Tunghai University Guidelines for Corporate Mentor System

2022/10/12 (Approved by the 8th Administrative Affairs Meeting)

Amended and approved by the 112-2nd Administrative Affairs Meeting on March 1, 2023, amending Articles 4 and 6

1. To promote the Corporate Mentor System, Tunghai University (hereinafter referred to as "the University") has established these guidelines. Through this system, industry experts are invited to serve as "mentors" to provide experience sharing and guidance, helping students understand current industry trends and enhance their employability skills.

2. Implementation Method:
   Each department invites industry experts to serve as "corporate mentors" for regular undergraduate students. These mentors are unpaid and will guide students in understanding industry trends and the job market, thereby assisting students in bridging the gap between academia and industry.

3. Qualifications for Corporate Mentors:
   A corporate mentor should meet the following qualifications:
   (1) Holds a college degree or above.
   (2) Is an industry professional with more than five years of relevant practical experience or specialized technical skills that meet the professional needs of the department.
   (3) Is able to assist university teachers in enhancing course content with industry insights.
   (4) Is capable of helping graduates improve their career planning skills.
   (5) Is a corporate executive or professional with a passion for service.
   (6) Is from companies that have signed internship cooperation agreements with the University.
   (7) Possesses good moral character.

4. Appointment Procedure:
   Corporate mentors are task-based mentors and do not fall under the University's regulations for full-time or part-time teachers. Departments recommend candidates by filling out the "Corporate Mentor Appointment Application Form" and submitting it to the Internship and Students Achievement Center in the Office of Academic Affairs by the end of June each year. The list of qualified candidates, after review by the Selection Committee, will be submitted to the President for approval and appointment. The term of appointment is one academic year, with the possibility of consecutive appointments.

5. Responsibilities of Corporate Mentors:
   (1) Collaborate with university lecturers on at least one course to integrate industry insights (courses taught by corporate mentors should be led by the university lecturer for the entire academic year, with the lecturer as the primary instructor and the mentor as an auxiliary instructor).
   (2) During the term, provide at least two internship opportunities or job vacancies and post them on the THU Talent Web.
   (3) Offer consultations on industry development and market trends to the University's faculty and students.
   (4) Mentor at least two students each academic year, imparting practical industry knowledge, skills, and relevant experience.

6. Evaluation Method:

Departments should collect the “Mentor Performance Report” and submit it to the Internship and Student Achievement Center in the Office of Academic Affairs for reference in reappointment decisions at least two weeks before the end of the mentor's term.

7. Corporate mentors who violate relevant laws and regulations will be dismissed, suspended, or not reappointed by the University.

8. The Guidelines herein shall be promulgated upon approval by the Administrative Affairs Meeting.