

# NSYSU Mentor System Implementation Regulations

History of Amendment and Approval:

4<sup>th</sup> University Administration Council Meeting of 1990-Academic Year on 4-12-1991  
2<sup>nd</sup> University Administration Council Meeting of 1995-Academic Year on 10-27-1995  
3<sup>rd</sup> University Administration Council Meeting of 1998-Academic Year on 12-11-1998  
4<sup>th</sup> University Administration Council Meeting of 2000-Academic Year on 3-2-2001  
4<sup>th</sup> University Administration Council Meeting of 2001-Academic Year on 3-22-2002  
1<sup>st</sup> University Administration Council Meeting of 2002-Academic Year on 9-27-2002  
4<sup>th</sup> University Administration Council Meeting of 2002-Academic Year on 3-7-2003  
1<sup>st</sup> University Administration Council Meeting of 2003-Academic Year on 9-26-2003  
1<sup>st</sup> University Affairs Committee Meeting of 2003-Academic Year on 10-31-2003  
11<sup>th</sup> University Administration Council Meeting of 2009-Academic Year on 2-4-2010  
3<sup>rd</sup> University Affairs Committee Meeting of 2009-Academic Year on 4-23-2010  
4<sup>th</sup> University Administration Council Meeting of 2011-Academic Year on 4-11-2012  
4<sup>th</sup> School Affairs development meeting of 2011-Academic Year on 5-18-2012  
4<sup>th</sup> University Affairs Committee Meeting of 2011-Academic Year on 6-1-2012  
3<sup>rd</sup> University Affairs Committee Meeting of 2018-Academic Year on 3-22-2019  
2<sup>nd</sup> University Affairs Committee Meeting of 2019-Academic Year on 12-20-2019

Amended and approved by the 4<sup>th</sup> Executive Meeting on March 30, 2022, Spring Semester of Academic Year 2021-2022  
1<sup>st</sup> University Affairs Committee Meeting of 2023-Academic Year on 10-27-2023

1. The regulations are established based on Article 17-1-9 of the Teacher's act in order to ensure the counselling tasks are properly conducted by mentors.
2. The consist of mentors in the University are as follows:
  - (1) Mentor Directors of colleges, departments and institutes
  - (2) Mentors
  - (3) Department Counselors
  - (4) Department Counselling Military Instructors
3. Mentor Directors of colleges, departments and institutes are served by or recommended by the head of the colleges, departments and institutes.
4. Mentors are hired in the following manner:
  - (1) Undergraduate students are entitled to select one instructor from the department as the mentor. Graduate students are also entitled to select mentors who are their thesis advisors in principle. Each mentor is typically entitled to mentor a maximum of 30 students per semester.

(2) Departments and institutes are entitled to invite instructors of the University or other counselling experts as mentors to be selected by students based on needs. Relative principles are to be listed in the mentor system implementation regulations of the department or institute.

(3) Shall the mentor fail to execute his or her counselling tasks due to special circumstances, the mentor director of the department is entitled to hire other appropriate mentors. Graduate students who do not yet have a thesis advisor are entitled to select a mentor or have one assigned by the mentor director.

5. “Mentor Time” is the time for mentors to counsel students; it shall be listed in the schedule by colleges, departments and institutes, announced, and implemented accordingly.

6. The duties of mentor directors of colleges, departments and institutes are as follows:

(1) Conduct at least one mentor meeting each semester.

(2) Coordinate the enforcement of mentors’ counselling tasks, and make adjustments upon discussion.

(3) Attend seminars related to mentor meetings and counselling held by the University.

7. The duties of mentors are as follows:

(1) Have thorough understanding of the student’s sexual orientation, interests, expertise, learning attitude and family environment, etc.

(2) Assist students in course selection and extracurricular activity participation, and provide directions on adapting problems about school, life, inter-personal and mental matters.

(3) Besides “Mentor Time”, mentors are advised to take part in students’ activities such as trips, camps, visits, picnics, interactions,

discussions, seminars and social service, and provide instructions where needed.

