



NCHU 112-2 semester

Application for Tutors for Students Falling Behind in Studies Regulation

The Center for the Development of Teaching and Learning (hereinafter referred to as "the Center") offers individual tutoring services to students who are falling behind in their studies in order to enhance their learning ability and academic performance.

Article 1 These regulations are in accordance with the NCHU Guidelines on Individual Tutoring Service System

Article 2 Details:

1. Targets:

Students of bachelor programs

2. Application requirements and review order:

Applicants must meet the following criteria:

- a. Fail half (or two thirds) of their total credits of the semester.
 - b. Fail required courses and need to retake them (the applied courses must be required courses).
 - c. Return to education after completing military service (including cases of midway discharge or suspension of service)
- ※ Applications of situations above shall only be accepted during the **1st to the 13th** week of the semester.
- d. Evaluated by their mentor or instructor as having poor learning outcomes, low scores, or significantly falling behind in their studies.
 - e. Fail or nearly fail a course during a midterm and need remedial teaching services.
- ※ Applications of situations above shall only be accepted within the **8th to the 13th week** of the semester

3. How to apply:

- a. Students of different departments who fall behind their studies shall submit the application online after being evaluated by the instructors or mentors.
- b. Online Application System for CDTL : <https://cdtl.nchu.edu.tw/2019application/>

4. Tutor Eligibility:

- a. Teachers will select students with outstanding academic performance and enthusiasm as tutors. **Tutors shall be sophomore students and above** who are willing to support disadvantaged students, promote social welfare, possess a humble attitude and provide tutoring services.
- b. **Tutors shall not be the teaching assistants (TAs) for the course they are applying to tutor.** Also, students who study in in-service programs or have a full-time job shall not be tutors.

5. Tutoring procedures:



- a. Tutors and students will mutually decide on the location and time for tutoring. However, tutoring sessions must take place in public areas on campus, such as libraries, classrooms, or other areas that are regularly patrolled by campus guards. Tutors will begin providing tutoring services once their application is approved.
- b. Tutors are required to fill out a Tutor Journal, and students must sign it after each tutoring session. At the end of each month, the Tutor Journal should be signed by the instructor/mentor and submitted online before the monthly deadline. Additionally, both tutors and students are expected to complete an online feedback report at the end of the semester.

6. Tutoring hours:

16 hours for every student (tutors may apply up to 16 hours of reward).

7. Rewards:

NT\$ 250 per hour. Rewards will be given to tutors once per month based on the actual tutoring hours.

8. Application deadline:

From February 19, 2024 to May 17, 2024. Applications will be reviewed as soon as they are submitted. Please submit the application online. The result of applications will be sent to applicants via email, and tutoring services will be arranged once the applications are approved (Tutors shall fill out the Tutor Basic Information Form online **within one week** after receiving the email).

9. Tutoring duration:.

After the application is approved, it will be implemented until June 21, 2024 (Friday).

- 10.** If there is already a teaching assistant (TA) provided for the course you want to apply for, please consult with him/her first instead of applying for a tutor.

Application for Tutors:

Online Application System for Learning Consulting:

<https://cdtl.nchu.edu.tw/learningConsulting/>

For relevant forms and regulations, please go to <http://oaa.nchu.edu.tw/cdtl>