

114-1 Mentor Guidance Handbook

Table of Contents

114th Academic Year Mentor Meeting	3
Mentor&Mentee Care System Common Functions Step-By-Step Illustrated Tutorial.....	4
Yuan Ze University Mid-Term Early Warning Care Interview System Operation.....	8
Emergency Assistance System Of Yuan Ze University.....	9
Yuan Ze University Student Counseling And Consultation System.....	10
Yuan Ze University Faculty And Student Accident Handling Procedure (Managed By: Student Affairs Office Health And Hygiene Group)	11
Guidelines For Referral Counseling And Career Development Section Of The Office Of Academic Affairs At Yuan-Ze University	12
Introduction To Various Sections Of The Office Of Student Affairs.....	14
Yuan Ze University Faculty Evaluation Minimum Requirements Standards.....	18
Consultation And Service Performance Scoring Table.....	20

114th Academic Year Mentor Meeting

1. Objective: To enhance mentor work efficiency, organize a university-wide mentor conference to provide student counseling-related information and competencies, thereby strengthening mentor&mentee relationships.
2. Time: September 24, 114 (Wed) 12:00-13:40
3. Venue: 60312
4. Participants: All university mentors, approximately 300 people
5. Speaker: Li Li-Min, Associate Director of the Dedicated Mentor Office, National Taiwan Normal University
6. Theme: Becoming a Significant Other in Children's Lives
7. Organizer: Office of Student Affairs, Counseling & Career Development Section

Time	Topic	Host/Speaker
11:50-12:20	Registration and Meal	
12:20-12:25	Encouragement and Blessings	President Liao Qing-Rong
12:25-12:35	Indigenous Education for All	Dean of Student Affairs Liu Yi-Jun
12:35-12:55	Student Affairs Resources Overview	Director Chen Xin-Lin
12:55-13:35	Featured Sharing : Becoming a Significant Other in Children's Lives	Associate Director Li Li-Min
13:35-13:40	Exchange and Feedback	Dean of Student Affairs Liu Yi-Jun

Mentor&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



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)

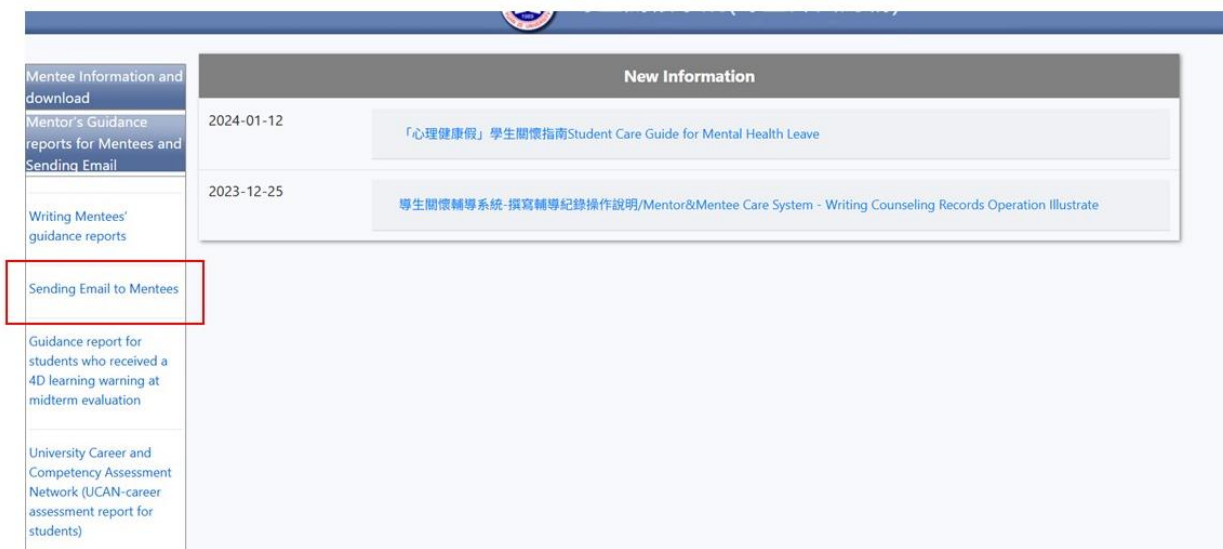
You can choose mentees here.

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



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 Recd
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 :	
Submit	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
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 "Mentor & 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 warn at midterm evaluation," then the questionnaire interface will appear for completion.

