

National Taipei University of Education Implementation Guidelines for Graduate Student Career Counseling Group

Approved June 25, 2014 at the 107th Administrative Meeting

Amended and approved September 24, 2014 at the 110th Administrative Meeting

Approved April 29, 2015 at the 116th Administrative Meeting

I. These guidelines have been drafted to enhance the results of the career counseling initiatives drawn up by the National Taipei University of Education (hereinafter referred to as the University) for graduate students (including the College of Continuing Education).

II. Procedure:

Primary focus is on MA, MS, and PhD classes, with first and second year students each forming a “graduate student career counseling group.” Each department will choose and appoint an instructor to serve as adviser to enhance the professional skills and capabilities of students in both master and doctorate programs.

III. Responsibilities of the adviser of the graduate student group:

- (1) Look into the learning status of the graduate student and assist in drafting learning plans.
- (2) Guide students in ascertaining academic research direction.
- (3) Assist in recommending thesis advisers.
- (4) Provide recommendations and counseling in the area of career development.
- (5) Provide support to students in resume writing and career planning.
- (6) Supervise students in filling out the group activity log after the activity has been carried out and submit logs to the Division of Life Counseling of the Office of Student Affairs or the College of Continuing Education.
- (7) Other items related to career development

IV. Two weeks before the opening of every school year, each department should appoint an adviser for the “graduate student career counseling group” and send the list of students to the Division of Life Counseling of the Office of Student Affairs or the Center of Continuing Education of the College of Continuing Education for filing. The term for the adviser is one year, which may be extended.

V. Fees:

Adviser’s fee for the “graduate student career counseling group” will be collected based on the number of enrolled students in the first and second year classes of the

master and doctorate programs with the monthly rates as follows: for classes with 1 – 10 students NT\$1,250; 11 – 15 students, NT\$1,875; 16 – 20 students, NT\$2,500; 21 – 25 students, NT\$3,125 and; 26 – 30 students, NT\$3,750. These monies shall be for a total of nine months for day and night students and two months for summer school students per year.

- VI. These Guidelines have been approved by the Administrative Meeting of the University and implemented following approval by the University President.