

NATIONAL SUN YAT-SEN UNIVERSITY

College of Management Regulations for Selection of and Awards for Excellent Mentors

Amended and approved by the 11th College Heads Meeting on March 26, 2008, School Year 96.

Amended and approved by the 4th College General Meeting on May 20, 2008, School Year 96.

Amended and approved by the 7th Heads Meeting on February 22, 2012, School Year 100.

Amended and approved by the 3rd College General Meeting on March 6, 2012, School Year 100.

Article I. This set of regulations is specifically issued by the College of Management (COM) in accordance with “National Sun Yat-sen University (NSYSU) Regulations of Excellent Mentor Awards” to encourage and award excellent mentors, improve the quality of education, and promote university ethos and culture.

Article II. Candidates shall have been mentors for over one year (receiving mentor fees) and with concrete evidence of being dedicated mentors as well as having outstanding performances in student mentoring. Mentors who have received the COM Mentor Awards in the previous year or have been absent from mentor meetings held by the college or the university more than twice may not be nominated.

Article III. Award issuance

The awards shall be issued according to NSYSU’s regulations and procedures for excellent mentor selection and issuance of awards. Three excellent mentors shall be selected and the dean of the college shall issue a certificate of merit and NT\$20,000 to each awardee during an important meeting or celebration ceremony of the college.

Article IV. The college shall conduct an excellent mentor survey at the end of each semester and recommend candidates according to the criteria set forth in Article VI.

Article V. Excellent Mentor Selection Board

- A. The board shall be comprised of the chief mentors of the college, departments and institutes, two mentor representatives from each department and one from each institute. The chief mentor of the college shall be the convener.
- B. Any board member who happens to be an excellent mentor candidate shall recuse from participating in related meetings and voting and the vacancy shall be filled by a replacement elected by the said member’s respective unit.
- C. Board meetings held to evaluate and select excellent mentors shall require the attendance of at least two-thirds of the total board members. Each member shall attend in person only and proxies are not permitted (except the chief mentors of the college and departments/institutes).

Article VI. Selection criteria

- A. Results of evaluation by the students of classes mentored in the previous school year
- B. Performance in student mentoring in the previous school year
- C. Special mentoring provided for individual students in the previous school year
- D. Mentoring capacity enhancement activities attended in the past three years, including mentor meetings held by the college and the university and mentoring workshops in and outside the university

E. Activities organized for students mentored in the past three years

Article VII. Selection procedure

Stage 1. Recommendation by departments/institutes: All departments and institutes shall recommend appropriate candidates within the specified period according to results of excellent mentor surveys.

Stage 2. Document review: Departments and institutes shall submit recommendation forms and related documents for the candidates they recommend as well as descriptions of concrete deeds of the candidates to apply to the college. Candidates may provide proof of performance within the past year able to prove they are excellent mentors.

Stage 3. Selection: The Excellent Mentor Selection Board shall make overall assessments according to the selection criteria and vote on each candidate after thorough discussions. The top three candidates shall be the excellent mentors of the college. If there are candidates receiving same numbers of votes, the attending board members shall discuss to reach a decision at once.

Article VIII. According to the selection results, the college shall recommend one to two excellent mentors to represent the college in the excellent mentor selection conducted by the university.

Article IX. This set of regulations shall be implemented following approval of the college general meeting and announcement by the dean of the college. The same procedure shall be carried out when amendments are to be made.