

Regulations for National Taiwan Normal University Advising System

Approved at the 112th University Affairs Committee on June 18, 2014

Amended and approved at the 117th University Affairs Committee on November 23, 2016

Amended and approved at the 125th University Affairs Committee on November 25, 2020

Article 1

The regulations are established by National Taiwan Normal University in accordance with Article 32 of Teachers' Act. The purpose is to implement the advising system, help develop characters in students, and provide advising services based on students' actual needs.

Article 2

The roles and selection of the advisers shall be as follows:

1. The Chair of each department shall be the head adviser as appointed by the President.
2. Graduate students shall be advised by a supervisor at their graduate institute and dissertation adviser according to their progress in graduate school. An adviser shall be assigned to provide first-year students (including master's and doctoral degree students) with life guidance and academic consultation before they have a dissertation adviser.
3. The University shall appoint academic advisers, student advisers, and indigenous student advisers for undergraduate students.

a. Academic Adviser:

Each department shall appoint a full-time faculty member as the Academic Adviser for every two classes. A class that consists of 50 or more students may be assigned one adviser by the department. If the appointed faculty member is unable to serve as the adviser, the

departments shall recommend or appoint another full-time faculty member in their place.

b. Student Adviser:

Each department shall appoint an adviser with a master's degree as the Student Adviser. The

Student Adviser shall be selected by the Office of Student Affairs and the department.

Departments with fewer than four classes and 150 students shall be assigned one Student Adviser.

c. Indigenous Student Adviser:

The University shall employ several Indigenous Student Advisers who are specifically responsible for indigenous student counseling.

Article 3

Responsibilities

Head Adviser:

1. Promote student affairs of the department.
2. Coordinate with academic advisers, student advisers, and teachers on student affairs of the department.
3. Hold case management meetings for at-risk students and students in crises.
4. Hold adviser meetings every semester. (Adviser meetings can be held in conjunction with department affairs meetings.)
5. Attend meetings related to student affairs.

6. Other matters related to student affairs of the department.

Academic Adviser:

1. Provide guidance and advice on course enrollment.
2. Offer routine evaluation of student learning.
3. Assist students with learning difficulties and make referrals.
4. Advise on career development and other related matters.
5. Assist in scholarship applications and academic or employment recommendations.
6. Work together with the Chair, teachers, and Student Advisers.
7. Assist in other student learning and career-related matters.

Student Adviser:

1. Promote student affairs in accordance with relevant regulations and under the instruction of the deans and the chairs.
2. Attend student affairs meetings, counseling meetings, and in-service trainings.
3. Keep in contact with the departments and parents, understand family and personal backgrounds, be familiar with learning resources and student aid, and provide students with guidance or referral when needed.
4. Utilize intramural and extramural resources to strengthen primary prevention for at-risk students.
5. Conduct student assessment and implement punishment and reward based on the

decision of the Student Reward and Disciplinary Committee.

6. Supervise students to complete the Guidance and Counseling Information System and E-portfolio.
7. Provide assistance in facilitating physical and mental assessments for students.
8. Implement education on college orientation and university regulations, promote holistic education, and encourage students to participate in extracurricular activities.
9. Handle student leave and emergencies.
10. Be on call for nighttime emergencies and conduct off-campus rental home visits for students.
11. Assist in department affairs and attend department meetings.
12. Assist in other student affairs and counseling-related matters.

Indigenous Student Adviser:

1. Assist in application of tuition exemption and scholarship, and collect information regarding studying abroad and public employment examinations.
2. Hold forums and lectures related to mother tongue education and ethnic identity.
3. Provide assistance related to difficulties in learning or college life adjustments.
4. Assist in coping with adversity and stress management.
5. Provide referrals for students for after-school tutoring or remedial education programs as needed.
6. Provide advice and guidance on career development.
7. Make requests for extramural resources and connections.

8. Other indigenous student related affairs.

Article 4

Key Responsibilities of the Advisers:

1. For freshmen and sophomores, Academic Advisers shall focus on orientation, academic planning, and minor selection. For juniors and seniors, the focus shall be on professional education, plans for further studies, and career planning.
2. Student Advisers shall focus on life education, college life adjustment, deviant behavior correction, emergency assistance, and primary prevention for at-risk students.
3. When encountering special cases, the Academic Advisers and Student Advisers may request assistance and referral from relevant units in and out of the University. Assistance for at-risk students and students in crisis is provided in accordance with Guidelines for Crisis Intervention and Assistance for At-Risk Students.
4. Academic Advisers and Student Advisers shall record group and individual advising records monthly on the Student Advising Information System.

Article 5 Office hours

1. Wednesdays from 8:10 a.m. to 10:00 a.m. are reserved as student affairs and advising office hours. Departments shall not schedule classes during these hours.

2. Academic Advisers shall provide two time slots per week, one hour each, for academic advising and two hours per semester for group meetings.

3. Student Advisers shall conduct life education and group meetings no less than two hours per month for each grade level.

4. Advising may be done through group meetings, forums, class discussions, home visits, sports and leisure activities, or individual meetings.

Article 6

Advisers shall participate in intramural and extramural trainings and workshops to enhance professional competence.

Article 7

Funding

1. Advisers for first-year graduate students employed only for the first semester are granted a two-hour exemption from teaching per week or paid an equivalent compensation of 18 weeks at most. Advisers for first-year graduate students employed for the first academic year are granted a one-hour exemption from teaching per week or paid an equivalent compensation of 36 weeks at most.

2. Academic Advisers are granted a two-hour exemption from teaching per week or paid an equivalent compensation of 36 weeks at most. Each department is permitted to adjust the

number of advisers based on the premise that the total amount of funds remains unchanged.

Head Advisers and Student Advisers are not paid extra for advising services.

3. Student Advisers and Indigenous Student Advisers are given class activity funds based on the actual number of students in each department. The funds are listed in the budget of the Office of Student Affairs and adjusted accordingly. Student Advisers shall provide receipts for expenditure reimbursement.

4. Adviser compensation and class activity fees are covered by University tuition and self-raised funds.

Article 8

Advisers and Counselors with outstanding performance shall be rewarded. Guidelines for the Selection and Rewarding of Outstanding Advisers are formulated separately.

Article 9

Student Advisers are evaluated annually by the Vice President of Student Affairs and the Head Adviser of each department. Evaluations are conducted in accordance with Guidelines for Contract Employee Evaluation.

Article 10

Regulations for the Advising System for In-service Master's Programs and Division of Preparatory Programs for Overseas Chinese Students are formulated separately.

Article 11

These regulations and amendments thereto take effect after approval by the University Affairs Committee and ratification by the President.