

NCHU Guidelines on Individual Tutoring Service System

Enacted in the 330th Administrative Meeting on Sep. 19th, 2007
Amended (Articles 2-8) in the 334th Administrative Meeting on Feb. 27th, 2008
Amended (Articles 1 & 2) in the 364th Administrative Meeting on Sep. 7th, 2011
Amended (Article 7) in the 380th Administrative Meeting on Sep. 4th, 2013

- I. These guidelines are adopted by National Chung Hsing University (hereinafter referred to as the University) for assisting students to improve their learning ability and learning effectiveness by providing tutoring services including individual school work tutoring and learning counseling services.
- II. Tutoring Services:
 - (1) Basic Sciences Tutoring: The University provides basic sciences tutoring services at specific locations. Tutors will be junior students or above of the University with outstanding academic performance.
 - (2) Tutoring Projects: For disadvantaged students, they will be assigned with a schoolmate to help them learning. Schoolmates will be sophomore or above of the University with outstanding academic performance.
 - (3) Applications and related matters of tutoring services shall be announced and reviewed by the Office of Academic Affairs.
- III. After each of the tutoring sessions, tutors must fill out a record form and students must fill out a tutor evaluation form.
- IV. Tutors shall abide by the ethical norms of counseling and ensure the rights and interests of the students being tutored. Anyone who violates the relevant regulations of the University may be dismissed at any time.
- V. The Office of Academic Affairs may handle the training of tutors, seminars, on-site visits, evaluations works including the interviews of the students being tutored and random checks of the tutoring records and the reward of tutors with excellent performance.
- VI. Matters not specified herein shall be governed by applicable NCHU regulations.
- VII. These guidelines shall be approved and implemented by the President of the University after being passed at the Academic Affairs Meeting. The same applies in the case of any amendments.