

Implementation Regulations for Mentorship Program at Kaohsiung Medical University

2007.05.08 Announced in the GaoYiXueWuZi No. 0960003762 Letter
2007.06.15 Passed in the 6th Student Counseling Committee of the 95th academic year
2008.03.27 Passed in the 1st Student Affairs Committee Meeting of the 96th academic year
2008.06.26 Passed in the 6th University Council and 11th Joint Committee Administrative Meeting of the 96th academic year
2008.07.16 Announced in the GaoYiXueWuZi No. 0971103227 Letter
2009.03.26 Passed in the 3rd University Council and 8th Joint Committee Administrative Meeting of the 97th academic year
2009.04.24 Announced in the GaoYiXueWuZi No. 0981101827 Letter
2013.06.26 Passed in the 4th Student Affairs Committee Meeting of the 101st academic year
2013.07.04 Passed in the 5th University Council of the 102rd academic year
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2014.10.20 Reviewed and passed in the 1st University Council of the 103rd academic year
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2016.03.28 Passed in the 3rd Student Affairs Committee Meeting of the 104th academic year
2016.05.19 Passed in the 4th University Council of the 104th academic year
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2017.04.24 Passed in the 4th University Council of the 105th academic year
2018.05.14 Passed in the 3rd Student Affairs Committee Meeting of the 106th academic year
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2021.03.08 Passed in the 3rd Student Affairs Committee Meeting of the 109th academic year
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Article 1 To cultivate talented individuals with both moral and intellectual integrity and to implement mentoring guidance work, the Regulations are established in accordance with Article 17 of the Teachers' Act.

Article 2 The establishment and appointment of mentors shall be conducted as follows:

1. Eligibility for Appointment:

- (1) All full-time instructors and clinical teachers at the lecturer level or above at the university are obligated to serve as mentors.
- (2) The appointment of the previous mentor must be approved by the head of the respective unit.

2. Number of Mentors and Appointment Procedures:

(1) General Mentors:

- a. For undergraduate departments, one general mentor is appointed per eighteen students, with appointments made by the department chair and recorded in the school's WAC information system, then submitted to the Office of Student Affairs (hereafter referred to as the OSA) for review.
- b. For master's and doctoral programs, degree programs, and two-year in-service master's programs, one general mentor is appointed per eighteen students. The appointments are made by the head of the respective unit and recorded in the school's WAC information system, then submitted to the OSA for review.

(2) Academy Mentors: The Dean of the Academy of Life may appoint several mentors based on the needs of student guidance.

(3) Practice or Alumni Mentors: The head of each department may independently appoint several practice or alumni mentors based on the needs of student guidance.

3. Mentor Replacement Procedure: When a general mentor needs to be replaced due to some reasons, the head of the respective unit should appoint a new mentor, who must

be recorded in the school's WAC information system and submitted to the OSA for review to complete the replacement procedure.

Article 3 The responsibilities of General and Academy mentors are as follows:

1. Responsibilities of General Mentors:

- (1) Supervise the students to participate in class meetings and attend the meetings, guiding them in holding the meetings and taking the meeting minutes.
- (2) Mentors may proactively participate in students' extracurricular activities in their own time, ensuring safety to minimize accidents, providing guidance when appropriate, and briefly recording the implementation as mentioned above.
- (3) Each semester, mentors should arrange to interview all mentees within the timeframe set by the OSA and upload the interview records to the school's WAC information system.
- (4) Care for students' lives and academic works, encourage excellent performance, ensure their normal development, and foster a healthy personality characteristics.
- (5) If students exhibit bad habits or other special issues, such as abnormal behaviors or unstable emotions, the mentor should communicate with students and parents at any time, and if necessary, refer them to the OSA for further guidance.
- (6) In case the students are ill or have any accident, the mentors must check up and contact the OSA; and if necessary, immediately inform the parents to ensure appropriate care and handling.
- (7) According to the Guidelines for the Student Conduct Grade Evaluation, evaluate and submit conduct grades on time.
- (8) In accordance with the academic early warning system, proactively care for and understand students' difficulties, guide them to participate in academic guidance provided by the Office of Academic Affairs; refer to the OSA when necessary.

2. Responsibilities of Academy Mentors:

- (1) Implement the relevant curriculum and activities planned by the themed Academy, and attend and lead the Themed Academy Day's co-learning activities.
- (2) Guide Academy students to participate in the academy activities and complete the learning passport requirements set by the Academy of Life.
- (3) Care for and assist Academy students with living difficulties, referring to the OSA for guidance when necessary.
- (4) Assist in guiding Academy students who are struggling with their study of the academy education (activities).
- (5) Assist in assessing the working performance of Academy's life and learning

assistants.

3. Mentors should participate in the university-wide mentor meetings (including online participation) each semester to discuss implementation status of their works and deliberate on solutions to student affairs and guidance issues.
4. Mentors should participate in at least one mentor guidance skills training session held by the OSA each semester to enhance professional knowledge and improve student guidance capabilities.

Article 4 The standards and methods for mentor remuneration are based on the following principles:

1. General mentor remuneration for undergraduate programs are calculated and disbursed monthly based on the number of students guided. For mentors of graduate programs, in-service programs, and the Academy of Life, if the number of mentored students is below 20, the mentor remuneration is handled according to the undergraduate program. For those guiding over 20 students, the remuneration are managed as per undergraduate mentors guiding 20 students. Each department should submit the list of students under mentorship to the OSA at the beginning of each academic year. Practice or alumni mentors are unpaid job and do not receive mentor remuneration.
2. The allocation of mentor remuneration is determined by the school's annual financial policy.

Article 5 To implement the mentorship functions effectively, mentors who demonstrate outstanding guidance performance will be awarded according to the university's " Guidelines for Selecting Outstanding Mentors and Guidance Teachers" and publicly praised.

Article 6 This Implementation Regulations, upon review and approval by the Student Affairs Meeting and the University Council, shall be effective from the date of announcement. The same applies to any amendments.