

Yuan Ze University Implementation Guidelines for Academic Counseling for Students with Special Educational Needs

Approved by:

October 24, 2024 (113th Academic Year, 2nd Student Affairs Meeting)

November 5, 2024 (113-01 Special Education Promotion Committee)

Article 1: Purpose In accordance with the "Implementation Guidelines for Subsidizing Higher Education Institutions in Recruiting and Assisting Students with Disabilities" issued by the Ministry of Education, these guidelines, referred to as the "Yuan Ze University Implementation Guidelines for Academic Counseling for Students with Special Educational Needs," are established.

Article 2: Application for Academic Counseling Students with special educational needs who face learning limitations and difficulties in their required or elective courses due to their disabilities may apply for academic counseling through the Resource Classroom in accordance with these guidelines.

Article 3: Application Procedure Students in need of academic counseling must complete the "Academic Counseling Application Form." The application will be reviewed and approved by the Resource Classroom meeting, after which the Resource Classroom will proceed with the appointment of academic counseling teachers.

Article 4: Review Standards for Academic Counseling

1. Priority is given to subjects required for graduation credits and graduation thresholds.
2. The review and evaluation of academic counseling applications are based on the student's individualized support plan and related documents.
3. To ensure reasonable scheduling and manage student workload, academic counseling should not exceed 6 hours per week or 24 hours per month. Special circumstances require approval from the Resource Classroom meeting.
4. If budget constraints arise during the implementation period, the allocation of hours will be reviewed and adjusted based on individual student needs.
5. For multiple students applying for counseling in the same subject, joint classes are prioritized, considering individual differences and needs.

Article 5: Execution of Academic Counseling Academic counseling teachers and students must adhere to the approved hours for the semester and cooperate with periodic tracking and interviews by Resource Classroom counselors. If either party is unable to fulfill the agreed terms, they must promptly report to the Resource Classroom for reassessment of service needs and execution methods.

Article 6: Compensation for Academic Counseling Teachers Compensation standards for academic counseling teachers are based on the "Hourly Rate for Academic Counseling" specified in the Ministry of Education's guidelines. The hourly rate for teaching is referenced from the standards for part-time teachers at

public higher education institutions. For non-teaching staff, the rates are NT\$700 per hour for master's degree holders, NT\$550 per hour for bachelor's degree holders, and NT\$450 per hour for current university students.

Article 7: Implementation and Amendments These guidelines are implemented upon approval by the university's Special Education Promotion Committee. Amendments follow the same procedure.

The English version is provided for reference purposes only. In the event of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.