

115-1 Mentor Guidance Handbook

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2026 Academic Year Mentor Meeting

1. Objective: To enhance mentors' professional efficacy, a university-wide mentor meeting is organized to provide essential student counseling resources and knowledge, thereby strengthening mentor-student relationships.
2. Date & Time: Wednesday, September 23, 2026 | 12:15–13:40
3. Venue: 60312
4. Participants: All university mentors, approximately 350 people
5. Speaker: Prof. Chih-Liang Yeh, Prof. Huai-Chieh Chen
6. Organizer: Office of Student Affairs, Counseling & Career Development Section

Time	Topic	Speaker / Chair
11:45–12:15	Registration & Lunch	
12:15–12:20	Opening Remarks	Section Chief Hsin-Lin Chen
12:20–12:25	Encouragement & Blessings	President Ching-Yong Liao
12:25–12:40	Indigenous Peoples Education for All	Dean of Student Affairs Yi-Chun Liu
12:40–12:55	Student Affairs Resources Overview	Section Chief Hsin-Lin Chen
12:55–13:15	Experience Sharing 1: Outstanding Mentor	Prof. Chih-Liang Yeh
13:15–13:35	Experience Sharing 2: Outstanding Mentor	Prof. Huai-Chieh Chen
13:35–13:40	Discussion & Feedback	Dean of Student Affairs Yi-Chun Liu
13:40–13:45	Closing	

Navigation: Master Table of Mentor Duties and Contact Points for the 115th Academic Year

Item	What the Mentor Should Do / Contact Point
Mentor's Basic Annual Duties / Administrative Tasks (See p. 15)	① Attend at least 1 Mentor Meeting or Mentor Competency Training session ② Provide each mentee with at least 2 care/counseling contacts and log them ③ Individually follow up with midterm-warning students and log the records
Mentee Care Records (See pp. 18–21 for system login instructions)	Log records in the “Mentee Care System”
Midterm-Warning Students (See p. 22 for system login instructions)	After completing the learning-care interview, log it in the “Mentee Care System”
Emergency / Incident Response	See the “Student Incident Quick-Reference Table” on the next page (classified by urgency level, with recommended response actions)
General Psychological Distress (See p. 11 for counseling staff resources)	Department Counseling Psychologist / Office of Student Affairs, Counseling & Career Development Section

Student Incident Response Procedures

Student Incident Quick-Reference Table

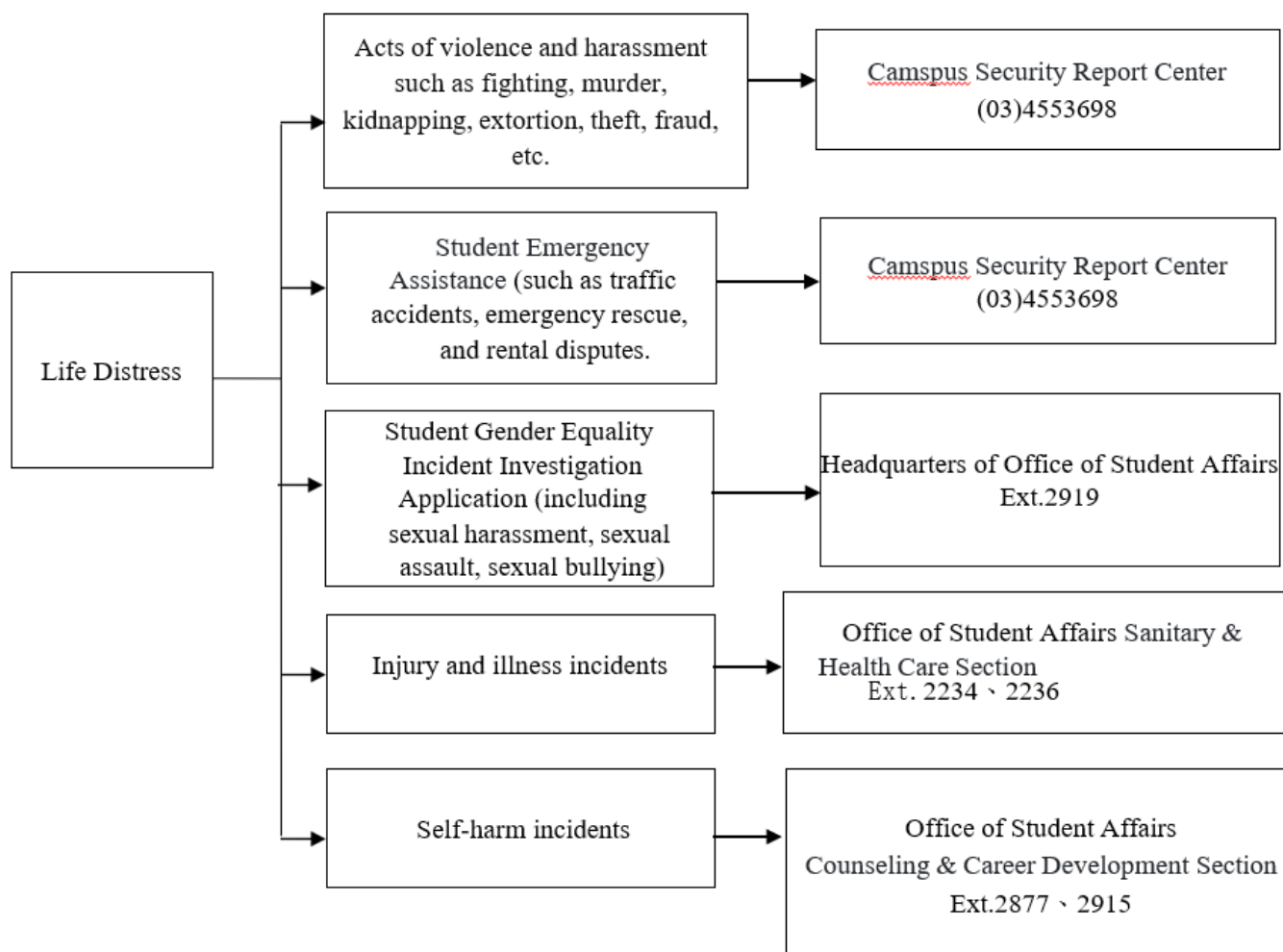
- **Mentor's Role:** When a student experiences a serious injury/illness, accident, or campus safety incident, the mentor serves as the department's first-line contact for care and assistance, coordinating jointly with the department chair, department secretary, department military instructor, and the Office of Student Affairs.

