

National Taipei University of Education Guidelines for Postgraduate Student Career Guidance & Counseling Community

Approved by the 107th Administrative Meeting on June 25, 2014.
Amended and approved by the 110th Administrative Meeting on September 24, 2014.
Amended and approved by the 116th Administrative Meeting on April 29, 2015.
Amended and approved by the 198th Administrative Meeting on April 27, 2022.
Amended and approved by the 4th University Endowment Fund Committee on May 5, 2022.

- I. To enhance career guidance and counseling for postgraduate students (including the Office of Continuing and Extension Education), the National Taipei University of Education (hereinafter referred to as "NTUE") has formulated these Regulations.
- II. Processing method:

Master's and doctoral programs are class-based. A "Postgraduate Student Career Guidance & Counseling Community" will be established separately for the first and second-year students, led by instructors designated by the faculty to enhance the professional skills of master's and doctoral students.
- III. Responsibilities of postgraduate community instructors:
 - (I) Review the learning progress of graduate students and assist in formulating study plans.
 - (II) To guide directions of academic research.
 - (III) Assist in recommending thesis or dissertation advisors.
 - (IV) Provide advice and guidance for career development.
 - (V) Provide students with consultation for resume writing and career development.
 - (VI) Instruct students how to fill out the extra-curricular records after the extra-curricular activities have concluded and submit the records to the Student Affairs Office Guidance and Counseling Section, or the Office of Continuing and Extension Education.
 - (VII) Other matters related to career development.
- IV. The respective departments shall appoint the instructors for the "Postgraduate Student Career Guidance & Counseling Community" two weeks before the start of each academic year, and send the list to either the Student Affairs Office Guidance and Counseling Section, or the Center of Continuing Education, Office of Continuing and Extension Education for compilation. The appointment is for one academic year and may be renewed.
- V. Fees:

The instructor fees for the "Postgraduate Student Career Guidance & Counseling Community" are calculated on based on the number of first and second-year students registered in the master's and doctoral programs as follows: For classes of 1-15 students, NT\$3,000 per class per month; 16-20 students, NT\$3,500 per class per month; 21-25 students, NT\$4,000 per class per month; 26-30 students, NT\$4,500 per class per month. Day and evening classes comprise nine months for each year, while summer classes comprise two months for each year.
- VI. These Regulations shall be implemented after being reviewed and approved by the NTUE Administrative Meeting, and the University Endowment Fund Committee.