

NATIONAL TAIWAN UNIVERSITY
Office of Academic Affairs
Center for Teaching and Learning Development
Directives for the Implementation of Common Courses Tutoring

February 06, 2007	Passed by the 2,467 th Administrative Meeting
February 26, 2007	Promulgated via NTU official letter Hsiao Chiao Tzu No. 0960005575
May 22, 2007	Amended and passed by the 2,481 st Administrative Meeting
June 04, 2007	Amended and promulgated via NTU official letter Hsiao Chiao Tzu No. 0960017319
December 13, 2011	Amended and passed by the 2,696 th Administrative Meeting
December 29, 2011	Amended and promulgated via NTU official letter Hsiao Chiao Tzu No. 1000109335
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Article 1 The Center for Teaching and Learning Development (“the Center”), Office of Academic Affairs, National Taiwan University (NTU or “the University”) formulates the NTU *Directives for the Implementation of Common Courses Tutoring* (“the Directives”) to govern the operation of the tutoring program that addresses students’ learning needs and offers tutoring service by tutors at the Learning Commons of the University.

Article 2 Tutoring sessions may be reserved in accordance with the following provisions:

1. Only students enrolled in the University may apply. Individual tutoring sessions may be reserved by individual students and will be conducted on a one-on-one or one-on-two basis. Group tutoring sessions may be reserved by an independently formed learning group consisting of five to twelve students.
2. Time: Tutoring sessions may be reserved between 12:20 p.m. and 9:20 p.m., Monday through Friday, with each session lasting no longer than one hour. Each student may reserve up to two sessions per week.
3. Place: The Center’s Learning Commons
4. Available subjects: Refer to announcements posted on the Center website and at the Learning Commons.
5. Method of reservation: Tutoring sessions for the current and following month may be reserved online or in person at the Learning Commons. Changes or cancelations must be made at least one day in advance. Students who cancel 5 times or miss an appointment without excuse more than twice in the same semester shall be barred from making reservations for a period of 6 months.

Article 3 Matters pertaining to academic tutors (“tutor(s)”) shall be handled in accordance with the following provisions:

1. Only students of the University may apply to be a tutor. Applicants must complete the training program and agree to follow the rules set forth in the tutor training handbook. Tutors who show satisfactory performance

and have no record of violating attendance and leave guidelines shall be issued a certificate of service by the Center at the end of each semester.

2. Tutors shall be responsible for providing academic tutoring service, helping expand the Center's online learning resources, and filling out a tutoring record form after each tutoring session.
3. Each tutor must serve at least a two-hour shift per week at an hourly wage of NT\$ 500.
4. Tutors shall not complete homework assignments for their tutees.
5. Tutors shall participate in the non-periodic group supervision held by the Center.
6. Tutors may request a leave of absence two days prior to a scheduled shift. Unless with justifiable reasons and approval of the Center, leaves of absence shall not exceed three hours per month. Tutors with two or more unexcused absences shall be dismissed without being issued a certificate of service.
7. Tutors are required to show up for their shifts on time. Tardiness and early departure will not be tolerated. The Center may consider tutors' attendance records when making renewal decisions.
8. Tutors receiving an evaluation score of less than 3.5 points for 3 consecutive months shall be dismissed.
9. Tutors shall abide by all regulations of the Center and rules set forth in the tutor training handbook to safeguard the rights of students seeking tutoring service. Serious violations shall be grounds for immediate dismissal.

Article 4 Students seeking tutoring service shall abide by the following rules:

1. Students shall prepare a list of questions before attending any tutoring sessions.
2. Students are required to fill out a tutoring feedback form after each session.
3. Students shall not be late for or absent from a reserved session.
4. The scope of tutoring shall be restricted to University coursework only.
5. The use of cellphones and other telecommunication devices is forbidden during tutoring sessions.
6. Both tutor and student(s) are responsible for keeping the classroom environment clean and tidy.

Article 5 Matters not addressed herein shall be subject to the relevant announcements posted by the Center.

Article 6 The Directives shall be passed by the Administrative Meeting of the University and then implemented on the date of promulgation.