

National Taiwan University College of Public Health Enforcement Rules for Academic Advisor System

- I. In order to actively implement the academic advisor system, National Taiwan University (hereafter referred to as “the University”) College of Public Health (hereafter referred to as “the College”) has formulated National Taiwan University College of Public Health Enforcement Rules for Academic Advisor System (hereafter referred to as “the Rules”), according to National Taiwan University Academic Advisor System Implementation Regulations.
- II. The college shall set up a Working Committee for Academic Advisor System (hereafter referred to as “the Committee”), which is composed of the dean, the directors of each department, institute and program, and one student representative recommended by the College’s Student Association.
- III. The Dean shall serve as Chair of the Committee.
The responsibilities of the Committee are as follows:
 1. To formulate and amend the Enforcement Rules for Academic Advisor System of the College.
 2. To coordinate and promote the academic advisor system and the activities involving with teachers and students of each department, institute and program of the College.
- IV. The Committee Meeting shall convene once every semester; meetings shall be convened by the Chair. When necessary, the Chair has the authority to convene the Meeting at any time.
A resolution shall be passed only when more than half the total number of committee members are present and with the consent of more than half the attending committee members.
When a committee member is unable to preside the meeting, a designated representative shall be authorized to preside.
When the need arises, other personnel may be invited to participate the meeting.
- V. Each department, institute and program shall set up Working Committee for Academic Advisor System at its level. The committee member composition shall be in accordance with article 4 of National Taiwan University Academic Advisor System Implementation Regulations.
- VI. The responsibilities of the Working Committee of each department, institute and program are as follows:

1. To formulate and amend the Enforcement Rules for Academic Advisor System of each department, institute and program.
2. To coordinate and promote the academic advisor system and the activities involving with teachers and students.
3. Establishment of the method for selecting and recommending academic advisors at each department, institute and program.
4. The allocation, execution, and assessment of the counseling fee budget of each department, institute and program.
5. To call the academic advisor meetings at each department, institute and program.
6. To submit major cases of student reward and discipline.
7. Other matters stipulated by regulations and rules.

VII. Responsibilities and duties of academic advisors are as follows:

1. To arrange the academic advisor's office time for students and meet with students regularly to understand the students and deepen the relationship between advisors and students.
2. To provide guidance and consultation to academic studies, course selection, career development and campus life.
3. To assist students to deal with critical situations on physical and mental condition, academic studies, or ordinary life.
4. To dealing with urgent situations of students and make necessary contact.
5. Other matters stipulated by regulations and rules.

VIII. If a teacher of the College is involved in any one of the following situations, the College may, after resolved by the Executive Board Meeting, prohibit the teacher from serving as an academic advisor for a certain period of time. If the teacher is serving as an academic advisor when the gender incident occurs, the teacher should be removed from the academic advisor position from the date of the resolution made by the Executive Board Meeting:

1. Involved in a campus gender incident as defined in the Gender Equality Education Act, and the Gender Equality Education Committee of the University finds that the involved behaviors are true.
2. Involved in a campus bullying incident as defined in the Regulations on the Regulations Governing Prevention and Control of Bullying on Campuses, and the Bullying Prevention

and Control Committee of the University finds that the involved behaviors are true.

3. Involved in the violation of the obligations stated in Number 1, Article 32 of Teacher's Act, and the Faculty Evaluation Committee of the University resolves to impose a punishment or make necessary re-arrangement.

- IX. The College and each department, institute and program shall, in principle, hold the forum or seminar for academic advisors once every semester.
- X. Matters not stipulated in these rules shall all be handled in accordance with National Taiwan University Academic advisor System Implementation Regulations and other relevant rules of the University.
- XI. After passage by the College Affairs Meeting, these rules come into effect on the date of promulgation.