

Department of Photonics
National Sun Yat-sen University

Regulations for Mentor System

April 16, 2010 Approved by the meeting of the 5th Regulation Subcommittee Team in Academic Year 2009.

April 21, 2010 Approved in the 7th department affairs meeting in Academic Year 2009.

Article 1 The Department of Photonics (hereinafter referred to as the Department) established these Regulations in accordance with the “National Sun Yat-sen University (NSYSU) Guidelines for Mentor System” in order to cultivate talents with morality and intelligence and to implement class counseling.

Article 2 Full-time teachers of the Department are obligated to serve as mentors. The mentoring performance shall be used as a reference for award, and promotion and evaluation of teachers.

Article 3 The general mentor system is implemented after it is approved by the department affairs meeting, and the system should be submitted to the Office of Student Affairs for filing. The mentor system can be organized based on the following principles:

1. When the freshmen of the bachelor’s program are enrolled, a mentor will be assigned by the Department.
2. Postgraduate students shall have their advisors as mentors; students who have not chosen their advisors shall be assigned mentors by the Chair of the Department.

Article 4 The time fixed for each mentor to provide counseling and guidance for students is the weekly mentoring hour and shall be included in class timetables and publicly announced.

Article 5 The duties of mentors are as follows:

1. To understand the aptitude, interests, strong points, learning attitude, and family situation of each student.
2. To provide students with guidance in enrollment, courses selection, and participation in extracurricular activities as well as assist students in

solving their problems regarding studies, life, interpersonal relationships and mentality.

3. To participate in students' tours, camping activities, visits, picnics, socializing activities, discussions, seminars, social services and other activities, and providing guidance randomly in addition to mentoring hours.
4. To interview students individually at least twice per semester, record important information on the "NSYSY Student Information System", make reports to relevant units and take immediate actions when serious problems happen to students.
5. To complete student conduct evaluation and register the scores on the "NSYSY Student Information System (SIS)" two weeks before final examinations each semester.
6. To attend case meetings about their students and mentor meetings, request the Office of Student Affairs to award or punish students for their remarkable deeds or serious misconducts.
7. To attend mentor counseling workshops organized by the Ministry of Education or the University as many as they can in order to enhance their counseling capacity.

Article 6 When mentors are unable to continue providing counseling and guidance due to special reasons or fail to perform their duties according to these Regulations, the chair of the Department, mentor, the dean of college and the dean of student affairs shall report it to the president and request the president to appoint replacements after negotiation.

Article 7 Matters not mentioned in these Regulations shall be handled in accordance with relevant regulations.

Article 8 These Regulations shall be implemented after approval by the Regulation Subcommittee, the department affairs office and the dean of the College. The same procedure shall apply for amendments.