**Guidelines for Selecting Outstanding Mentors and Student Advisor at Kaohsiung Medical University**

2002.10.21 Announced in the (91)GaoYiJiaoFaZi No. 005 Letter

2003.07.16 The amendments announced in the GaoYiJiaoFaZi No. 0920100032 Letter

2004.10.13 Announced in the GaoYiJiaoFaZi No. 0930100038 Letter

2007.04.04 Announced in the GaoYiXueWuZi No. 0960002587 Letter

2009.05.14 Passed in the 10th Administrative Meeting of the 97th academic year

2009.06.05 Announced in the GaoYiXueWuZi No. 0981102473 Letter

2010.10.21 Passed in the 3rd Administrative Meeting of the 99th academic year

2010.12.30 Announced in the GaoYiXueWuZi No. 0991106141 Letter

2011.05.12 Passed in the 10th Administrative Meeting of the 99th academic year

2011.06.01 Announced in the GaoYiXueWuZi No. 1001101666 Letter

2012.12.13 Passed in the 5th Administrative Meeting of the 101st academic year

2013.01.18 Announced in the GaoYiXueWuZi No. 1021100025 Letter

2014.08.14 Passed in the 1st Administrative Meeting of the 103rd academic year

103.09.26 Announced in the GaoYiXueWuZi No. 1031102905 Letter

103.12.18 Passed in the 5th Administrative Meeting of the 103rd academic year

104.03.23 Announced in the GaoYiXueWuZi No. 1041100891 Letter

104.06.11 Passed in the 11th Administrative Meeting of the 103rd academic year

104.07.08 Announced in the GaoYiXueWuZi No. 1041102193 Letter

106.12.14 Passed in the 5th Administrative Meeting of the 106th academic year

110.05.06 Passed in the 10th Administrative Meeting of the 109th academic year

111.04.14 Passed in the 9th Administrative Meeting of the 110th academic year

111.06.23 Passed in the 28th meeting of the 19th Board of Directors

111.07.08 Announced in the GaoYiXueWuZi No. 1112700345 Letter

1. To enhance the effectiveness of mentorship and student advisors’ work and to improve their guidance functions in achieving the school's educational policies, the Guidelines have been established.

2. Selection Criteria:

 (1) Outstanding Mentors

1. Concrete meritorious achievements (accounting for 65%):
2. Fully understand students' tendencies, interests, strengths, learning attitudes, and family environments, and be able to provide appropriate guidance to enhance their academic performance, physical and mental health, and the way of conducting themselves, fostering normal development and a well-rounded personality.
3. Actively guiding students, providing open communication time, and keeping concrete interaction records.
4. Conducting interviews with mentees every semester and recording them online. The number of interviews registered online must reach at least once per mentee each semester (excluding students on leave or withdrawn).
5. Submit conduct grades on time, attend class meetings and activities, and provide guidance on matters related to group life. They shall also respond sincerely to students' inquiries.
6. Attend mentor meetings, Mentor Guidance Skills Training, and lectures organized by the Office of Student Affairs in a timely manner and implement the resolutions thereof.
7. The candidate's mentor evaluation scores and student open opinion ratings (accounting for 35%) will be considered by the selection meeting of the respective college.

 (2) Outstanding Student Advisor

A. Specific outstanding achievements (accounting for 70%): Specific effectiveness and

achievements in guiding students in aspects of life, emotions, academics, and career

employment.

B. Rating by the head of the Office of Student Affairs (accounting for 30%).

 (3) Outstanding Mentor of the KMU Academy of Life

1. Specific outstanding achievements (accounting for 40%):
2. Caring for and assisting Academy students in resolving difficulties with accommodation and daily life.
3. Supporting the development of Academy students in alignment with the core values of the Academy.
4. Guiding Academy students to actively participate in Academy activities.
5. Implementing activities planned by the themed Academy.
6. Assessing Academy students' participation scores in the Academy activities.
7. Assisting in evaluating the work status of the Academy’s life assistants.
8. Ratings by the executive secretary and the executive director (accounting for 30%).
9. Ratings by the KMU Academy of Life Mentor Selection Committee (accounting for 30%).

3. Selection Method:

 (1) Outstanding Mentors

1. At the end of each academic year, the Office of Student Affairs will compile mentor evaluation scores, class meeting records, mentor-mentee interview records, and attendance records of mentor meetings and Mentor Guidance Skills Training and send them to each college for reference in selecting outstanding mentors.
2. Each department will fill out the "Outstanding Mentor Selection Achievement Form" for the previous academic year's specific achievements and submit it to the respective college.
3. College selection meetings
4. At the beginning of the first semester of each academic year, each college will convene a selection meeting to decide the elected outstanding mentors.
5. The number of elected positions for the academic year will be calculated as five percent of the number of mentors in each college, disregarding decimals. Any shortfall may be carried forward, with each college receiving at least one position if the allocation does not reach one.

 (2) Outstanding Student Advisors

The Office of Student Affairs shall convene a selection meeting to determine the outstanding student advisors based on their specific performance and achievements in guiding students' lives. The number of elected positions for the academic year will be calculated as five percent of the number of student advisors in the Office of Student Affairs, disregarding decimals, with any shortfall being carried forward.

 (3) Outstanding Mentor of the KMU Academy of Life

The Academy Mentor Meeting will elect outstanding Academy mentors based on the specific performance and achievements of the Academy mentors in guiding Academy students' lives. The number of elected positions for the academic year will be calculated as five percent of the number of RA mentors, disregarding decimals, with any shortfall being carried forward.

 (4) Elected List

The elected lists from Subparagraphs 1 to 3 will be submitted to the Office of Student Affairs at the beginning of the first semester of each academic year. Those selected for more than one award will choose one to be honored in the order of Subparagraphs 1 to 3, with the next in line being substituted, and vacancies in each category may be filled as necessary or be left vacant.

The elected list will be publicly commended after approval by the President.

4. Award Method:

Each winner will be presented with an award certificate and a reward of NTD 12000. The necessary funds for the awards will be budgeted by the school. The award-winning teachers will be invited to participate in the following activities for experience sharing and reporting:

1. Mentor Guidance Skills Training.
2. Club Advisor Guidance Skills Training.

(3) New Teacher Guidance-related Training.

5. The Guideline, after review and approval by the Administrative Meeting and the Board of Directors Meeting, shall be implemented from the date of announcement. The same applies to any amendments.