

National Cheng Kung University Implementation Regulations for Tutorial System

Attachment 1

Approved by the 138th Administrative Meeting on April 21, 1999
Amended and approved by the 140th Administrative Meeting on
March 22, 2000
Amended and approved by the 148th Administrative Meeting on
November 26, 2003
Amended and approved at the 4th University Affairs Meeting in
the academic year of 2004 on April 27, 2005
Amended and approved at the 3rd University Affairs Meeting in
the academic year of 2008 on April 22, 2009
Amended and approved at the 2nd University Affairs Meeting in
the academic year of 2011 on December 28, 2011
Amended and approved at the 3rd University Affairs Meeting in
the academic year of 2012 on April 10, 2013

- Article 1 To fulfill the tutorial guidance, upgrade the quality of education, cultivate all-round talented students and achieve the goal of college education, the Regulations are established by National Cheng Kung University (hereinafter referred to as the "University") in accordance with Article 17 of the Teacher's Act.
- Article 2 Each college may establish a student affairs and guidance committee or install a student affairs and guidance mechanism in the related college conferences. Responsibilities of the student affairs and guidance of each college are stated as follows:
1. Select "excellent counseling" tutors from departments/institutes of each college to participate in the screening of "outstanding counseling" tutors.
 2. Coordination of college students' interests and rights.
 3. Other jobs related to student affairs and guidance
- Article 3 Each department/institute may establish the student affairs and guidance committee or install the student affairs and guidance mechanism in the related department (institute) conferences. Responsibilities of student affairs and guidance of each department (institute) are stated as follows:
1. To establish the department's (institute's) implementation guidelines on student affairs and tutorial system and guide the department (institute) to promote and fulfill the student affairs and guidance system.
 2. To organize the symposiums or workshops for the department's (institute's) student affairs and tutorial guidance.
 3. To organize the student guidance-related functions and activities to be attended by teachers and students altogether.
 4. To work with the school to promote or execute the related guidance measures and to fulfill the student affairs and guidance jobs.
 5. Coordination of department (institute) students' interests and rights.
 6. Other jobs related to student affairs and guidance

- Article 4 The full-time instructors of each department (institute) or above shall be obligated to assume tutors. The tutor's achievement and performance will serve to be the reference for incentives, promotion and teachers' evaluation. Clinical instructors of the medical university may also assume the tutorial jobs. The psychologist who holds the national license shall help tutors with the guidance jobs.
- Article 5 The tutor's guidance shall be focused on the following matters related to students' academic performance and life:
1. To understand the guided student's sex orientation, habit, personality, life and family status to help the student's physical and mental development. To contact the psychologist to perform the test about sex orientation, habit or personality, if necessary.
 2. To help the guided student with academic learning, course selection and career planning. Each of the Office of Student Affairs, parents or related personnel shall provide adequate counseling to the guided student who fails in more than one-thirds of academic performance or is subject to some demerit.
 3. To assess the guided student's conduct scores based on the student's routine language and behavior within 2 weeks prior to the end of each semester, and then submit the assessment result to the Student Housing Services Division of the Office of Student Affairs.
 4. To organize a symposium for tutors (class meeting) per the schedule of student affairs; to organize the symposium between tutors and students, meetups or other group activities after class to enhance the emotions between teachers and students.
 5. Where any tutor finds that the guided student has poor relationship, deviant behavior or any other special incident, please advise his/her parents, guardian or urgent contact person, and refer him/her to a psychologist for psychological counseling and medical treatment.
- Article 6 The University's tutors shall try their best to participate in the tutorial guidance training programs organized by the Office of Student Affairs or another university to enhance their expertise.
- Article 7 The related personnel shall be obligated to keep confidential the personal or family information of the guided student accessed by them due to the guidance.
- Article 8 If the guided student meets any of the following circumstances, the victim, reporter or related unit shall inform the same to the University's Security Center (Ext. No. 55555) to help the risk management and following movement.
1. Abnormal language and behavior, or emotionally or mentally disordered; possibly hurts himself/herself or others; the "University's SOP for Treatment of Mental Illness and Self-Harm Cases on Campus" shall apply.
 2. Suffered accident, traffic accident or other circumstances requiring first aid, and the "University's SOP for Treatment of Urgent Illness and Injury".
 3. Acted against the campus' safety and peace to a severe degree; the campus' urgent safety concerns, if any, shall be handled in accordance with the "University's Campus Incident Reporting System and Treatment Process".