Urgency Level	Situation	First Call	What the Mentor Should Do Next
Most Urgent	Immediate life-threatening danger / major accident Unconsciousness, heavy bleeding, falls from height, major trauma, etc.	119 Simultaneously notify the Military Training Office: 03-4553698	Stay at the scene, do not move the injured person, notify the department (chair/secretary); once paramedics arrive, assist with follow-up administrative matters
Most Urgent	Self-harm / suicide risk Student expresses suicidal thoughts, has a concrete plan, or is currently self-harming	Active self-harm: Military Training Office 03-4553698 Suicidal ideation: refer to Counseling & Career Development Section, ext. 2877	Stay with the student immediately, do not leave them alone, remove nearby dangerous objects, avoid judgmental language, and cooperate with follow-up counseling arrangements
Urgent	Sexual harassment / sexual assault / sexual bullying Student discloses improper treatment	HQ, Office of Student Affairs, ext. 2919 If personal safety is in doubt, simultaneously contact Military Training Office: 03-4553698	Listen and reassure the student, inform them of their right to file a complaint, do not investigate or judge on your own, report per regulations, and keep the case confidential
Urgent	Traffic accident / off-campus incident Traffic accident, rental disputes, emergency assistance needs	Military Training Office hotline 03-4553698	Confirm the student's location and condition, help contact the department and family, and assist with follow-up transportation or lodging arrangements as needed

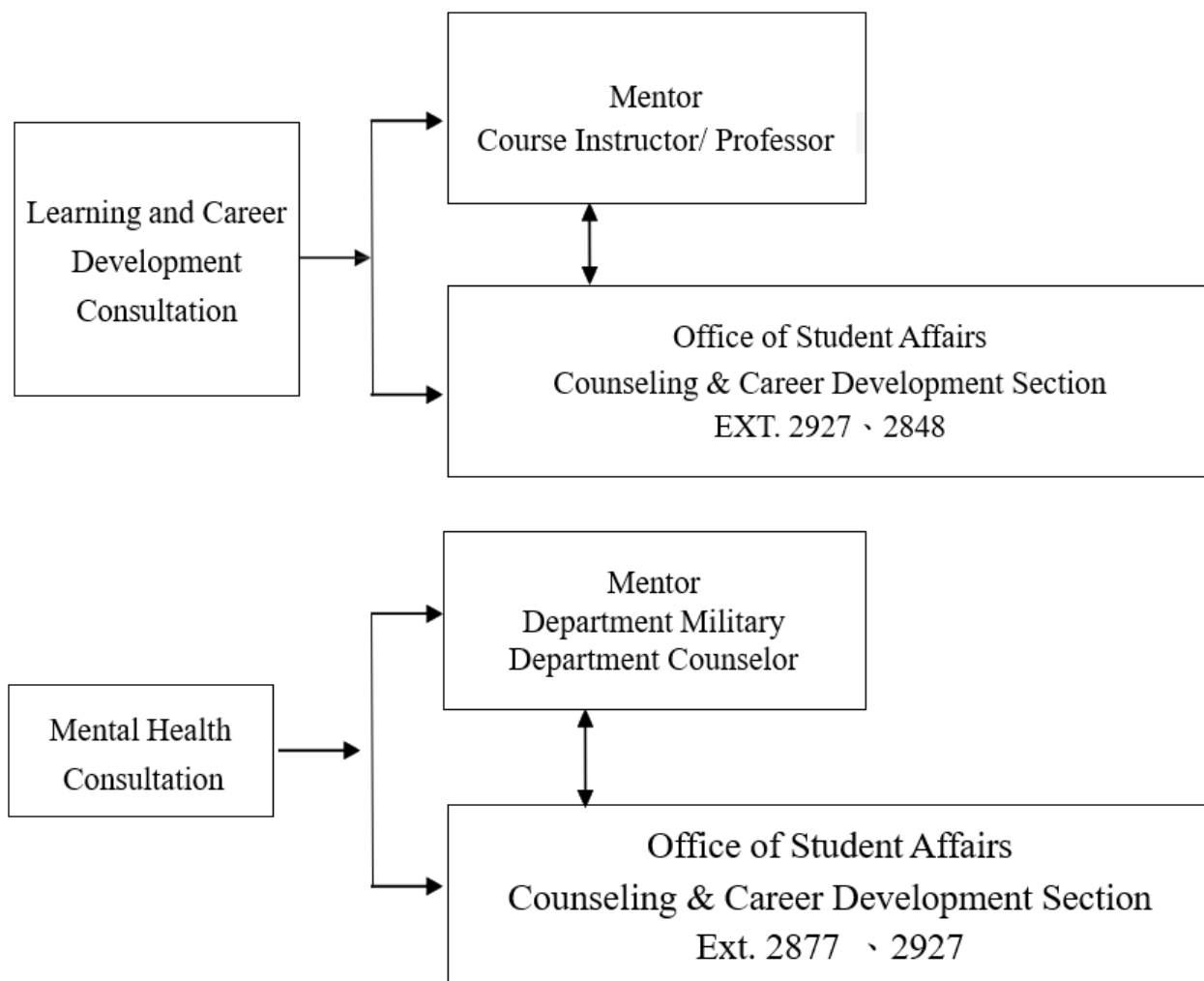
Urgency Level	Situation	First Call	What the Mentor Should Do Next
General	General illness/injury Physical discomfort, minor injury, needing medical treatment	Sanitary & Health Care Section ext. 2234, 2236	Accompany or help arrange medical care, notify parents if appropriate, and report to the department
By Appointment	General psychological distress Low mood, high stress, interpersonal difficulties (non-urgent risk)	Initial care provided by the mentor or department counseling psychologist	Listen and provide care first; after obtaining the student's consent, refer to the Counseling & Career Development Section, ext. 2877/2927 (for learning/career- related concerns, ext. 2927/2848)

