

# Regulations for Advisor System at I-Shou University

Amendments adopted on May 28, 2008 at the second meeting of the University Council in the second semester of the academic year 2007

Ratified and promulgated by the President on June 18, 2008

Amendments adopted on July 7, 2009 at the third meeting of the University Council in the second semester of the academic year 2008

Amendments to Articles 3, 4 and 10 ratified and promulgated by the President on July 13, 2009

Amendments to Articles 3 and 4 ratified and promulgated by the President on November 18, 2010

- Article 1 The Regulations for Advisor System at I-Shou University (hereinafter referred to as the “Regulations”) are enacted as per Article 17 of the Teachers’ Act to bring the functions of student counseling into full play.
- Article 2 The University’s advisors are classified into three different levels: faculty advisors, chair advisors, and dean advisors. Faculty advisors are normally full-time teachers at or above the level of Lecturer. If a department comprises four or more classes, its chair will take the position as chair advisor. The dean of every college shall serve as the dean advisor.
- Article 3 The arrangement of faculty advisors is as follows, and each advisee must have one faculty advisor:
1. Advisee families are formed at daytime undergraduate programs. Each family is headed by one faculty advisor, and each family comprises undergraduates from the freshman year to the senior year (including those without sufficient credits to graduate) of the same department. Each faculty advisor takes care of 16~32 advisees, but teachers serving concurrently as an administrative head are exempt from the minimum number (16).
  2. As for evening programs for bachelor’s degree (including two-year in-service programs), advisee families are formed on a class basis, and each class has one faculty advisor, who is usually a full-time instructor of the same department or a full-time teacher of the Center for General Education. Each faculty advisor takes care of 32~64 advisees, but teachers serving as a faculty advisor for both the

daytime and evening programs are exempt from the maximum number (64).

3. As for graduate institutes (including in-service master's programs), faculty advisors are normally postgraduates' supervisors. Where a postgraduate has not decided on the supervisor yet, the chair of the department or the dean of the college shall serve as the faculty advisor.
4. As for exchange students, their faculty advisors are appointed by respective colleges and usually their instructors (whether of the same department or not). Each faculty advisor takes care of 5~10 exchange students in principle, but the number of exchange students as advisees will not be incorporated into the numbers referred to in Subparagraph 1.

Article 4 The amount of advisor allowances paid to dean advisors, chair advisor and faculty advisors is determined by the number of advisees under the guidance of each advisor. Dean advisors, chair advisors and faculty advisors will receive advisor allowances for ten months per academic year, and the payment standards are as follows:

1. Advisors of daytime undergraduate programs will receive one point per advisee per month.
2. Advisors of evening programs for bachelor's degree (including two-year in-service programs) will receive 0.5 points per advisee per month (it is to be noted that each class is considered a single entity and no division is permitted).
3. Advisors of students without sufficient credits to graduate will receive 0.5 points per student per month.
4. No advisor allowance is paid to postgraduates' advisors.
5. Dean advisors and chair advisors will receive 32 points per month. If a dean advisor or chair advisor serves concurrently as a faculty advisor, he/she will receive additional points on the basis of the number of advisees under his/her direct guidance (a maximum of 32 points) in addition to the aforesaid 32 points.
6. A faculty advisor shall receive no advisor allowance if the number of advisees is less than sixteen, and he/she shall receive 32 points at most even if the number of advisees is more than 32 (the aforesaid rule is also applicable to a faculty advisor serving concurrently as an administrative head except that he/she will still receive advisor allowances even if the number of advisees is less than sixteen).
7. Advisors of exchange students are volunteers. Instead of advisor allowances, these advisors will be conferred a certificate of merits in gratitude for their service at a major meeting at the following semester.

Article 5 Appointment of Advisors:

1. Candidates for faculty advisor are nominated by administrative heads of

respective departments (institutes or programs) at least one month prior to the beginning of an academic year. Full-time teachers at or above the level of Lecturer are obligated to serve as the faculty advisor.