Article 9 The organization of the tutorial system shall be enforced upon approval at the department (institute) council upon submission of the motion thereof by the department (institute) to the council, or shall be enforced upon approval of the department (institute) tutor guidance committee, and shall be reported to the Office of Student Affairs.

Each tutor of the undergraduates shall guide no more than 20 students. The tutorial system is organized in the following reference manner:

1. Family tutorial system: Based on the original multi-grade/department (institute) family, the department (institute) shall ask one tutor to lead one or several families. The family members shall consist of students of each grade and graduate school.
2. Group tutorial system: Based on the whole class, the department (institute) divides the class into several groups. Each group will be assigned one tutor.
3. Selected tutorial system: Except freshmen, students select the tutor on their own, provided that each tutor shall guide no more than 20 undergraduates.
4. Double tutorial system: Two tutors are assigned to each student, including one for the class or community tutor and the other for the group tutor. The class tutor may take care of the coherence of the class. The school may also plan one "life tutor" and one "academic performance tutor" to take care of the balanced development of students' personality and academic performance.
5. Other tutorial systems: To be enforced upon resolution of the department (institute) council. Notwithstanding, each tutor of the undergraduates shall guide no more than 20 students.

Article 10 The Mental Health and Counseling Guidance Division of the Office of Student Affairs shall submit a motion for the budget required by tutor per student and selection of psychologist to Principal Chen for approval. Said budget shall be reimbursed from the University endowment.

The tutorial budget is categorized into the tutorial personnel cost, student guidance activity cost and tutorial reward. The proportions of the tutorial personnel cost and student guidance activity cost shall be 7 vs. 3, adjustable by each department, if necessary, provided that the proportion of student guidance activity cost shall be no less than 20%.

The student guidance activity cost is allocated to each department for the exclusive purpose of student guidance. Each department (institute) shall submit the motion for proportions and amount of tutorial personnel cost and student guidance activity cost and name list of tutors and students to the Office of Student Affairs at the beginning of each semester.

Article 11 Each department (institute) shall establish its own enforcement rules for the tutorial system, including the way to organize tutorial systems and utilization of budget, which shall be enforced upon resolution of the department (institute) council.

The department (institute) shall submit the enforcement rules for the tutorial system to the Office of Student Affairs for approval.

Article 12 Each department (institute) shall call a tutor meeting for at least once in each semester to discuss the status of the system, and review and improve the tutorial system.

The chair of department (dean of institute), tutor, and psychologist responsible for the department (institute) shall attend the University's workshop for student affairs and guidance work called by the Office of Student Affairs in each semester for brainstorming to fulfill or improve the tutorial guidance work.

Article 13 In principle, graduate students' tutors shall be assumed by their thesis advisor. Each department (institute) shall arrange the tutor separately. Each graduate student (exclusive of the in-service education program and industrial technology master program students) shall prepare the mentor's budget separately in each semester.

It is necessary to prepare the student guidance activity budget of NT\$100 per student/per semester for the student who takes the courses of educational system to organize various guidance activities.

Article 14 The Office of Student Affairs shall be responsible for service, consultation, referral and performance assessment of the tutors, and allocate the rewarded budget to various department based on the assessment result. The rewarded budget shall be used in guidance to students. Meanwhile, the assessment result shall be provided to the related units for reference when the units are considering the reward, promotion and performance assessment of teachers. The guidelines on reward shall be established separately.

Article 15 The Regulations shall be enforced upon approval of the University Affairs Endowment Management Committee and University Affairs Meeting. The same shall apply where the Regulations are amended.