CYCU Academic Guardians Program

1. Selection of Academic Guardians:

Outstanding students are selected to serve as Academic Guardians to provide peer tutoring services for specific courses. Through the guidance of Academic Guardians, students will learn effective study methods, enhance learning efficiency, and improve academic performance.

2. Academic Guardian Approval Process:

- Course Approval Criteria: To effectively integrate and utilize limited academic counseling resources and meet the needs of academically disadvantaged students, funding for academic guardians each semester will be based on the budget of the semester, as well as the courses with high failure rates or high numbers of students. Priority will be given to courses with a failure rate exceeding 30% or more than 18 failing students, as well as core mandatory courses and gender equality education courses.
- Guardian Selection: Graduate students in the relevant departments are prioritized for selection. If a department does not have graduate students, the selection will be based on undergraduate students with excellent academic records (those ranked in the top 20% of their class).
- Execution: Approved Academic Guardians will work according to a schedule aligned with the course and assist the course instructor in proactively supporting academically disadvantaged students.

3. Academic Guardian Program Planning:

- Funding will be allocated according to the CYCU Graduate and Undergraduate Scholarships and Grants Guidelines.
- Each course will receive one unit of funding, and each student may receive up to two units of funding.
- Academic Guardian Responsibilities:
    - Each unit requires at least 10 hours of work per month, with an average hourly wage not lower than the minimum wage.

- o Academic Guardians must fill out a "Teaching Record" and "Student Counseling Record" during their tutoring period and submit them to the designated office by the 24th of each month.
- o Guardians must submit a "Feedback Form" during the week of final exams.

4. Locations for Academic Guardian Support:

- To enhance teaching quality and student learning convenience, it is recommended that each academic unit schedule at least one course for tutoring during office hours (9:00 AM to 5:00 PM) at a designated academic support space. If insufficient, sessions will be held in departmental spaces.
- The designated tutoring space will be available Monday to Friday, 9:00 AM to 9:00 PM.

5. Rights and Obligations:

- Each tutoring session must involve both teaching and consultation tasks.
- Academic Guardians are prohibited from completing assignments or reports on behalf of students.
- If a Guardian does not fulfill the required working hours within a month, they must make up the hours with the approval of the course instructor and department coordinator. If they are unable to make up the hours, payment will be adjusted according to the actual hours worked, and another Guardian may be assigned to protect the rights of the students being tutored.
- Academic Guardians must adhere to ethical standards and regulations, ensuring the protection of students' rights. Any serious violations may result in dismissal by the Academic Affairs Office.
- To ensure that Guardians are fully aware of their duties, students must attend at least one training session before being qualified as an Academic Guardian.

6. Recognition Scheme:

- Eligibility Criteria (choose one):
    - o Student satisfaction survey score of 70 or above.
    - o High number of students tutored during the program.
    - o Recommendation from course instructor.
- Those meeting the above criteria will be candidates for the "Outstanding Academic Guardian" award, which will be selected at the end of the semester. A reward of NT$1,000 and a certificate will be given. The number of awards will be determined based on available funding and program effectiveness, and an award ceremony will be held publicly.

7. Subsidy Period:

- First semester: From the program approval date until January 31.
- Second semester: From the program approval date until June 30.