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

40以上或1/2學分得0名單(不含已停修)

期中評量學習障礙訪談紀錄單 **送出**

一、訪談狀況：

☐ 已訪談
☒ 未訪談
 請勿逾未訪談，原因：
☐ 聯絡不上學生，也聯絡不上家長；
☐ 聯絡不上學生，已聯絡上家長；
☐ 學生失約；
☐ 訪談不及；
☐ 其他原因。

目前最感困擾科目：

☐ 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 ☐ 感情因素 ☐ 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 ☐ 上網時間長短 ☐ 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
☐ 作業完成技巧 ☐ 報告準備 ☐ 學習效率 ☐ 應考技巧
 其他：

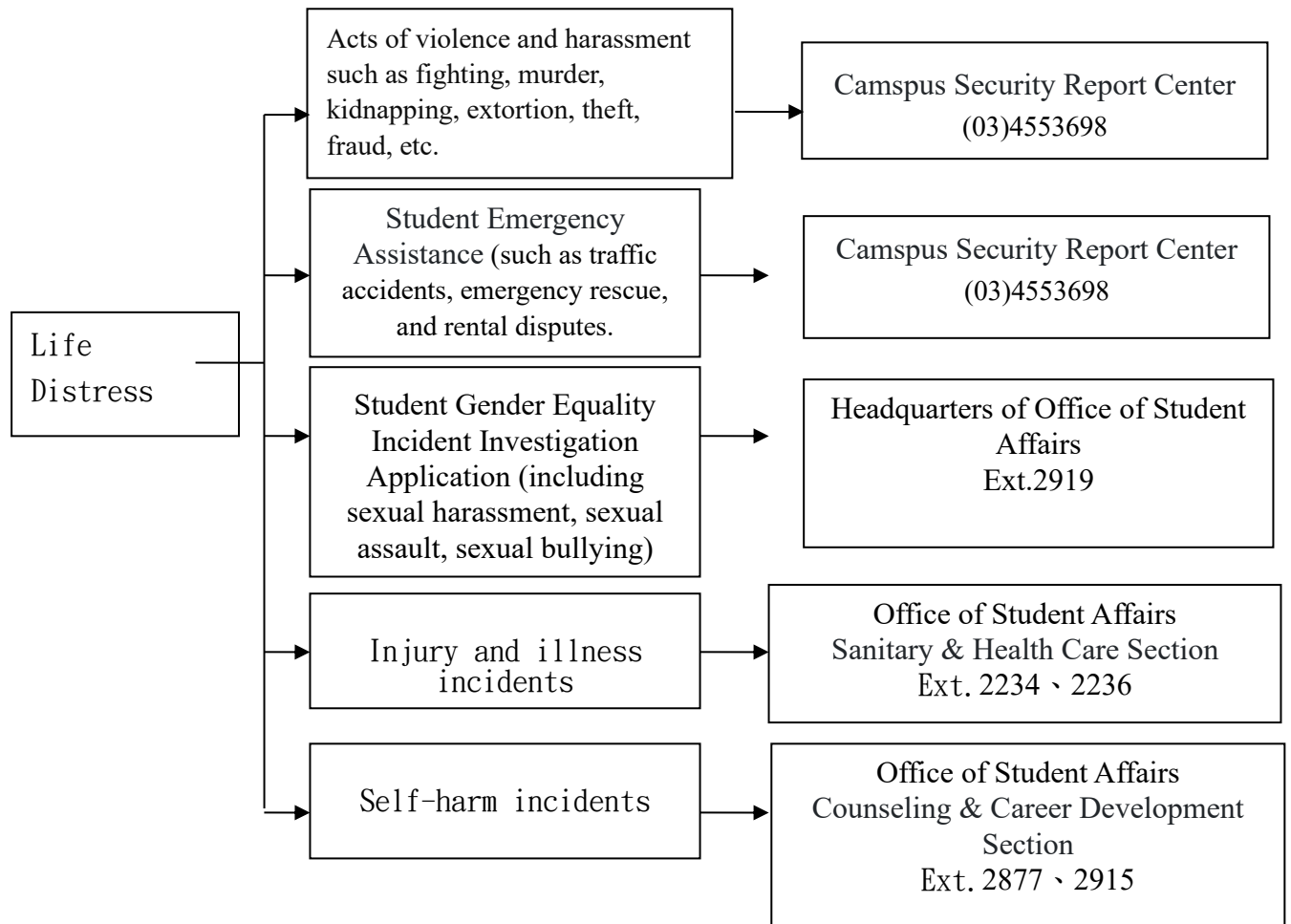
☐ 課程因素 ☐ 課程難易度 ☐ 課程理解力 ☐ 課程學習基礎 ☐ 老師授課方式
 其他：

