

Implementation Guidelines for the Mentorship System of the School of Forestry and Resource Conservation, National Taiwan University

1. To effectively implement the mentorship system and guide students in developing well-rounded personalities, these guidelines have been established by the "National Taiwan University Mentorship System Implementation Regulations".
2. The Departmental Mentorship Committee (hereafter referred to as "the Committee") consists of the Department Chair (ex officio member), five faculty members recommended by the Department Affairs Meeting, and one student representative (the president of the student association). Its members elect the Chairperson of the Committee, who is responsible for convening meetings and coordinating tasks.
3. The duties of the Committee shall be handled by Article 8 of the "National Taiwan University Mentorship System Implementation Regulations".
4. The responsibilities and tasks of the Committee Chairperson shall be carried out as outlined in Article 9 of the regulations above.
5. All full-time faculty members at the level of lecturer and above in the department are obligated to serve as mentors. Mentorship duties are considered in evaluations for rewards, promotions, and teaching assessments. The Department Chair serves as the Chief Mentor of the department. The University President appoints class mentors upon the department's recommendation. The term of appointment is one year and may be renewed.
6. New undergraduate students (including first-year students, transfer students, and students changing majors) are initially assigned mentors evenly. Before the end of the second semester of the sophomore year, students will rank their preferred mentors, and mentors will select mentees based on these preferences. After this selection, the assigned mentor will remain unchanged.
7. The thesis or dissertation advisors will be the mentors of graduate students. The department will assign a temporary mentor for those who have not yet selected an advisor.
8. Each mentor may supervise 2 to 5 undergraduate students per class year, with the

total number of mentees not to exceed 30.

9. The duties and responsibilities of mentors are as follows:

- (1) Arrange regular "mentor office hours" to meet with students, understand their situations, and strengthen mentor-mentee relationships.
- (2) Guide academic planning, course selection, career development, and life adaptation.
- (3) Assist students in dealing with crises related to physical or mental health, academics, or personal life.
- (4) Handle emergencies involving mentees and maintain communication.
- (5) Other tasks as required by regulations.

10. Generally, a departmental mentor forum or workshop shall be held once per academic year.

11. These guidelines shall take effect upon approval by the Department Affairs Meeting. Any amendments shall follow the same procedure.