

# **Yuan Ze University Guidelines for the Implementation of the Mentor-Mentee Program**

2025/11/05 Revised and Adopted by the 7th Administrative Council of the Academic Year 2025

## **Article 1 Purpose**

To assist university faculty in advancing academic research and strengthening industry-university R&D capabilities, Yuan Ze University hereby enacts the “Guidelines for the Implementation of the Mentor-Mentee Program” (hereinafter referred to as “these Guidelines”), in order to enhance the university’s research capacity and academic reputation.

## **Article 2 Eligible Participants**

1. Mentor : Full-time faculty members at the rank of Associate Professor or above who have demonstrated outstanding achievements in research publications or project execution in their respective fields.
2. Mentee : Full-time faculty members at the rank of Associate Professor or below.

## **Article 3 Implementation Period**

This program shall be implemented on an academic year basis. Faculty members who intend to participate shall complete and submit the “Yuan Ze University Mentor-Mentee Program Application Form” to the Office of Research and Development (R&D) within the designated application period for review.

## **Article 4 Program Members**

1. Each Mentor may supervise one or more Mentees per academic year. Mentorship may be conducted in a one-on-one or one-to-many format.
2. To promote interdisciplinary collaboration and foster research innovation, no restrictions shall be imposed on the research expertise or academic fields of Mentors and Mentees.

## **Article 5 Program Details**

1. Upon verification and approval by the Office of R&D according to the current year's requirements, each Mentor-Mentee group shall be granted NT\$5,000 as operational funding.
2. Mentors and Mentees shall arrange at least two meetings or consultations per academic year. Mentors shall provide appropriate guidance on matters such as drafting research proposals, writing and submitting journal articles, selecting research topics, or leading participation in integrated research projects. Mentors shall complete the “Yuan Ze

University Mentor-Mentee Program Guidance Record Form” and submit it along with relevant receipts as the basis for reimbursement.

#### Article 6 **Achievement Incentives**

1. During the program period, if a Mentee applies for or executes a research project—including NSTC academic research projects, industry-university cooperation projects, Teaching Practice Research projects, USR projects, U-start innovation and entrepreneurship projects, or other government-commissioned or subsidized projects—the Mentor shall complete the “Yuan Ze University Mentor-Mentee Program Incentive Application Form,” attach relevant supporting documents, and submit them to the Office of R&D for review. Upon verification, an incentive of NT\$15,000 per case shall be granted.
2. The incentive shall be allocated by the Mentor, and the application must be submitted by the end of May each year. Late submissions shall be deemed forfeited and retroactive applications shall not be accepted.

#### Article 7 **Rights and Obligations**

Mentors and Mentees participating in this program are obligated to attend research workshops organized by the Office of R&D to facilitate experience sharing and the dissemination of research outcomes.

#### Article 8 **Funding Source**

The funding for these Guidelines shall be covered by the university’s allocated budget. The number of grants awarded shall be subject to the annual budget allocation and shall be provided until the funds are depleted.

#### Article 9 **Implementation**

These Guidelines, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.

**The English translation is for reference only. In case of any discrepancy between Chinese and English versions, the Chinese version shall prevail.**