☐ 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：

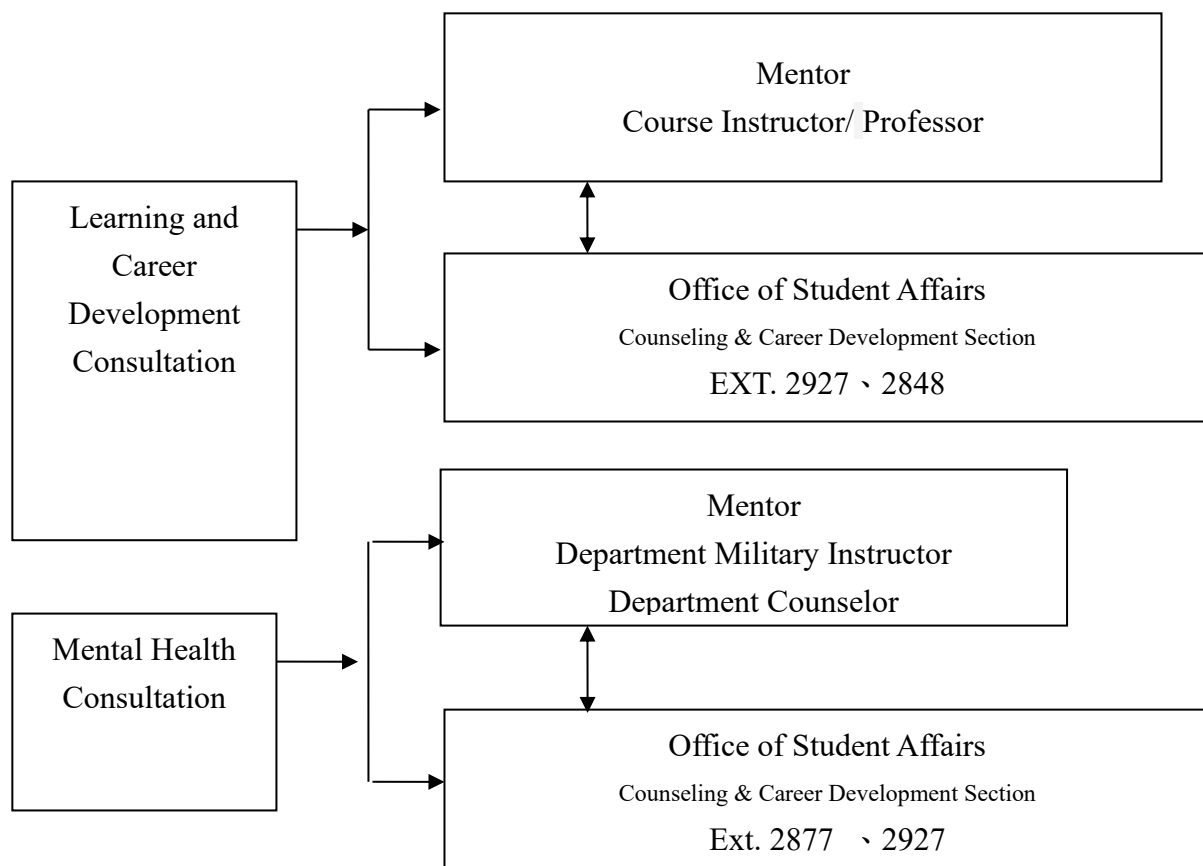
☐ 試卷題量多寡 ☐ 試卷題型複雜 ☐ 題型重複程度 ☐ 內容與題型數量

Emergency Assistance System of Yuan Ze University

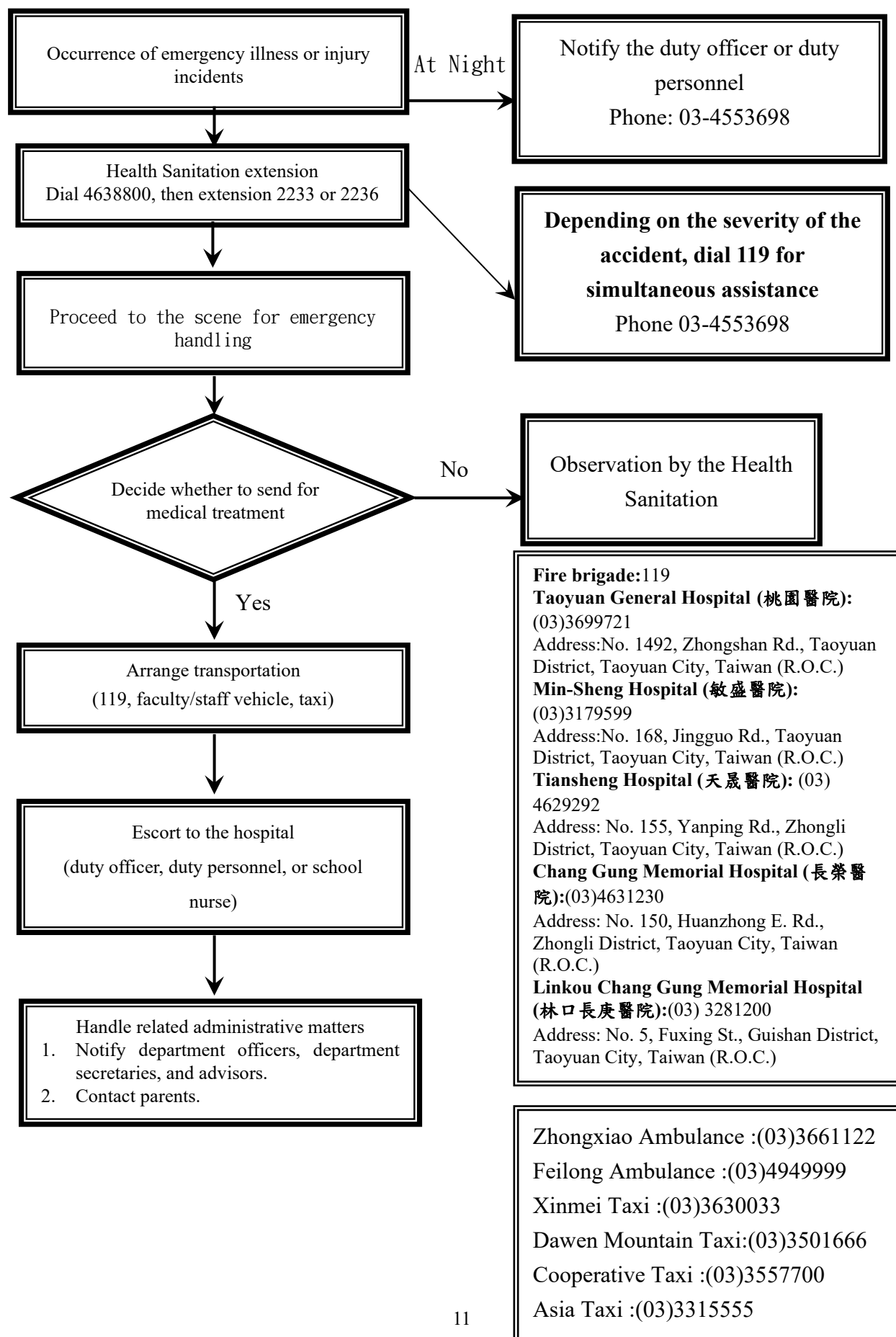
For emergency incidents, please dial directly to the Campus Security Report Center: 03-4553698.



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)



Guidelines for Referral

Counseling and Career Development Section of the Office of Academic Affairs at Yuan-Ze University

1.What is Referral?

When students encounter difficulties in their psychological, learning, or career aspects, after discussing with them, you believe that intervention from psychological counseling resources can more effectively help them alleviate their troubles. With the consent of the students involved, they are referred into the counseling system. This is what we call ' Referral '."

Psychological counseling is a journey that helps individuals better understand themselves and promotes personal growth. Counselors accompany students in addressing their emotions and challenges, engaging in collaborative discussions to determine the focus and depth of their work together. Through counseling, students gain insight into themselves, navigate life's challenges, and improve their ability to adapt to their surroundings.

2.When is Referral Needed?

