

National Chengchi University Office of Academic Affairs Center for Teaching and Learning Development Academic Counseling Implementation Directives

March 11, 2020	Passed by the Seed of Hope Cultivation Project Review Meeting for Self-Directed Learning Activity Subsidy Application, spring semester, Academic Year 2019-20
April 20, 2020	Promulgated via official letter Cheng Chiao Tzu No. 1090010356
March 4, 2022	Amended and passed by the Seed of Hope Cultivation Project Review Meeting for Subsidy Application and Academic Counseling Teaching Assistants
March 28, 2022	Promulgated via official letter Cheng Chiao Tzu No. 1110008877
July 7, 2023	Amended Articles 3,4 passed by the Seed of Hope Cultivation Project Review Meeting for Subsidy Application and Academic Counseling Teaching Assistants
August 9, 2023	Promulgated via official letter Cheng Chiao Tzu No. 1120024668

Article 1 The Center for Teaching and Learning Development (“The Center”) of the Office of Academic Affairs at National Chengchi University (NCCU or “the University”) formulates the NCCU *Academic Counseling Implementation Directives* (“the Directives”) to assist students in improving their learning outcomes and to train outstanding students to serve as academic counseling teaching assistants.

Article 2 The Center shall establish an Academic Counseling Review Committee (“the Committee”), with the Vice President for Academic Affairs serving as the convener, and three to five teachers invited to serve as members to review tutoring subjects, academic counseling teaching assistants, and related expenses.

Article 3 Academic Counseling

1. Counseling Target: Undergraduate students enrolled in the current semester.

2. Counseling Subjects: Priority is given to courses that have not received teaching assistants resource by the Center.
3. Counseling Time:
 - 1) Counseling time is to be determined by both the tutoring teaching assistant and the tutee.
 - 2) Each tutoring session should last for one hour as a principle.
 - 3) Academic counseling should commence upon approval and before mid-term exams. If half of the total tutoring hours are not completed within two weeks after the mid-term exams, the counseling qualification will be canceled.
4. Counseling Location: The Center provides a learning space as a principle.
5. Application for the Center' learning spaces:
 - 1) Applications are made through an online reservation.
 - 2) Reservations open four weeks before the tutoring starts and are available until the day before, with one time slot available for reservation per group.
 - 3) For cancellations, they must be made before the tutoring session; failure to cancel twice will result in disqualification for academic tutoring for the semester.
 - 4) Notes on Counseling:
 - a. The tutees should prepare questions in advance and focus on the subjects provided for tutoring.
 - b. During the tutoring period, the academic counseling teaching assistant assists the tutee with tutoring but

shall not complete assignments on the tutee's behalf.

- c. Tutees are required to fill out a "Counseling Learning Feedback Form" during the semester.
- d. Students who have successfully applied for the "Seeds of Hope Cultivation Program - Academic Counseling" subsidy for the current semester at NCCU have priority in arranging academic counseling tutoring appointments.

Article 4 Academic Counseling Teaching Assistant

- 1. Eligibility: Third-year undergraduate students and above with professional competence and recommended by a teacher.
- 2. Application Documents: Application form and transcript shall be submitted during the application period to the Center.
- 3. Application Period: From the start of each semester until the end of February or September.
- 4. Review Mechanism: The Committee decides the number of hires based on the current semester's subject needs and budget for the current semester, giving priority to applicants with interdisciplinary and diverse skills.
- 5. Salary and Working Hours:
 - 1) The monthly salary for undergraduate students must not be less than NT\$6,000; for Master's students, not less than NT\$7,000; and for Doctoral students, not less than NT\$8,000.
 - 2) Those also serving as discussion class, exercise class,

practical class, or course management teaching assistants are not subject to these limits, provided the average hourly wage is not below the minimum wage announced by the Ministry of Labor of the Executive Yuan.

- 3) The maximum working hours per month must not exceed 20 hours.

6. Responsibilities and Obligations:

- 1) Participate in two training workshops at the beginning and end of the semester.
- 2) Assigned by the Center to conduct one-on-one academic counseling tutoring at designated locations, assisting tutees in their academic learning without completing tasks for them. If there is no need for one-on-one tutoring, they agree to perform other academic counseling-related duties as arranged by the Center.
- 3) After each tutoring session, the teaching assistants should complete an “Academic Counseling Record Form” to document tutees’ learning status.
- 4) In case of an inability to conduct tutoring, leave must be requested before 5 p.m. the day before, with make-up sessions arranged later; for unforeseen circumstances preventing prior leave request, the Center must be notified immediately for a later make-up session.
- 5) If any problems arise during the academic counseling process and cannot be resolved through mutual

communication between the teaching assistant and the tutee, the Center should be notified immediately for intervention.

7. Rewards and Penalties:

- 1) Those with good performance, who submit an end-of-semester tutoring experience report and adhere to attendance and leave regulations, will be awarded a service certificate by the Center at the end of the semester.
- 2) Teaching assistants must adhere to all regulations and tutoring standards of the Center to protect the rights of the tutees. Serious violations of professional requirements and ethics may result in the termination of their teaching assistant qualification.

Article 5 The source of funding for these Directives is government grants or the University's self-raised funds.

Article 6 Matters not addressed herein shall be handled in accordance with other applicable regulations of the University or announcements by the Center.

Article 7 The Directives shall be passed by the Committee, approved by the Vice President for Academic Affairs, and then promulgated and implemented. Any amendments shall be processed accordingly.