

CYCU Implementation Guidelines for Elective Academic Advisors

Passed at 2nd Meeting of Academic Affairs for 1st semester of the school year of 2022 on January 18, 2023

1. In order to encourage students to engage in adaptive learning and provide individualized learning consultations and guidance, the university implements a self-selected academic advisor system, in accordance with the "Implementation Rules for the Tutor System of Chung Yuan Christian University" Article 7.
2. The responsibilities of a self-selected academic advisor are as follows:
 - (1) Guide students to apply for self-designed cross-disciplinary major, second major, and minor course modules, and plan their course path adaptively.
 - (2) Provide consultation on professional fields, cross-disciplinary areas (including double major, minor, cross-disciplinary programs, etc.), and self-directed and diversified learning.
 - (3) Schedule consultation time regularly, conduct at least two individual meetings with students each semester, and fill in counseling notes.
 - (4) Participate in at least one self-selected academic advisor counseling knowledge and skills seminar or exchange meeting per semester to improve the ability to advise students.
3. The principles for the establishment of self-selected academic advisors are as follows:
 - (1) Self-selected academic advisors are recommended by each college, department, and program and the list is submitted to the tutor system for compilation by the Student Affairs Office.
 - (2) The principle is to have no more than 10 self-selected advisees per advisor.
 - (3) Advisors can choose their advisees in the following priority order:
 - A. Students who apply for self-designed cross-disciplinary majors.
 - B. Students who apply for double majors, minors, and cross-disciplinary programs.
 - C. Other self-directed and diversified learning consultations.
 - (4) The principle is to appoint self-selected academic advisors once per academic year.
4. The evaluation and assessment of self-selected academic advisors are as follows:
 - (1) At the end of each academic year, the advisor should undergo an evaluation and assessment, the procedures for which are specified by the Academic Affairs Office.
 - (2) At the end of each academic year, self-selected academic advisors must complete a self-assessment report.
 - (3) Those who receive excellent evaluations and assessments will be awarded a certificate and arranged to share their counseling experience.
5. The application process for self-selected academic advisors is as follows:
 - (1) Students can apply for self-selected academic advisors across classes, groups, and colleges.
 - (2) Students must complete the application registration in the tutor system during the announcement period in the second semester of each academic year. If necessary, teachers may arrange meetings with students for review. After approval, the student will be notified.

- (3) The principle is that students can change their self-selected academic advisor once per academic year.
6. If there are any matters not covered by these detailed rules, the Academic Affairs Office shall handle them in accordance with relevant regulations of the university.
7. The Directions are passed by the meeting of academic affairs and shall be promulgated and enforced by the President of CYCU. The same shall apply where the Directions are amended.