Referral is necessary when a student displays the following signs, which may indicate underlying issues:

- (1) Expressing thoughts of suicide in conversation or on social media.
- (2) Suffering from prolonged emotional distress, including self-harm tendencies.
- (3) Facing crises such as domestic violence, intimate partner violence, or gender-related incidents like sexual harassment, sexual assault, bullying, or stalking.
- (4) Severe psychological distress or suspected mental health conditions such as depression, anxiety disorders, schizophrenia, or panic disorders.
- (5) Recent significant emotional or behavioral changes (abnormal behavior).
- (6) Facing recent traumatic or distressing events (e.g., breakup, loss of a loved one).
- (7) A history of frequent substance use or alcohol consumption.
- (8) Feeling uncertain about career direction.
- (9) A noticeable decline in academic performance.
- (10) Social isolation or withdrawal causing peer distress.

3.How to Make a Referral?

- (1) After filling out the referral form in the Mentor Care System, submit it and contact Ms. Liu (ext. 2842), the counselor.
- (2) Send an email to the mailbox "wecare@saturn.yzu.edu.tw." The Counseling and Career Development Section is located in Room 8302 on the 3rd floor of the Student Activity Center.

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: Yu-Lin, Fang
College of Humanities and Social Sciences	Department Counselor: Shu-Ping, Wu (Head of Case Management)
College of Electrical and Communication Engineering	Department Counselor: Hui-Hsuan, Tsai
Graduate Institute of Medicine / Nursing	Department Counselor: Shu-Ping, Wu (Interim)
International and Students (across all departments)	Counselor for international students: Tiffany Liu

※ The case management counseling psychologist for international students is Tiffany Liu (ext. 2842).

4. Referral of High-Risk Students

In the case of emergencies such as suicide, self-harm, harming others, violent incidents, severe conflicts, criminal issues, significant accidents, and other emergencies, please directly call the 24-hour duty line at 03-4553698 for the Military Training Office. Instructors will handle crisis management, follow proper reporting procedures, and refer the case to the Counseling and Career Section of the Office of Academic Affairs, and relevant departments.

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	✱ 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	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 2920	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	Male Dormitory 1, Area C, 1F	* 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.

Section	Extension	Location	Scope of Work
Indigenous Student Resource Center	2846	Student Activities Center 2 nd floor 8203R	★ Indigenous scholarship application ★ Indigenous student life counseling ★ Implement universal indigenous education to promote indigenous culture ★ Quality education for indigenous students

Yuan Ze University Faculty Evaluation Minimum Requirements Standards

Passed at the 1st Institute Affairs Meeting of the 82nd Academic Year on February 2, 1994
Amended and passed at the 1st University Council of the 85th Academic Year on November 25, 1996
Amended and passed at the 1st University Council of the 94th Academic Year on January 16, 2006
Amended and passed at the 8th Administrative Meeting of the 96th Academic Year on January 4, 2008
Amended and passed at the 5th Administrative Meeting of the 97th Academic Year on November 10, 2008
Amended and passed at the 10th Administrative Meeting of the 106th Academic Year on December 20, 2017
Amended and passed at the 17th Administrative Meeting of the 106th Academic Year on April 25, 2018
Amended and passed at the 17th Administrative Meeting of the 111th Academic Year on April 12, 2023
Amended and passed at the 22nd Administrative Meeting of the 112th Academic Year on July 10, 2024

Article 1 In accordance with Article 6 of the University's Faculty Evaluation and Rewards Regulations, these "Yuan Ze University Faculty Evaluation Minimum Requirements Standards" (hereinafter referred to as "these Standards") are established.

Article 2 Referring to the "Yuan Ze University Full-time Faculty Appointment Agreement," full-time faculty members must work on campus four days per week. In addition to teaching, they should engage in academic research, assist with departmental affairs, participate in research and development, and collaborate on educational projects. They are also responsible for mentoring students in psychology, character, life, behavior, and more.

Article 3 Teaching:

- I. Faculty members should follow the curriculum arranged by the University and fulfill the prescribed teaching hours.
- II. Faculty members should submit syllabuses for review by the departmental supervisor to facilitate students' access to teaching content.
- III. Faculty members taking leave during the semester should apply, obtain approval from their supervisors, and make arrangements for makeup classes.
- IV. Faculty members should prioritize student feedback to enhance teaching effectiveness. The average satisfaction rating of all students (excluding invalid questionnaires) in course-end evaluations should be 3.5 or higher each academic year.
- V. Faculty members should attend at least one university seminar or assembly on teaching each academic year.

