

National Chung Hsing University Guidelines for Academic Advising Implementation

Enacted in the 88th Academic Affairs Meeting on Nov. 13th, 2024

Amended (Point 3) in the 89th Academic Affairs Meeting on Apr. 21st, 2025

- I. These Guidelines have been established to encourage students at the University to engage in personalized learning, broaden their learning areas, and provide individualized academic advice with designated academic advisors.
- II. The responsibilities of the academic advisors are as follows:
 - (I) Consult students on planning in professional fields, cross-disciplinary areas (including double majors, minors, cross-disciplinary expertise, Cross-Disciplinary Exploration credit programs, domain modules, etc.), and autonomous and diverse learning options.
 - (II) Participate in at least one exchange meeting each semester to enhance student counseling abilities.
- III. The composition of academic advisors is as follows:
 - (I) Each college, department, graduate institute, and degree program will select academic advisors, with at least one full-time teacher recommended every academic year.
 - (II) The Vice President for Academic Affairs, the Chief Director of the Center for the Development of Teaching and Learning (CDTL), or current academic advisors may also recommend teachers with a strong passion for teaching.
 - (III) Teachers who have previously served as academic advisors for at least one year.

The above-mentioned list shall be compiled by the Center for the Development of Teaching and Learning (hereinafter referred to as CDTL) of the Office of Academic Affairs and then sent to the President for approval.
- IV. The regulations for students applying for academic advice are as follows:
 - (I) The application timeline and related matters will be handled according to the announcements issued by CDTL.
 - (II) Students may apply across classes, groups, inter-colleges, or departments, and CDTL will arrange for academic advisors and consultation time slots.

Students must complete a academic advice feedback form and submit it to CDTL after each consultation.
- V. For any matters not mentioned herein, please refer to relevant NCHU regulations.

- VI. These guidelines will be implemented after being approved by the Academic Affairs Meeting, and the same applies to any revisions.