2. Departments (institutes and programs) shall compile a list of advisors and their advisees as well as advisor allowances at least one month prior to the beginning of classes of each academic year. These lists will be forwarded to the Counseling and Guidance Section of the Office of Student Affairs by colleges, and finally submitted to the President for ratification.

Article 6 Administrative personnel of departments (institutes and programs) shall assist with advisor-related affairs.

Article 7 Advisors' Duties:

1. Dean advisors shall:
  - (1) guide and promote the advisor system within the college.
  - (2) call and preside at college-level meetings for selection of outstanding advisors.
  - (3) attend university-sponsored advisors' conferences.
  - (4) call and preside at college-level advisors' conferences (at least once every semester) to review and improve counseling services.
  - (5) keep advisees' personal information or family background confidential.
  - (6) encourage advisors to consider advisees' psychological test results offered by the Counseling & Guidance Section when offering counseling services.
  - (7) encourage advisors and advisees to take part in seminars in psychology and development groups held by the Counseling & Guidance Section.
  - (8) take charge of other counseling-related matters.
2. Chair advisors shall:
  - (1) guide and promote the advisor system within the department.
  - (2) design and implement student activities for advisee families (classes).
  - (3) call and preside at department-level advisors' conferences (at least once every semester) to review and improve counseling services.
  - (4) attend university-sponsored advisors' conferences.
  - (5) request faculty advisors to guide advisees through the registration and course selection procedures at every semester.
  - (6) keep advisees' personal information or family background confidential.
  - (7) supervise faculty advisors to offer counseling services to advisees who wish to suspend schooling or withdraw from the University as well as to attach counseling records to the application form for withdrawal/suspension of

schooling.

- (8) encourage advisors to consider advisees' psychological test results offered by the Counseling & Guidance Section when offering counseling services.
- (9) encourage faculty advisors and advisees to take part in seminars in psychology and development groups held by the Counseling & Guidance Section.
- (10) take charge of other counseling-related matters.

3. Faculty advisors shall:

- (1) collect, upload and update advisees' personal information.
- (2) have a complete understanding of advisees' personal status and family background.
- (3) propagate the University's regulations and rules as well as government laws and decrees during the Advisor's Time, make entries of counseling records online, and report advisees' opinions anytime.
- (4) facilitate advisees to get acquainted and form friendship with one another.
- (5) take into consideration individual differences among advisees when offering counseling on course selection, extracurricular activities, aptitude development, academic studies, interpersonal relationship, career planning, etc.; refer an advisee to the Counseling & Guidance Section for counseling services whenever necessary.
- (6) assess advisees' personal conduct and make comments
- (7) attend department-, college- and university-level advisors' conferences as well as seminars in student counseling, and attend meetings of the Student Affairs Council as observers.
- (8) join forces with dean advisors, chair advisors and military training instructors to counsel and guide advisees.
- (9) carry out advisee family meetings or class meetings.
- (10) forward advisees' suggestions to the university authorities and counsel advisees to embrace correct values.
- (11) request the Office of Student Affairs to commend or discipline advisees for their good or evil deeds.
- (12) keep in close touch with advisees' parents whenever necessary.
- (13) urge advisees to attend major assemblies or academic seminars.
- (14) keep advisees' personal information or family background confidential.
- (15) offer counseling services to advisees who wish to suspend schooling or withdraw from the University, and attach counseling records to the

application form for withdrawal/suspension of schooling.

(16) consider advisees' psychological test results offered by the Counseling & Guidance Section when offering counseling services.

(17) proactively to take part in seminars in psychology and development groups held by the Counseling & Guidance Section with advisees.

(18) take charge of other counseling-related matters.

Article 8 Advisors may counsel and guide advisees whenever necessary, on a case-by-case basis, or on a group basis (e.g. seminars, discussions, parties or excursions).

Article 9 The advisee counseling records offered by the Office of Student Affairs will be important reference to teachers' rewards, promotion and performance evaluation.

Article 10 The Regulations become effective starting from the following academic year of the day of promulgation after adopted by the University Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.*