Emergency Assistance System of Yuan Ze University

For emergency incidents, please dial directly to the Campus Security Report Center: 03-4553698.

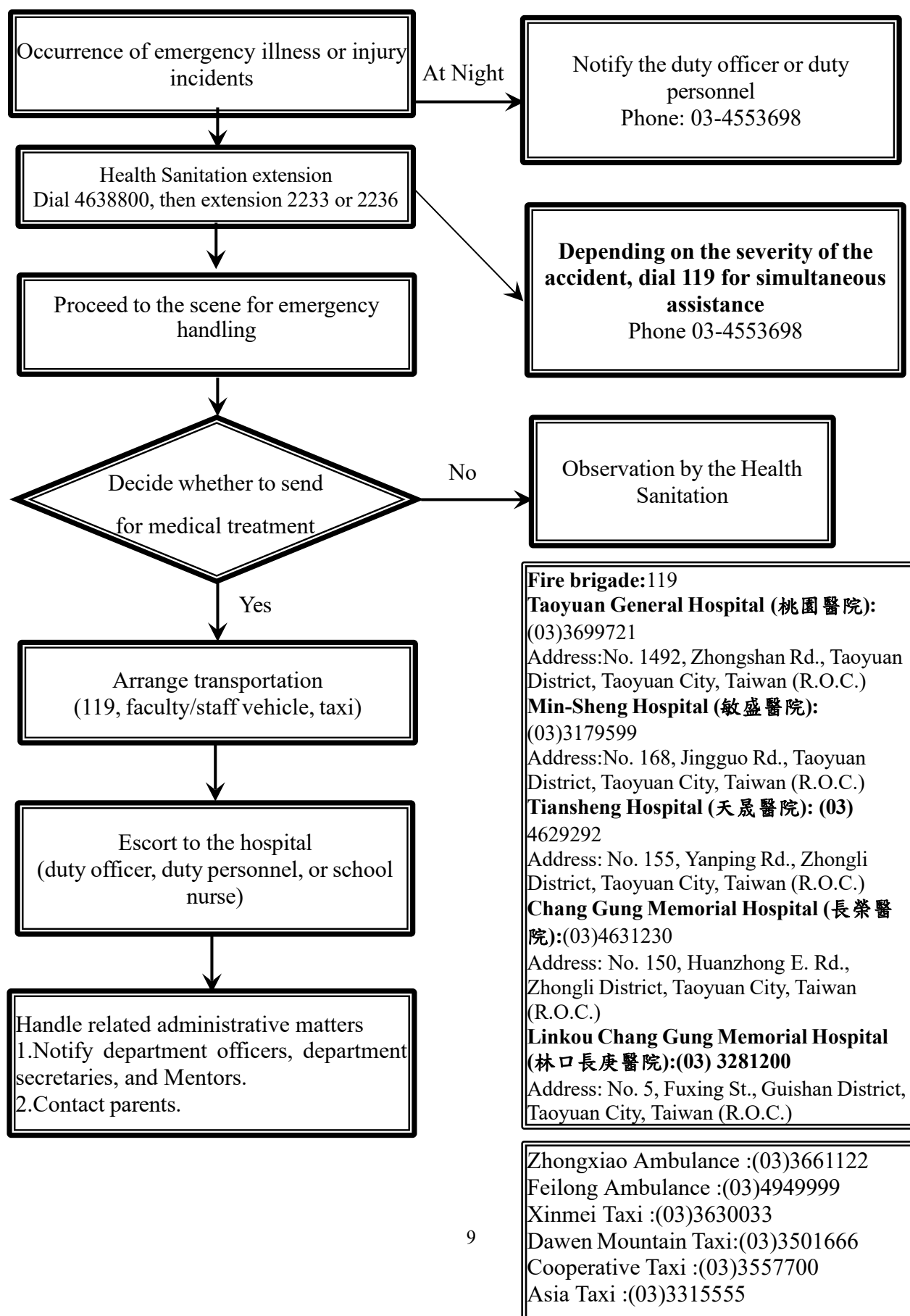


Yuan Ze University Student Counseling and Consultation System



Yuan Ze University Faculty and Student Accident Handling

Procedure (Managed by: Student Affairs Office Health and Hygiene Group)



