

National Chi Nan University Guidelines for Student Academic Counseling

Passed at the 3rd education administration meeting held on Dec. 29, 2010

Corrected at the 6th education administration meeting held on June 21, 2011

Corrected at the 3rd education administration meeting held on Oct 26, 2011

Corrected at the 3rd education administration meeting held on Dec. 2, 2015

Corrected at the 1st education administration meeting held on Oct. 10, 2019

Corrected at the 5th education administration meeting held on April 26, 2023

1. This directive was formulated to provide students with appropriate guidance and assistance opportunities, enhance students' learning motivation, and improve the learning atmosphere of this school. Article 6 states the "Implementation Regulations for Student Financial Aid" and the "Student Learning Early Warning and Counseling Mechanism" of the Student Affairs Counseling and Career Development Center, as well as the "Student Learning Early Warning and Counseling Regulations" of the Academic Affairs Teaching Development Center.
2. Academic Counseling Application and Review Procedures:
 - (1) The academic counseling application process is conducted in two stages each semester. The first stage is limited to the Academic Affairs Office's early warning list and applications from student athletes, aboriginal students, and international students.
 - (2) The Teaching Development Center of the Academic Affairs Office (hereinafter referred to as the Teaching Development Center) reviews and allocates student academic counseling application and funding needs. When necessary, a review meeting may be convened.
 - (3) The same course can apply for one academic mentor, with a maximum limit of three academic mentors per application.
 - (4) Academic mentors are limited to the school's master's and doctoral students or undergraduate students in the second year or above whose academic performance ranks in the top thirty percent of the class based on overall academic ranking.
3. Priority for Academic Counseling Funding Assistance:
 - (1) Students on the Academic Affairs Office's early warning list (those with a record of failing in half or more of their subjects and are still enrolled).
 - (2) Applications from student athletes, indigenous students, and international students whose overall academic performance ranks in the bottom 40% of the class.
 - (3) Applications from students whose overall academic performance ranks in the bottom 20% of the class and had failed in more than a quarter of the credits taken in the previous semester.
 - (4) Applications from students whose overall academic performance ranks in the bottom 20% of the class.
 - (5) Departments, advisors, or instructors who proactively identify students struggling with their studies may submit special project applications based on their specific needs.
4. Academic mentors shall receive compensation from the Academic Affairs Office in accordance with the "Implementation Regulations for Student Financial Aid." Each funding unit receiving assistance should sign an employment application and labor contract with the students

according to the regulations and handle labor (health) insurance and labor retirement matters as required.

5. Distribution and Management of Academic Counseling Funds:

(1) Monthly Compensation for Academic Mentors:

- For 1 to 5 students under academic mentoring for a course, a monthly compensation of 2,000 NTD per course is granted.
- For 6 to 10 students under academic mentoring for a course, a monthly compensation of 3,000 NTD per course is granted.
- For 11 or more students under academic mentoring for a course, a monthly compensation of 4,000 NTD per course is granted.

(2) Academic mentors are required to provide a minimum of 2 hours of academic counseling per week for each course. If the accumulated hours in a month do not meet the standard, compensation will be allocated based on the proportion of actual counseling hours.

(3) Departments receiving funding assistance should collect and confirm the "Academic Counseling Record" and "Attendance Record" for academic mentors by the end of each month. They should complete the scholarship system registration and submit the printed roster (1 original and 3 copies) to the Teaching Development Center for fund reimbursement by the 6th of the following month (or the next working day if the 6th is a holiday).

(4) If any department or relevant unit involved in verification processes delays their operations, resulting in violations of regulations and subsequent penalties, the responsible department or unit for the delay shall be held accountable.

(5) The funds allocated to each department for academic counseling shall cover expenses such as employer's contributions to labor (health) insurance and labor retirement. Expenditures should be carefully estimated and utilized, not exceeding the approved total assistance amount for the current semester by the Teaching Development Center. If there is an excess over the approved total assistance amount due to delayed insurance enrollments or severance pay, the receiving funding unit shall cover the difference from their own resources.

6. If academic mentors believe that any measures or dispositions related to labor rights and interests are illegal or improper, resulting in damage to their rights or interests, they may file a complaint with the Teaching Development Center within thirty days from the date of the implementation or publication of such measures or dispositions. The Complaints Committee consists of the Dean of Academic Affairs, the Director of the Teaching Development Center, representatives from various colleges and the General Education Center, and four representatives appointed by the Student Union, totaling 11 members, with the Dean of Academic Affairs serving as the convener. When necessary, the convener may appoint an additional two to four members or invite relevant individuals to attend the meeting based on the circumstances of the case.

Committee members with a conflict of interest in the complaint case should recuse themselves. If a member fails to recuse themselves, the Chairperson may request the recusal through a resolution of the Complaints Committee.

7. Academic mentors serving as part-time assistants are considered contract employees. Each department should handle their labor rights and interests in accordance with the "Guidelines for the Protection of Labor Rights and Interests of Part-time Assistants in Colleges and Above" issued by the Ministry of Labor and relevant labor laws and regulations.
8. In the event of a student changing or relinquishing their application for academic counseling midway, or if the academic mentor fails to fulfill their responsibilities, each department should proactively inform the Teaching Development Center to amend or suspend the payment of academic counseling compensation. The suspended amount should be returned to the school's general fund. If there is an overpayment, the respective department is responsible for the recovery.
9. These guidelines shall be implemented after approval by the Academic Affairs Council of this university.