Article 4 Research:

Faculty members must complete at least one of the following tasks in each academic year:

- I. Research projects with university project RD numbers: Leading individual or co-leading integrated projects (lecturers may participate collaboratively).
- II. Publication of peer-reviewed academic works (journal or conference papers, books or book chapters, patents, exhibitions). Each conference paper should only be credited to one author (first author or corresponding author).
- III. Research awards (as determined by conveners of various categories, including achievements in sports or awards).
- IV. Supervision of National Science and Technology undergraduate research projects
- V. Supervision of Ministry of Education teaching practice research projects.
- VI. Supervision of Ministry of Education University Social Responsibility (USR) projects.

5 Consultation and service:

I. Consultation:

Advisors shall complete the following in each academic year:

- (I) Attend at least **one** university seminar or assembly on consultation.
- (II) Advisors are required to provide their advisees (including master's and doctoral students) with at least two group counseling activities (e.g., class counseling sessions, advisor-advisee gatherings, or advisee events) or

individual meetings (including communications via email, social media, or other means of care). These interactions should be recorded in the Mentor and Mentee Care System to ensure that each advisee has at least two opportunities to participate in counseling or individual meetings.

- (III) Provide academic care interviews for students with midterm warnings, which can be conducted through face-to-face meetings, phone calls, emails, and social media tools, and must be logged in the academic care interview system.

II. Service

Collaborate on service work at the department, college, and university levels (or equivalent units). Maintain an average attendance rate of at least 75% at college and departmental (or equivalent unit) meetings (including the leave of absence approved by the chairperson in advance).

Article 6 If a faculty member does not meet the standard in teaching or consultation and service, the department (or equivalent unit) supervisor should understand the reasons and provide guidance. Suppose the faculty member still does not meet the standard in the next academic year. In that case, the faculty member's effectiveness shall be reviewed by the college (department), institute (or equivalent unit), and center/office faculty evaluation committees to determine whether it meets the minimum evaluation requirements.

Article 7 Colleges (departments) and centers/offices may establish evaluation passing criteria for teaching, research, consultation, and service beyond these Standards based on their characteristics and needs. These criteria must be approved by various levels of meetings before being submitted to the University's Faculty Evaluation and Reward Review Committee for approval.

Article 8 Faculty members who do not meet the requirements of these Minimum Standards (including those set by units under Article 7) shall submit their performance in the relevant category for the past three years, an explanation of why they did not meet the minimum requirements in this evaluation, and a plan for improvement in the future. This information will be reviewed and confirmed by the Faculty Evaluation and Reward Review Committee and the University's Faculty Evaluation Committee. Faculty members who do not pass the evaluation for the current academic year must undergo relevant counseling mechanisms, including:

- I. Interviews with departmental supervisors.
- II. Participation in relevant workshops or training for categories that did not meet the minimum requirements.
- III. Follow-up checks are conducted before the end of the academic year.

Article 9 These Standards shall be implemented after being reviewed and approved by the Administrative Meeting, and amendments shall be treated similarly.

In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.

Consultation and Service Performance Scoring Table

(適用於 114 學年度起審查 113 學年度之教師績效)

(Reward reviewed in the 114th academic year for faculty performance in the 113th academic year)

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 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
輔導評量 Consultation Assessment	導師輔導問卷評量獲得學生評量相當分數 <u>Advisor consultation survey from students reaches the required score</u>	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.	1.由系統自動平均分數、轉換成分數。 Automatically averaging scores and converting them into grades 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	<u>國內：1 分/人次(團隊至多計 2 分)；</u> <u>國際*：3 分/人次(團隊至多計 6 分)</u> Domestic competition: 1 point per participant, with a maximum of 2 points per team. International competition: 3 points per participant, with a maximum of 6 points per team.	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.

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 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
	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 advisor	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.
	高風險學生個案輔導，含轉介、參加個案討論會議等 Consult for high-risk student cases, including referrals and participation in case discussion meetings	2 分/項 2 points per time	依據學務處提供資料核定 Verified according to the information provided by the Office of Student Affairs.
	參加二次以上(含第二次)導師 (或導師知能)相關會議或研習 講座 Attend two or more university seminars or assemblies on consultation	2 分/次 2 points per time	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.
	擔任校級 TEEP 專案指導教授 Serving as a university-level TEEP (Taiwan Experience Education Program) project advisor.	1.5 分/名 1.5 points per case.	依據全球處提供資料核定 Verified according to the information provided by the Global Affairs Office.