Supporting Students Together, Referring with Confidence: Student Counseling Referral and Collaboration at Yuan Ze University

(Counseling & Career Development Section)

Thank you to all faculty, military instructors, and staff for your attentive observation and proactive care for students. To help everyone refer students to counseling resources more confidently and smoothly, the Office of Student Affairs' Counseling & Career Development Section (hereafter "this Section") has compiled the principles and procedures below for making referrals. Thank you for being willing to go the extra mile for students.

1. What Is a Counseling Referral?

When a student is facing difficulties in psychological, academic, or career matters, and after talking with them you believe that involving psychological counseling resources could more effectively help relieve their distress, obtaining the consent of the student concerned (hereafter "the student") and bringing them into the counseling/case-management system constitutes a referral.

Psychological counseling is a process that helps individuals understand and explore themselves, while also promoting self-change and growth. Counseling psychologists accompany students in facing their emotions and difficulties, and work together with them to determine the priorities and depth of their collaboration. Through counseling, students gain a better understanding of themselves, achieve clarity and awareness from life's challenges, and improve their ability to adapt to their surroundings.

2. When Is a Referral Needed?

When a student shows any of the following signs, it may indicate an underlying issue that requires a referral:

- (1) Expressing suicidal ideation in conversation or on social media.
- (2) Prolonged low mood, or even self-harm.
- (3) Experiencing a violence-related crisis (e.g., domestic violence, intimate partner violence) or a gender-related incident (e.g., sexual harassment, sexual assault, sexual bullying, or stalking).
- (4) Severe psychological distress, suspected of a mental illness (e.g., depression, anxiety disorder, schizophrenia, panic disorder, etc.).
- (5) A drastic recent change in mood or behavior (abnormal behavior).
- (6) A recent traumatic or loss event (e.g., a breakup, the death of a loved one, etc.).
- (7) A history of frequent drug or alcohol use.
- (8) Feeling lost or uncertain about their career path.
- (9) A noticeable decline in academic performance.
- (10) Social withdrawal or isolation that is causing distress among peers.

[Campus Safety Notification] If a student experiences a serious or sudden accident, please call the Campus Safety Center's duty hotline (03-4553698). The duty military instructor will notify the relevant units in accordance with the University's "Regulations on the Establishment of the Campus Safety and Disaster Prevention Committee" for joint handling.

3. General Student Referral Procedure

- (1) Feel free to use the referral form in the Mentee Care System, or contact the department counseling psychologist directly.
- (2) Before making a referral, please first show care toward the student and obtain their consent, so that they receive help in an atmosphere of respect and understanding.
- (3) Once the student agrees, please contact the counseling psychologist for their department in advance, explain the student's situation, discuss how to collaborate, and confirm the follow-up arrangements. Please do not bring a

student in without an appointment, as the counseling psychologist may not be able to attend to them right away.

(4) Once confirmed, there are three ways to put the referral into action:

1. Give the student the counseling psychologist's name and contact information, and ask them to reach out proactively; confirm when they plan to do so.
2. You are welcome to accompany the student at the scheduled time; your presence can greatly ease a student's anxiety about seeking help for the first time, and means a great deal to them.
3. If you assess that the student has low motivation to seek help, you may, with their consent, have the counseling psychologist reach out proactively; please also give the student the psychologist's name and contact information and ask them to watch for and respond to messages.

(5) To protect student privacy and avoid information gaps or delays in treatment, please do not call this Section's front-desk extension and ask a work-study student or counseling volunteer to relay referral information.

4. A Few Reminders for Making Referrals

- (1) Referral information should ideally consist of specific, objective observations (such as recent behavioral changes, emotional reactions, or the sequence of events), which helps the counseling psychologist understand the student's situation more quickly.
- (2) Counseling is a collaborative process across units and professions. After a student is referred, you remain an important member of the support team; the counseling psychologist will update you on progress as appropriate and continue to work with you until the student's physical and mental state has stabilized and the crisis has eased.
- (3) For a list of which counseling psychologist in this Section is responsible for which college/department, please click: [Directory of Department Counseling Resources and Staff](#)

Once again, thank you to all faculty, military instructors, and staff who, despite busy schedules, remain attentive to students' physical and mental wellbeing and extend a caring hand. Your efforts to help are an indispensable part of the campus support system.

