

# **Implementation Guidelines for the Orientation and Guidance Program for Freshmen in Bachelor's Programs at National Taipei University of Education**

Approved at the Teaching Development Center meeting on August 8, 106

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- 一、To assist freshmen in transitioning and integrating into university courses, enhancing their learning abilities, and deepening their learning experiences, each department is encouraged to design an Orientation and Guidance Program for freshmen. This program aims to develop the characteristics of each department and provide students with a clear direction for their initial learning journey, stimulating self-identification and enriching their academic and career development. These guidelines are established accordingly.
- 二、The Orientation and Guidance Program should help students understand the characteristics of their department and plan their learning direction based on their personal interests. The program content should focus on student participation and enhance their understanding of departmental courses and development directions.
- 三、Eligibility and Application Procedure:
  - (一) Eligibility: Each department (with a minimum of 30 students per class as a basis) can apply for the Orientation and Guidance Program for freshmen in the 109 academic year.
  - (二) Program duration: From the approval date until December 11, 109 (Friday).

- (三) Application procedure: Complete the application form (hard copy and electronic file, see Annex 1), have it endorsed by the department head, and submit it to the Teaching Development Center.
- (四) Application deadline: August 27, 109 (Thursday).
- (五) Number of subsidies: A maximum of 9 cases.

四、The application form should include the following items:

- (一) Basic information.
- (二) Explanation of the Orientation and Guidance Program for student learning.
- (三) Characteristics of the department's learning orientation and development.
- (四) Expected outcomes and the degree of benefit to students.
- (五) Budget estimation.
- (六) The program content should align with the following:
  1. Conducting Orientation and Guidance activities for freshmen.
  2. Completing the Freshmen Learning Strategies Questionnaire (provided by the Teaching Development Center).
  3. Assisting freshmen in completing the Chinese autobiography field in the Student Learning Portfolio System, with a participation rate of over 80%.

五、Program Review and Principles: The program will be reviewed by the Teaching Development Center based on the completeness of the application content, benefits to students, and reasonableness of the budget estimation.

六、Subsidy Funding and Items:

The subsidy funding limit is set at NT\$10,000 per case. The subsidy items are as follows:

1. Honorarium for lectures: Inviting experts and scholars to give special lectures, with a maximum rate of NT\$2,000 per hour for external speakers and NT\$1,000 per hour for internal speakers.
2. Travel expenses for speakers: Limited to external experts and scholars, verified and reimbursed based on submitted transportation tickets or proof of purchase (public transportation only).
3. Printing expenses: Printing costs for related materials and event posters (verified and reimbursed), please attach samples (e.g., cover, table of contents) during reimbursement.
4. General expenses: Materials and stationery related to exhibition items and displays for the event (verified and reimbursed).
5. Meal allowances: A maximum of NT\$80 per person per meal. Activity records and attendance sheets must be attached. The expenses under this item should not exceed 50% of the total budget.
6. This program does not cover subsidies for work-study fees or clothing expenses.

七、Departments that receive subsidies must complete the fund verification process by December 11, 109 (Friday) and submit a printed and electronic version of the closing report for the

Orientation and Guidance Program for freshmen (Annex 2) to the Teaching Development Center. If the content does not match the original application, the subsidized department should make necessary adjustments according to regulations. All records of the program will be used for future reference. The activity records should be provided to the university for promotion purposes without charge.

八、 The funding for this program is provided from the budget of the Higher Education Deep Cultivation Plan.

九、 For any matters not covered in these guidelines, please follow the announcements from the Teaching Development Center.

十、 This program will be implemented after being reviewed and announced by the Teaching Development Center.