

National Taiwan University Academic Affair Division's
Center for Teaching and Learning Development
Individual Learning Consultation Implementation Details

Amended by the 2467th Administrative Affairs Meeting on Feb. 6, 2007

- I. These details are established by Academic Affair Division's Center for Teaching and Learning Development, NTU (hereinafter referred to as the "Center") in response to student's academic needs through individualized learning consultation services which are provided by "peer tutors" in the "Learning Commons" with the aim of effectively assisting students in overcoming academic difficulties.

- II. Application for consultation services must be done in accordance with the following provisions:
 - (1) Applicants are limited to students of this university. Individual learning consultation must be applied for by individual students and it can be on a one-to-one or one-to-two counseling format. For group learning consultation service, 5 to 12 students may form a learning group on their own and then present the consultation service request.
 - (2) Schedule of consultation: Monday through Friday from 12:20 pm through 8:20 pm. Learning consultation sessions cannot be more than one hour for each session, and each student may reserve up to 3 sessions per week.
 - (3) Location of consultation: in the "Learning Commons" of this Center.
 - (4) Consultation courses: based on announcements of this Center's website and of the "Learning Commons".
 - (5) Method of reservation: Reservations can be made online or in person at the Learning Commons. Reservations can be made for the current month and the subsequent month. For changes or cancellations, students must notify the Center one day in advance. Students who have cancelled more than five times or fail to show up without prior notice more than twice in one semester shall lose the privilege for the service for one semester.

- III. Academic Counseling Tutors (hereinafter referred to as "peer tutors") shall exercise their duties as follows:
 - (1) Peer tutors are limited to students of this university. Candidates who wish to apply for the position must complete the training course and those who have a good performance and no violation of leave of absence rules shall receive service certificates issued by this Center at the end of the semester.
 - (2) Peer tutors must complete a counseling record chart at the end of every session.
 - (3) Peer tutors must be on duty at least 6 hours per week and the hourly work-study

pay is NT\$250 which is paid upon actual verification.

- (4) Peer tutors may not complete homeworks for the students.
- (5) Peer tutors must participate in the various Peer Tutor Workshops sponsored on a non-regular basis by this Center.
- (6) Request for leave of absence by peer tutors must be presented two days in advance to this Center and the number of approved leave hours cannot exceed 3 per month; however, extra hours of leave can be granted by this Center for those with appropriate reasons and they are not limited by this rule. Those who fail to report to duty without leave more than twice shall not be conferred the service certificate at the end of the semester.
- (7) Peer tutors must report to duty on time at the scheduled hours and may not be late or retire early; attendance records are one of the items that the Center refers to for future employment decisions.
- (8) Peer tutors must comply with all the provisions and the counseling ethical norms of the Center in order to protect the rights of the students being counseled. Any serious breach of this Center's provisions, professional requirements or ethics violations shall result in immediate dismissal.

IV. The counseling procedure must comply with the following rules:

- (1) Students seeking counsel must prepare all the questions in advance prior to the start of the counseling session.
- (2) After receiving academic counseling, students must complete the "Learning Consultation Feedback Form".
- (3) Students seeking counsel must not arrive late or be absent without prior notice.
- (4) The content of the counseling discussion are limited to those of academic nature only.
- (5) During counseling sessions, cell phones or other communication device may not be used.
- (6) Peer tutors and students being counseled must keep the common area in good conditions.

V. These details shall be implemented on the date of its announcement after being approved by the Administrative Affairs meeting.