

[Promulgated on October 28, 2016]

NATIONAL TAIWAN UNIVERSITY

Regulations for the Implementation of Academic Advisor System

May 16, 2002	Passed by the Student Counseling Committee at its 13 th meeting
May 23, 2003	Amended and passed by the Student Counseling Committee at its 14 th meeting
March 06, 2004	Amended and passed by the University Council at its 1 st meeting, spring semester, Academic Year 2003–04
January 19, 2012	Passed by the Student Counseling Committee at its 31 st meeting
March 17, 2012	Amended and passed by the University Council at its 1 st meeting, spring semester, Academic Year 2011–12
June 30, 2016	Passed by the Student Counseling Committee at its 40 th meeting
August 01, 2016	Passed by the University Endowment Fund Management Committee at its 2 nd meeting of Fiscal Year 2016
October 22, 2016	Passed by the University Council at its 1 st meeting, fall semester, Academic Year 2016–17

- Article 1 The National Taiwan University (“the University”) *Regulations for the Implementation of Academic Advisor System* (“the Regulations”) are formulated in accordance with Article 17 of the *Teachers’ Act* to implement a formal system of advisors to guide students toward developing a resilient character.
- Article 2 All colleges and departments shall establish teamwork committees on academic advisors or include an advisory mechanism within their student affairs committees.
- Article 3 Collegial teamwork committees on academic advisors shall be composed of the college dean, chairs of departments, and one student representative appointed from the college student association.
The dean shall act as the chair.
- Article 4 All departmental teamwork committees on academic advisors shall be composed of teachers in the department and one student representative appointed from the department’s student association, with the department head acting as ex officio member. The chair shall be chosen by all the committee members, and shall be responsible for convening the committee as well as coordinating all its work.
- Article 5 Chairs of collegial and departmental teamwork committees on academic advisors shall be appointed by the University president for a period of one year and may be reappointed once their term is complete.
- Article 6 All colleges, departments, and Professional Education and Continuing Studies departments shall arrange their advisors, class groupings, and the number of advisees in each class in accordance with their actual needs.
- Article 7 The mission of all collegial teamwork committees on academic advisors is as follows:
1. Stipulating and amending enforcement rules for administering the college advisory system.

2. Coordinating and administering the advisory system and activities for all of the college's departments in which both teachers and students participate.

Article 8 The mission of all departmental teamwork committees on academic advisors is as follows:

1. Stipulating and amending detailed rules and regulations for administering the departmental advisory system.
2. Promoting and overseeing the departmental advisory system and activities in which both teachers and students participate.
3. Stipulating the departmental advisor selection and recommendation processes.
4. Administering the allocation, utilization, and assessment of advisory fees paid to department advisors.
5. Holding departmental advisor meetings.
6. Announcing awards and reporting advisee disciplinary cases.
7. Handling other matters pursuant to relevant laws and regulations.

Article 9 The duties and work of the chairs of departmental teamwork committees on academic advisors include the following:

1. Planning the departmental advisory system and activities for the entire department in which both teachers and students participate.
2. Convening meetings of their departmental teamwork committee on academic advisors.
3. Regularly receiving short-term professional training regarding the advising of students.
4. Assisting advisors in counseling or giving referrals to advisees who are experiencing difficulties.
5. Assisting advisees in the reporting, contacting, and handling of emergencies
6. Handling other matters pursuant to relevant laws and regulations.

Article 10 The duties and work of advisors include the following:

1. Designating office hours to advise students; regularly meeting with and building amicable relationships with advisees.
2. Counselling advisees in their studies, class selection plans, and career development, and helping them cope with their personal circumstances.
3. Assisting advisees in dealing with emergencies arising from their physical and mental conditions, their studies, or their lives.
4. Assisting advisees in dealing with emergencies and contacting relevant persons.
5. Handling other matters pursuant to relevant laws and regulations.

Article 11 If advisees had experienced physical, mental, academic, or life difficulties or accidents, the University or advisee shall take the initiative to inform their advisor. The advisor shall maintain confidentiality with regard to the advisee's difficulties and offer any necessary assistance.

Article 12 A seminar for advisors at the University shall be organized by the Office of Student Affairs and held once every academic year. In principle, all colleges

and departments shall hold advisor symposiums or workshops once every semester.

Article 13 Advisor fees shall be budgeted by the University.

The aforementioned fees shall be calculated according to the number of advisees. The fee per advisee shall be counted as a set value multiplied by a monetary conversion value. College advisors shall have a set value of 2, and department advisors and class advisors shall have a combined set value of 75. The monetary conversion value for each set value shall be approved by the University president each semester.

Article 14 Outstanding advisors who exhibit excellence in their counseling duties shall be rewarded.

The selection of outstanding advisors and the details of their rewards shall be otherwise stipulated.

Article 15 The regulations shall be passed by the Student Counseling Committee, the University Endowment Fund Management Committee, and the University Council, and then be implemented on the date of promulgation.