College/Department	Supervisor/Counseling Psychologist
	Supervisor: Hsin-Lin, Chen
College of Engineering	Department Counselor: Wei-Ting, Yang
College of Informatics	Department Counselor: Hui-Ru, Wu
College of Management	Department Counselor: Bella, Huang
College of Humanities and Social Sciences	Department Counselor: Shu-Ping, Wu (Head of Case Management)
College of Electrical and Communication Engineering	Department Counselor: Diane, Hsu
Graduate Institute of Medicine / Nursing	Department Counselor: Cindy, Huang
International and Students (across all departments)	Counselor for international students: Candice, Chang

Introduction to Various Sections of the Office of Student Affairs

Section	Extension	Location	Scope of Work
Headquarters of Office of Student Affairs	2238 2919 2921	Student Activities Center 3 rd floor 8304R	★ Student Appeal ★ Student Gender Equality Incident Investigation Application ★ Coordinate YZU Commencement, Freshman Orientation, Parents Day and other related matters.
Counseling & Career Development Section	2235 2877 2842 2843 2845 2847 2848 2849 2850 2916 2927	Student Activities Center 3 rd floor 8302R Student Activities Center 2 nd floor 8201R	★ Counseling and Career Guidance (including individual counseling, group counseling, psychological testing, career counseling, etc.). ★ Promoting mentorship work. ★ Counseling work for departmental students. ★ Counseling work for freshmen adaptation and caring. ★ Mentor Mid-term Early Warning Learning Interview Care and Counseling Assistance Work ★ Accepting and implementing class counseling applications. ★ Organizing "Boost Your Spirit" series activities and mental health promotion activities (for one week) ★ Organizing gender equality promotion activities. ★ Organizing campus recruitment series events, career lectures. ★ Promoting campus life education, referring corporate resources, and career counseling. ★ Organizing Inspirational Lectures, GMATS Program - International Employment Talent Sustainable Training Course. ★ Training and supervising counseling volunteers to assist in promoting mental health and career counseling activities.
Resource & Support Center	2923 2878 2913 2906	Student Activities Center 3 rd floor 8303R	★ Development of special education programs, identification application, and related needs services. ★ Assistance with the living adaptation and academic needs of students with disabilities in various departments. ★ Application for equipment resources and related subsidies for students with disabilities.
Extracurricular Activities Section	2925 2232 2241 2247 2911	Student Activities Center 3 rd floor 8301R	★ Accepting the establishment, suspension, reorganization, and dissolution of clubs. ★ Providing guidance on various club activities and assisting in solving related problems. ★ Accepting applications from club instructors, activities, and funding. ★ Planning and managing club evaluation. ★ Promoting and conducting the five education transcripts. ★ Accepting applications for rewards and punishments for clubs, various medals, and club scholarships

Section	Extension	Location	Scope of Work
			* Conducting training for club cadres across the entire school. * Maintaining club activity venues and planning for the procurement of club equipment. * Service-learning.
Life Guidance Section	2929 2926 2240 2917 2237 2249	Student Activities Center 2 nd floor 8203R	* Student loan and exemption for tuition/ miscellaneous fees * Financial aid for socially vulnerable (or underprivileged) student * YZU founder Yu-Ziang Hsu scholarships * Financial aid (diligent and underprivileged student) * Part-time job stipend * Rental allowances (low-income household) * Exemption for tuition/ miscellaneous fees (Executive Yuan) * Sponsorship project for underprivileged student (Ministry of Education Higher Education Sprout Project) * Emergency financial aid (Ministry of Education) * Relief Allowances * Scholarship (off-campus) * Character education * Absence application (Student) * Providing life counseling services for students from mainland China. * Student Awards * Law-related education and copyright protection * Prevention of drug abuse * Prevention of bullying and harassment * Class president workshop & class officers' data collection * Off-campus competition subsidy * Training and supervision for volunteer group (Life Guidance) * Group insurance for students with on-campus part-time job (Ministry of Education) * Lost and Found. * Traveling grant for underprivileged students

Section	Extension	Location	Scope of Work
Sanitary & Health Care Section	2233 2236 2234	Male Dormitory 2, 1 st Floor	* Emergency illness and injury rescue, medical treatment, consolation visits, and management and tracking of special diseases. * Medical outpatient services, trauma treatment, health and hygiene consultation. * Preventive vaccinations, infectious disease control, health examinations, correction of deficiencies, and tracking, counseling, and referral services. * Hygiene inspections, supervision, and guidance for all school cafeterias. * Supervision of cafeteria implementation of ingredient registration. * Handling of food safety incidents and customer complaint issues. * Health education promotion for new student orientation. * Student group personal accident insurance, outdoor teaching travel insurance, and claims processing services. * Promotion of hygiene education and healthy living for all school faculty, staff, and students, and organization of health promotion activities. * Provision of blood pressure monitors, weight scales, health education promotion, and medical equipment borrowing. * Planning and execution of first aid education and training and development of first aid seeds. * Training and supervision of health and hygiene volunteers, assisting in promoting various health promotion, first aid training, and hygiene education and community service activities. * On-campus doctor consultations.
Student Housing Service Section	2865 2867 2868 2869 2880 2883	Male Dormitory 1, Area C, 1F & Male Dormitory 2	* Dormitory bed allocation management. * Simple maintenance of dormitory equipment. * On-campus supplier recruitment and coaching. * Convene the on-campus business guidance committee. * Vending machine service. * Life coaching for dormitory students. * Assist with nighttime emergencies. * Maintain order in the dormitory. * Counseling and training for student dormitory association. * Handle living and learning activities of students in the dormitory.

Yuan Ze University Faculty Evaluation: What Mentors Must Do

(Managed by: Office of Student Affairs, Counseling & Career Development Section)

- ① Attend at least 1 Mentor Meeting or Mentor Competency Training session each academic year;
- ② Provide each mentee with at least 2 care/counseling contacts and log them;
- ③ Individually follow up with midterm-warning students and log the records.

