

Ming Chuan University Class Advisor System Procedures

Passed at the University Affairs Committee Meeting on June 20, 2003

Revised and Passed at the University Affairs Committee Meeting on May 28, 2012

Article 1 The Ming Chuan University Class Advisor System Procedures have been established in accordance with Teacher Law promulgated by the Ministry of Education to ensure that students develop into well-rounded individuals, and to meet the current needs and situation of Ming Chuan University.

Article 2 The purposes to implement the class advisor system are to guide students to have a regular lifestyle, to learn and adapt to the environment, to develop career planning ability and to be mental and physically healthy. Thus students, may build critical thinking ability to tell from right and wrong, as well as positive thinking to fit in with the group and society. Moreover, the system helps the class advisor to effectively oversee and guide the development of a student cohort.

Article 3 Class advisors are divided into 4 types according to their counseling categories: life advisors, learning advisors, career advisors and counselors.

Article 4 Principles of appointment for class advisors are as follows:

(1) Life Advisors

1. Full-time faculty members of Ming Chuan University are obligated to take advising positions.
2. Departments must submit the list of recommended class advisors within 6 weeks before the first semester of each academic year to the Student Affairs Division for the approval of the president.
3. Class advisors teaching the class or having taught the class will be considered first.
4. If there is a lack of full-time faculty members to be class advisors, the Students Affairs Division will select a proper candidate from a list provided by the Curriculum Section of the Academic Affairs Division to fill the vacant position(s).
5. If class advisors change for any reason, including leave, vacation or resignation, the Department Chair must report the situation and recommend a substitute. Such cases must be approved by the president.

(2) Learning Advisors

1. Departments must recommend a class advisor from the department curriculum committee whose rank is above associate professor.
2. If learning advisors change for any reason, including leave, vacation or resignation, the Department Chair must recommend a substitute.

(3) Career Advisors

1. For departments that have implemented an internship mechanism, the department should appoint personnel as career advisors who are responsible for evaluating the performances of students.
2. For departments that have not implemented an internship mechanism, the department should appoint personnel from industry as career advisors.

(4) Counselors

Departmental counselors will be assigned by Career Planning and Counseling Division.

Article 5 In order to implement the Class Advisor System Procedures, departments will assign the Department Chair or Graduate School Director to be chief advisor of the department or graduate school. The chief

advisor assists the class advisors in accordance with instructions of the president of the university.

The main responsibilities of the chief advisor are as follows:

主任導師之職責如下：

- (1) Select and recommend life advisors and learning advisors.
- (2) For departments that have not implemented an internship mechanism, recommend proper candidates to be career advisors.
- (3) Monitor the performance of life advisors and learning advisors and evaluate their performance in accordance with university regulations.
- (4) Be involved in and give the proper advice for department activities, such as research, teaching and student events.
- (5) Attend the University-wide Class Advisor Meeting; host and coordinate weekly meetings, Department Integrated Student Counseling Committee Meetings, and Department Advisor Meetings.

Article 6 The responsibilities of Life Advisors:

- (1) Attending department, graduate school, and university-wide class advisor meetings.
- (2) Attending workshops or classes related to student counseling to raise advising abilities.
- (3) Conveying important suggestions and opinions of students to advisors, Department Chairs, or integrated counseling team. Fill out class advisor working records and remind academic coordinator to hand in class meeting record regularly.
- (4) Life advisors must report to the chief advisor and the Integrated Student Counseling Meeting if students have difficulties in learning, behavior, life or psychology, and seek appropriate solutions for such cases.
- (5) Carrying out the university regulations and being a good example for students.
- (6) Meet with students regularly and complete records in the class advisor system to guide students to comply with university regulations.
- (7) Encourage students to participate in extracurricular activities, join associations and clubs, take part in community service and recognize students for their performances.
- (8) Notice students' health conditions, and be aware of their family situations to help students with difficulties in their lives.
- (9) Be informed of students and students' emergency contact person's contact information, notify Student Advising Section and Student Affairs Section if there are any alterations.
- (10) Assist students in other matters.

Article 7 Learning Advisor's duties are:

Hold curriculum planning or career development speech at least once every academic year, provide guidance in course selection and study planning.

Article 8 Career Advisor's duties are:

- (1) For departments that have implemented an internship mechanism, advise and evaluate students' performances, and draft counseling and evaluation data.
- (2) For departments that have not implemented an internship mechanism, invite Career Advisors to deliver speeches on campus once every academic year to improve students' awareness regarding commercial developments and job seeking.

Article 9 Counselors' duties are:

Promote mental health educational activities, assist students' individual or group counseling to help maintain healthy status and learn happily.

Article 10 In order to improve student guidance and class management ability and capacity, and to enhance the interaction among students and class advisors, Life Advisors are required to attend at least 2 capacity building activities (including university-wide class advisor seminar and class advisor capacity building workshop.)

Article 11 Class advisors will be selected and evaluated according to Ming Chuan University Outstanding Class Advisor Selection Procedures.

Article 12 Full-time faculty members who hold the position of class advisors receive class advisor compensation. Learning Advisors and Career Advisors of departments that have not established an internship mechanism receive lecture-based compensation. The lecture-based compensation is issued in accordance with related regulations of the Ministry of Education.

Article 13 Matters not covered in these procedures will be dealt with in accordance with the relevant regulations.

Article 14 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.