(4) Mentors should engage in one-on-one conversations with students at least twice each semester and keep record on Student Affairs Information System. When a major issue occurs with a student, the mentor shall immediately notify the Office of Student Affairs and take adequate measures according to the "NSYSU Regulations of Implementation of the Tertiary Prevention of Self-Injury among Students on Campus".

(5) Attend case meeting regarding mentored students and all mentor meetings.

(6) The mentor is entitled to notify the Office of Student Affairs for issue of commandment and disciplinary sanction based on good deeds or serious misconducts by the students.

(7) The mentor shall instruct the students in completing the "Result Chart for Mentor-Student Activity" and submit the chart to the Counselling and Career Development Division, Office of Student Affairs.

(8) The mentor shall enroll in studies on counselling conducted by the Ministry of Education or the University to enhance professional skills.

(9) Other matters assigned in order to maintain student rights.

8. Department counselors are professional individuals hired by Counselling and Career Development Division, Office of Student Affairs and serve the following duties:

(1) To integrate the needs of the department and combine the discussions in the Office of Student Affairs and plans by Counselling and Career Development Division, enforcing counselling and inquiry tasks.

- (2) Mental inquiry and counselling of students
- (3) Promotion of mental health activities
- (4) Processing and probing of student issues

9. Department Counselling Military Instructors are assigned by the Student Assistance Division and serve the following duties:

- (1) Processing of sudden student incidents.
- (2) Counselling on student life adaption.
- (3) Basic inquiries from students; transferred to Counselling and Career Development Division when necessary

10. The fees of mentors are issued as follows:

- (1) Mentors for undergraduate students including degree programs: NT\$850 per semester per mentored student.
- (2) Mentors for graduate students including degree programs: NT\$550 per semester per mentored student.
- (3) Mentor directors of colleges and institutes: based on number of actual students counseled.
- (4) Mentor directors of departments: Event instruction fees paid based on level of post at two hours per week. Each semester is calculated as 18 weeks.
- (5) Department counselling Military Instructors: NT\$3,000 per semester.

11. Budgets related to mentors and mentor-student activities are as follows:

- (1) Counselling budget for special occasions: Provided to take care of urgent matters such as emergencies, illness, mental state, family matters and emotions etc.
- (2) Budgets for mentor-student activities:
  - i. Mentor-student activities for faculties and colleges: used for

gatherings, interactions or other counselling events among students and mentors. NT\$110 per student per semester, same applies for degree programs. Reimbursed upon presentation of receipt.

- ii. College united mentor activity budget: NT\$15,000 per semester in principle. Reimbursed upon presentation of receipt.
- iii. University mentor activity budget: used to hold parent meetings, parent communication, school wide mentor meetings etc. Reimbursed upon presentation of receipt.

(3) Mentor counselling study budget:

- i. Department and Institute mentor counselling study budget: Used to conduct department and institute counselling activities. NT\$15,000 per semester in principle. Reimbursed upon presentation of receipt.
- ii. College mentor counselling study budget: Used to conduct college counselling activities. NT\$15,000 per semester in principle. Reimbursed upon presentation of receipt.
- iii. University mentor counselling activity budget.

(4) College conducted mentor-student activities matching the development scheme of the University: Budget used by the Counselling and Career Development Division to conduct counselling activities for colleges. NT\$30,000 per college per semester. Reimbursed upon presentation of receipt.

(5) Inter-college mentor-student activities: Mentor-student activities that involve two or more colleges. NT\$30,000 per semester in principle. Reimbursed upon presentation of receipt.

(6) At the end of the activities, the host department shall post the record of the activities on its website and make it available for all

students to index. Also an electronic copy is to be submitted to the Counselling and Career Development Division for reference.

12. Mentors who have excellent performance while conducting counselling tasks for students can be selected as outstanding instructors based on the “Outstanding Mentor Selection Regulations” and be commended.
13. Departments and Institutes can establish their own mentor system implementation regulations based on needs and implement upon approval in meetings. The regulations are to be sent to Office of Student Affairs for reference.
14. Budgets are supplied by the University Administrative Affair Fund and Tuition Incomes.
15. The regulation is approved in the University Administration Council Meeting and implemented upon approval by the President. The same procedure applies in cases of amendments.

