules of the optional-tutorial system shall be established by the Office of Academic Affairs separately.

Article 8. Where any advisor finds that any students have special problems or material negligence, he/she shall work with the Office of Student Affairs or department military instructor to settle the same.

Article 9. The regulations governing granting of tutor fees shall be established separately.

Article 10. The full-time faculty who hold the position as advisor at the same time may choose to claim the tutor fees or reduction of teaching hours by one (1) hour. Those who apply for reduction of teaching hours shall not claim overtime. The optional-tutorial advisors are not allowed to reduce their teaching hours.

Article 11. The full-time faculty who are assigned by the various departments to serve as advisors shall be no more than two persons per class. The advisor shall be no more than one person per class, in the case of the Center for Teacher Education. By the end of each semester, the various departments and Center for Teacher Education shall submit the roster of nominees to the Office of Student Affairs for compilation, and then the roster shall be submitted to the Office of Human Resource. Where any advisor is transferred, continues education abroad, or is unable to serve as the advisor any longer with causes, the chair of the relevant department (center) shall recommend another faculty to serve as the advisor, and

notify the same to the Office of Student Affairs and Office of Human Resource.

Article 12. The Regulations are passed by the School Affairs Meeting, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.