Reminder: The minimum requirements for faculty evaluation differ from the eligibility criteria for performance bonus points and the Outstanding Mentor nomination — the latter have a higher standard (performance bonus points and Outstanding Mentor nomination both require attending Mentor / Mentor Competency meetings at least 2 times per academic year).

Yuan Ze University Faculty Evaluation Minimum Requirements Standards

(Applicable starting from the 115th academic year, evaluating the performance award for the 114th academic year)

Summary: Established in accordance with Article 6 of the Faculty Evaluation and Reward Regulations. Each academic year, faculty members must meet the minimum requirements in three areas — Teaching, Research, and Consultation & Service. The “Consultation” items directly related to mentor duties are: ① Attend at least one Mentor (or Mentor Competency)-related meeting or workshop; ② Provide each mentee with at least two group counseling sessions or individual meetings, and log them in the Mentee Care System; ③ Complete a learning-care interview for every midterm-warning student and log it in the Mentee Care System. Faculty who do not meet the standard will be subject to support measures such as an interview with their unit supervisor, participation in workshops, and follow-up checks. For the complete provisions, please scan the QR Code on the right to view them:



(Reminder: This standard is for reference only. The actual requirements shall be governed by the standard evaluating the 115th academic year, starting from the 116th academic year, as announced by the Secretariat Office.)

Yuan Ze University Faculty Annual Performance Award Implementation Guidelines: [Consultation & Service] Performance Scoring Table

(Applicable starting from the 116th academic year, evaluating the performance award for the 115th academic year)

Summary: This table presents the scoring items under the [Consultation & Service] category of the “Yuan Ze University Faculty Annual Performance Award Implementation Guidelines.” The scoring items relevant to mentors mainly correspond to three items: the Mentor Consultation Questionnaire Evaluation, Student Case Referral, Counseling and Cooperation, and Attendance at Mentor / Mentor Competency Activities. For the complete scoring table and implementation guidelines, please scan the QR Code on the right to view the latest version:



The scoring table originally included in the handbook is provided below for reference:

(Applicable starting from the 116th academic year, evaluating the performance award for the 115th academic year)

Note: This table is for reference only. The actual requirements shall be governed by the regulations for the performance award evaluating the 116th academic year performance, starting from the 115th academic year, as announced by the Secretariat Office.

校發展項目上限 40 分，以「加分」項考計，計分標準如下： University-level development items entitle faculty to score at most 40 extra points according to the following scoring criteria			
項目	內容	得分說明	相關審查資料或附件
輔導評量 Consultation Assessment	導師輔導問卷評量獲得學生評量相當分數 Mentor consultation survey from students reaches the required score	問卷評量分數 4.0-4.4 分，得 5 分； 5 points for each score between 4.0 and 4.4 4.5-5.0 分，得 10 分 10 points for each score between 4.5 and 5.0.	由系統自動產生平均分數 Average score automatically generated by the system
輔導事項 Consultation Matters	指導學生參加校際競賽獲獎人次 Instruct students to participate in inter-university competitions and win awards	國內：1分/人次(團隊至多計2分)； 國際*：3分/人次(團隊至多計6分) Domestic competition: 1 point per participant,	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.

		with a maximum of 2 points per team. International competition: 3 points per participant, with a maximum of 6 points per team.	
	擔任「多元學習護照」輔導老師 Serve as a mentor for the “Diverse Learning Passport” program	2 分/案 2 points per case	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	擔任社團指導老師 Serve as a club Mentor	1.5 分/一學期； 1.5 points per semester 3 分/一學年 3 points per academic year	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	學生個案轉介、輔導及合作 Student case referral, counseling, and cooperation	2分/1~3案 2 points for 1-3 cases 4分/4案以上 4 points for 4 or more cases	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	參加導師會議或導師知能相關會議累計達二次以上 Attendance at Mentor Meetings or Mentor Competency-related meetings totaling two or more times	2 分/一學年 2 points per academic year	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	參加校外性平培訓或擔任性平調查人員 Participate in off-campus gender equality training or serve as a gender equality investigator	參加校外性平培訓 3 分/次； Participate in off-campus gender equality training :3 points per time 擔任性平調查人員 4 分/次 Serve as a gender equality investigator : 4 points per time	依據秘書室提供資料核定 Verified according to the information provided by the Secretariat Office.

Mentee Care System Common Functions Step-by-Step Illustrated Tutorial

1. Writing Mentees guidance reports

Mentee Information and download	New Information	
Mentor's Guidance reports for Mentees and Sending Email	2024-01-12	「心理健康假」學生關懷指南 Student Care Guide for Mental Health Leave
Writing Mentees' guidance reports	2023-12-25	導生關懷輔導系統-撰寫輔導紀錄操作說明/Mentor&Mentee Care System - Writing Counseling
Sending Email to Mentees		

Step1 : Log in to the Portal

Step2 : Click Mentor's Guidance reports for Mentees and Sending Email

Step3 : Click Writing Mentees' guidance reports



Select All

Graduate

No.	Graduate Mentee	Department	Nationality
1			
2			

You can choose mentees here.

You can fill in the time for mentee counseling

Select start and end time:

2025-09-18 | 00 | 00 | 2025-09-18 | 00 | 00

Please select the mentee counseling forms:

☐ Individual Interview

☐ Class Counseling

☐ Mentor and Mentee Reunion

☐ Mentee Activities

☐ Others

內容摘要:

Writing Mentees guidance report here.

