

# **National Taiwan Normal University**

## **Directives Governing Student Advising in In-service Master's Programs**

Last amended on May 2, 2018

Article 1. The Directives Governing Student Advising in In-service Master's Programs (the "Directives") are formulated in accordance with Article 10 of the National Taiwan Normal University Regulations for Student Advising. The purpose is to implement the advising system in the in-service master's programs.

Article 2. Selection of advisers

1. The dean, chair, or director of each college, department, or graduate institute shall be the head adviser as appointed by the President.
2. In principle, one adviser shall be appointed for each class; if more than one adviser is appointed, the adviser compensation will be shared equally. One additional adviser may be appointed for every additional 50 students in each class. The adviser candidates are nominated by each college, department, or graduate institute. The list shall be submitted to the Office of Student Affairs to be approved by the President for appointment. If the appointed faculty member is unable to serve as the adviser, the college, department, or graduate institute shall recommend or appoint another faculty member in their place.

Article 3. Responsibilities of the head advisers and advisers

1. Responsibilities of the head advisers
  - (1) Promote student affairs in their respective college, department, or graduate institute.
  - (2) Coordinate with advisers and faculty members to jointly settle matters of student affairs in their respective college, department, or graduate institute.
  - (3) Convene case management meetings for at-risk students and students in crisis in their respective college, department, or graduate institute.
  - (4) Hold adviser meetings every semester. (Adviser meetings can be held in conjunction with college, department, or graduate institute affairs meetings.)
  - (5) Attend meetings related to student affairs.
  - (6) Handle other matters related to student affairs of their college, department, or graduate institute.
2. Responsibilities of the advisers

- (1) Provide students with guidance on academic learning and career development.
- (2) Assist students with learning difficulties and make referrals.
- (3) Guide students to fill out information on the student advising system for the adviser to use as a reference.
- (4) Approval of student's leave requests.
- (5) Coordinate and cooperate with the head adviser and faculty members.
- (6) Handle other matters related to student affairs.

Article 4. Adviser hours and advising methods

1. Each class shall have at least five hours of adviser hours per semester or summer and they shall be recorded on the Adviser Guidance Activity Form.
2. Advising may be done through class meetings, forums, class discussions, home visits, sports and leisure activities, or individual one-on-one meetings.

Article 5. Adviser compensation

1. Each adviser shall receive NT\$5,000 per semester or summer semester as compensation. The head advisers of each college, department, or graduate institute will not receive any adviser compensation.
2. Adviser compensation and class activity fees are covered by miscellaneous fees of the University and self-raised funds.

Article 6. The Directives and any amendments thereto become effective after approval by the Student Affairs Council and ratification by the University President.