

National Dong Hwa University

Regulations for the Implementation of the Mentor System

Approved by the 8th meeting of the University Planning Committee, August 27, 2008

Amended and approved by the 1st meeting of the Psychological Counseling Planning Committee, Semester 2, AY100, April 11, 2012

Amended and approved by the 4th Administrative Meeting, Semester 2, AY100, April 25, 2012

Amended and approved by the 1st University Affairs Council Meeting, Semester 2, AY100, May 23, 2012

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Amended and approved by the 2nd University Affairs Council Meeting, Semester 2, AY102, January 8, 2014

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Approved by the 1st Administrative Meeting, Semester 1, AY113, November 9, 2024

Article 1

These Regulations are established in accordance with Article 32 of the Teachers' Act, in order to strengthen the University's implementation of its student counseling and mentoring system.

Article 2

Student mentors at this University shall be concurrently appointed from among the University's full-time faculty and project-based (contract) faculty. The Dean of each College shall serve as the College's Chief Mentor, and the Chair of each Department/Institute shall serve as the Department/Institute's Chief Mentor.

Article 3

To promote mentor counseling work, each Department/Institute shall establish a Mentor Counseling Work Committee.

Article 4

The Departmental/Institute Mentor Counseling Work Committee shall be composed of the Department/Institute Chair, a number of departmental/institute mentors, and a number of student representatives, and shall be responsible for convening the Committee and coordinating all mentor counseling work.

The Committee's Chair shall be held by the Department/Institute's Chief Mentor and appointed by the University President for a term of one year, renewable upon completion of the term.

Article 5

The duties of the Departmental/Institute Mentor Counseling Work Committee are as follows:

1. To formulate and revise the Department/Institute's methods for implementing the mentor system.

2. To arrange the grouping (classing) of mentors and mentees.
3. To recommend outstanding mentors within the Department/Institute.
4. To allocate and apply the Department/Institute's mentor hourly stipends and mentor–student activity funds.
5. To convene Department/Institute mentor meetings.
6. To coordinate the Department/Institute's promotion of the mentor system and joint faculty–student activities.
7. To assist Department/Institute mentors in carrying out their mentoring duties.
8. To plan and supervise other work that helps advance mentor counseling.

Article 6

The principle for budgeting the University's mentor program funds is as follows: after registration is completed in the first semester of each academic year, the Counseling and Guidance Center shall, based on the number of registered students in each Department/Institute across the University, budget the total amount of mentor program funds. This total includes the Counseling and Guidance Center's mentor–student activity funds, awards for outstanding mentors, and each Department/Institute's mentor stipends.

Mentor stipends comprise mentor hourly stipends and mentor–student activity funds; the proportion of each shall be allocated at the discretion of each Department/Institute's Mentor Counseling Work Committee. The items are as follows:

1. Mentor hourly stipend: used to compensate mentors for counseling students.
2. Mentor–student activity funds: used for expenses related to faculty–student activities held by departments/institutes, classes, or groups.
3. Campus Life Care Fund: used for hiring professional counseling staff; overtime pay for University campus safety personnel assisting with related duties; subsidies for students' physical and mental health medical expenses at the Counseling and Guidance Center; hourly fees for part-time psychologists/counselors; and other counseling-related expenses.

Article 7

Faculty members serving as mentors shall be paid a mentor hourly stipend by the University, disbursed once each semester. The Counseling and Guidance Center shall compile the work records at the end of each semester and prepare a roster for claiming mentor hourly stipends, to be submitted to the Accounting Office for disbursement.

College Chief Mentors and Department/Institute Chief Mentors shall not additionally receive the mentor hourly stipend, except where they also separately serve as a mentor, in which case this restriction shall not apply.

Article 8

The duties of a mentor are as follows:

1. To evaluate students' conduct scores. (Detailed rules to be established separately.)
2. To arrange appropriate times to guide students, and to hold discussions, seminars, and other guidance related to student life.
3. To participate in students' class meetings and important student activities.
4. To assist or counsel students, individually or in groups, in the following areas:
 - (1) Understanding the characteristics and development of their own department/program;
 - (2) Course selection (including departmental and general education courses), transferring departments, taking a minor, pursuing a double degree, taking the teacher education program, and other academic matters;
 - (3) Understanding the goals and mission of the University;
 - (4) Career planning;
 - (5) Interpersonal relationships within the class.
5. When necessary, mentors shall maintain contact with students' parents or guardians in order to understand the students' living conditions or to help resolve difficulties.
6. Each semester, mentors shall record at least one entry for each mentee in the Mentor Work Record System.

Article 9

The Counseling and Guidance Center shall hold at least one University-wide mentor meeting or counseling competency workshop each semester to discuss matters related to student counseling.

The mentor meeting shall be chaired by the Director of the Counseling and Guidance Center, with all mentors in attendance.

Article 10

Department/Institute mentors who are on unpaid leave or sabbatical leave may not serve as mentors during that period; the Department/Institute shall appoint another suitable person to serve in their place.

Article 11

A mentor's work performance shall be included as one of the review criteria in faculty promotion review and faculty evaluation.

Article 12

Mentors who perform outstandingly shall be given appropriate recognition; the regulations for selecting and rewarding outstanding mentors shall be established separately.

Article 13

These Regulations shall take effect after approval by the Administrative Meeting and submission to the University President for ratification.