Recommended to edit the content in Microsoft Word first !

選擇檔案 未選擇任何檔案 (Attachment size should not exceed 10MB)

You can upload photos here.

You can choose the mentee counseling forms :

- Class Counseling : Applying for class counseling activities through the Counseling and Guidance Office.
- Mentor and Mentee Reunion : Lecture or mentorship care gathering.
- Mentee Activities : Outdoor activities, ex. visit or field trip.

2. Sending Email to Mentees

New Information	
2024-01-12	「心理健康假」學生關懷指南 Student Care Guide for Mental Health Leave
2023-12-25	導生關懷輔導系統-撰寫輔導紀錄操作說明/Mentor&Mentee Care System - Writing Counseling Records Operation Illustrate

Step1 : Log in to the Portal

Step2 : Click Mentor's Guidance reports for Mentees and Sending Email

Step3 : Click Sending Email to Mentees



You can choose the purpose of the letter.

Select All

Graduate

No.	Graduate Mentee	Department	Nationality
1			
2			

You can choose mentees here.

Sending Email to Mentees

☐ Care and concern

☐ the invitation to Mentor and Mentee Reunion

☐ the invitation to Mentee Activities

☐ Others

main idea/ central theme/main point. :

Content :

選擇檔案 未選擇任何檔案 (Attachment size should not exceed 10MB)

3. Counseling Referral

Mentor's Guidance reports for Mentees and Sending Email	2024-01-12	「心理健康假」學生關懷指南Student Care Guide for Mental Health Leave
Writing Mentees' guidance reports	2023-12-25	導生關懷輔導系統-撰寫輔導紀錄操作說明/Mentor&Mentee Care System - Writing Counseling Reco
Sending Email to Mentees		
Guidance report for students who received a 4D learning warning at midterm evaluation		
University Career and Competency Assessment Network (UCAN-career assessment report for students)		
Counseling Referral		

Step1 : Log in to the Portal
 Step2 : Click Click Mentor's Guidance reports for Mentees and Sending Email
 Step3 : Click Counseling Referral



☐
☐
☐
☐

You can choose mentees here.

► Main Concerns (Multiple Selections Possible)

☐ Self-understanding
 ☐ Sentimental Issues
 ☐ Interpersonal Relationships
 ☐ Family Relation
 ☐ Learning Issues
 ☐ Career Development

☐ Life Adaptation
 ☐ Physical Health
 ☐ Gender Issues
 ☐ Emotional Issues
 ☐ Mental Issues
 ☐ Stressful Event

☐ Other :

► Referral Expectations (Multiple Selections Possible)

☐ Individual
 ☐ Consultation
 ☐ Psychometric Testing
 ☐ Learning Difficulty Assessment
 ☐ Crisis Intervention
 ☐ Parent-Teacher Collaboration

☐ Other :

► Referral Situation

☐ I have met with the student, and the student will proactively contact the responsible counselor.

☐ I have met with the student, and the student will be accompanied by a mentor or colleague when seeking assistance.

☐ I have met with the student, and due to a low motivation to seek help, the student has agreed to be contacted proactively by the responsible counselor.

☐ Other :

Extension number:
 (If left blank, the referral form will automatically default to the mobile phone number.)

Please provide a phone number that is convenient for the department counselor to contact you..

4. Checking the Faculty Evaluation Minimum Requirements Standards

Mentee Information and download
Mentor's Guidance reports for Mentees and Sending Email
Mentor Resource Handbook
Statistics and Retrieval of various categories
 Your Guidance reports
Statistics of Guidance reports by semester

Counseling Record Statistics
 In this semester, there are 39 mentees. The number of mentees who have been conducted Individual Counseling was ___. There were ___ sessions of the group counseling activities have been offered.

Semester Counseling times

Semester	Counseling times
1132	40
1131	6
1121	14
1112	4
1111	20
1102	11
1101	22
1092	3
1091	7
1082	1
1081	2
1072	6
1071	7

114 Academic Year

the number of Individual Counseling	the group counseling sessions	Was the standard met ?
0	0	No

● 若老師是以「個別晤談」方式進行輔導，系統會以
 (上學期個別輔導人數 ÷ 學生總數) + (下學期個別輔導人數 ÷ 學生總數) 計算導師所提供的輔導次數比例。
 例如：若老師有50位學生，上學期個別輔導25人，下學期輔導30人，則計算為：25/50 + 30/50 = 0.5 + 0.6 = 1.1
 ● 若老師有舉辦團體導師生活動，則此活動視為已提供所有學生一次輔導機會，可加計一次。
 以剛才的例子來說，若老師另有辦理一場班級導師聚會，則最終計算為：1.1 (個別輔導) + 1 (團體活動) = 2.1，
 即視為達標。
 ● If an advisor provides counseling through individual meetings, the system will calculate the counseling

Step1 : Log in to the Portal

Step2 : Click Statistics and Retrieval of various categories

Step3 : Click Statistics of Guidance reports by semester

5. Checking the Extra Points for Faculty Performance

Mentee Information and download
Mentor's Guidance reports for Mentees and Sending Email
Mentor Resource Handbook
Statistics and Retrieval of various categories
 Agree to Leave School
Mentor Interaction Questionnaire