招生活動 Admission Activities	推動國際招生/交流活動 Promote international admission/exchange activity	姐妹校建立 3 分/ 場； Partnership assistance :3 points per session 營隊/課程 5 分/場 Camps/Courses:5 points per session	依據全球處提供資料核定 Verified according to the information provided by the Global Affairs Office.
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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 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
		<u>TEEP、IIPP 4 分/案</u> TEEP(T Taiwan Experience Education Program)、IIPP (International Internship Pilot Program): 4 points per case.	
	執行國際招生/交流活動 Implement international admission/exchange activity	實體教育展 5 分/ 場、線上教育展 2 分/ 場； Education fair:5 points per event, Online Education fair(webinar):2 points per event 營隊/課程 3 分/場； Camps/Courses:3 points per session 姐妹校交流(參訪) 1 分/場 Partner universities communicating(visit):1 points per session	
	推動國內招生宣傳講座或課程 (如：至高中演講、學群/系所講座、設計課程等) Promote domestic admission seminars or courses (e.g., give talks at high schools, department/program seminars, design curriculum)	1 分/場 1 point per session	

	執行國內招生宣傳講座 (如：至高中演講、學群/系所講座、模擬面試等) Implement domestic admission seminars (e.g., give talks at high schools, department/program seminars, mock interviews)	實體 2 分/場； physical lecture: 2 points per session 線上 1 分/場 online lecture: 1 point per session	依據教務處提供資料核定 Verified according to the information provided by the Office of Academic Affairs.
	推動國內招生宣傳活動或跨院系課程 (如：參訪、營隊、大型宣傳活動、設計多元特色課程等) Promote domestic admission	5 分/場 5 points per session	

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 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
	activities or interdisciplinary courses (e.g., campus visits, camps, large-scale promotional events, design diverse and featured courses)		
	執行國內招生宣傳活動 (如：參訪、營隊、大型宣傳活動等) Implement domestic admission activities (e.g., campus visits, camps, large-scale promotional events)	校內 1 分/人； on campus: 1 point per person 校外 2 分/人 off campus: 2 points per person	
行政服務 Administrative Services	執行校務研究 Implement Institutional Research	10 分/案 10 points per project	依據秘書室提供資料核定 Verified according to the information provided by the Secretariat Office.
	執行永續發展和社會責任專案 (USR Hub 計畫) Implement sustainable development and social responsibility projects (USR Hub project)	8 分/案 8 points per project	
	開設終身教育部課程 Offer courses of the School of Lifelong Education	學分班：1 分/學分； credit course: 1 point per credit 非學分班：2 分/門 Non-credit course: 2 points per course	依據終身教育部提供資料核定 Verified according to the information provided by the School of Lifelong Education
校友服務 Alumni Services	參與校級校友事務和校友會活動 Participate in university-level alumni affairs	2 分/場 2 points per session	依據秘書室提供資料核定 Verified according to the information provided by the Secretariat Office

政府與集團之 合作計畫 Government and Far Eastern Group Collaboration Projects	推動與協助集團合作(集團駐點、 亞醫先期計畫及工業區輔導) Promote and assist collaboration with Far East Group (Far East Group stationed, Asia Med First Plan, and Industrial Zone guidance)	1-10 分/案 1-10 points per project	依據研發處提供資料核定 Verified according to the information provided by the Office of Research and Development.
	無編列管理費之政府部會研究計畫 Government departments' research projects without allocated administration fees	計畫金額每滿(含)10萬 元 1 分/案，每案 以10 分為上限 For every 100,000 NTD (inclusive) in project funding, 1 point will be awarded, with a	1. 依據研發處提供資料核定 Verified according to the information provided by the Office of Research and Development. 2. 相關佐證資料可由受評

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 Items	內容 Content	得分說明 Scoring Rules	相關審查資料或附件 Related Review Materials or Attachments
		maximum of 10 points per project	者列舉，研發處依據提供之資料核定 The faculty list the relevant supporting documents, and the Office of Research and Development verifies based on the provided information
	<u>推動學海築夢計畫</u> Ministry of Education (MOE) Taiwan Scholarships for Study Abroad Program-Internships	<u>5 分/案</u> 5 points per case.	<u>依據全球處提供資料核定</u> Verified according to the information provided by the Global Affairs Office.
加分 additional points		分 points	

*「國際」的定義依教育部大學校院資料庫定義為準。

*The definition of 'internationality' shall be based on the Ministry of Education's Higher Education Database

In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.