Semester : 113-1

Topic	Score
Did you participate in the mentorship gatherings or activities this semester?	0
My mentor interacts with me.	4.75
My mentor shares experiences and discusses life or learning problems with me.	4.5
My mentor cares about me.	4.41667
My mentor provides contact information for easy communication (e.g., social media, email, phone, text, teacher's office, etc.).	4.25
I think my mentor is willing to help me solve problems.	4.66667
Please share your overall impression of mentor or social gathering experiences with mentor.	
Average	4.51667
Extra points for faculty performance based on the average score	10

Step1 : Log in to the Portal

Step2 : Click Mentor Interaction Questionnaire

Yuan Ze University Mid-term Early Warning Care Interview System Operation

Step 1: Click on the "Mentee Care System" feature on the left side of the portal

Step 2: Click on the language switch key at the top to switch to English.

Step 3: Click on " Mentor's Guidance reports for Mentees and Sending Email" - " Guidance report for students who received a 4D learning warning at midterm evaluation," then the questionnaire interface will appear for completion.

Step 4: After completing the form, click "Submit 送出".

4D以上或1/2學分得D名單(不含已停修)

學生姓名	得D學分	4D/12門課	選課學分	備註
學生1	8	4D/12門課	選課學分22	請填寫
學生2	8	4D/12門課	選課學分22	請填寫
學生3	10	4D/12門課	選課學分22	請填寫
學生4	7	5D/14門課	選課學分23	請填寫
學生5	4	4D/11門課	選課學分17	請填寫
學生6	2	4D/15門課	選課學分21	請填寫
學生7	18	10D/11門課	選課學分20	請填寫
學生8	18	9D/11門課	選課學分20	請填寫
學生9	10	5D/12門課	選課學分22	請填寫

期中評量學習關懷訪談紀錄單 送出

一、訪談狀況：

☐ 已訪談
☒ 未訪談
 請勿過來訪談，原因：

☐ 聯絡不上該生，也聯絡不上家長。
☐ 聯絡不上該生，已聯絡上家長。
☐ 學生失約。
☐ 訪談不及。
☐ 其他原因。

目前最感困難科目：

☐ 國文 (一) ☐ 日語聽讀實習 (一) (D) ☐ 資訊概論 ☐ 初級日語會話 (一) (D)
☐ 英文課外閱讀 (一) (D) ☐ 日語 (一) (D) ☐ 英語溝通技巧 ☐ 日語多讀
☐ 閱讀與討論 ☐ 自我經營與生涯發展 ☐ 基礎程式設計-Excel and VBA ☐ 體育

二、造成學生學習困難的原因 (可複選)：

☐ 情緒因素 ☐ 人際因素 ☐ 設備因素 ☐ 健康因素 ☐ 經濟因素

☐ 個人因素 ☐ 學習興趣 ☐ 家庭因素
 其他：

☐ 時間管理 ☐ 時間規劃 ☐ 時間運用 ☐ 上網時間控制 ☐ 時間優先順序 ☐ 投入課外學習
 其他：

☐ 學習策略 ☐ 學習重點掌握 ☐ 學習計畫訂定 ☐ 考試壓力管理 ☐ 閱讀技巧 ☐ 記憶方法
☐ 作業記技巧 ☐ 報告撰寫 ☐ 學習效率 ☐ 應考技巧
 其他：

☐ 課程因素 ☐ 課程進度 ☐ 課程理解力 ☐ 課程學習基礎 ☐ 老師授課方式
 其他：

☐ 雙語學習因素 ☐ 過去英語基礎 ☐ 原文書閱讀理解能力 ☐ 老師英語教學技巧 ☐ 校園雙語學習環境
 其他：

☐ 初級日語會話 ☐ 日語多讀 ☐ 英語溝通技巧 ☐ 基礎程式設計

Yuan Ze University Regulations Governing Prevention of Gender-Related Incidents on Campus

June 5, 2006 Approved at the 2nd University Council Meeting of Academic Year 2005

June 4, 2007 Approved at the 2nd University Council Meeting of Academic Year 2006

December 20, 2010 Approved at the 1st University Council Meeting of Academic Year 2010

November 14, 2012 Approved at the 1st University Council Meeting of Academic Year 2012

May 21, 2025 Approved at the 2nd University Council Meeting of Academic Year 2024

Summary: These Regulations set out how Yuan Ze University prevents and handles campus gender equity incidents, including sexual assault, sexual harassment, sexual bullying, and a president's or faculty/staff member's violation of professional ethics related to sex or gender (e.g., abusing an unequal power relationship with a student). They cover: prevention through regular review of campus spaces and facilities; the duty of the president, teachers, and staff to **immediately report any suspected incident to the Campus Security Center** upon becoming aware of it (which must in turn notify the competent authority within 24 hours); how applications for investigation or reports are filed, accepted, and investigated by the Gender Equity Education Committee (GEEC); confidentiality protections for all parties; interim measures to protect a victim's right to education (e.g., reduced contact with the other party, academic accommodations, anti-retaliation measures); and follow-up disciplinary and counseling measures once an incident is substantiated. As a mentor, if a student discloses or you otherwise become aware of a suspected incident, report it immediately and keep the matter confidential rather than investigating it yourself. For the complete regulations, please scan the QR Code below:



(If there is any discrepancy between the Chinese and English versions, the Chinese version shall prevail.)