

Academic counseling measures and related planning and systems for students to delay graduation:

1. Counseling measures

For the academic performance of students in the special class, this special class has a student counseling system, especially for those with poor learning results, and continuously and effectively implements student counseling to achieve teaching goals. The student academic counseling system includes the following measures:

1. Educational affairs system reminder mechanism
2. Student Information System
3. Special class tutor time
4. Tutoring time for lecturers
5. Teaching assistant tutoring time for basic professional courses
6. Provide computer online learning system

The general education courses such as mathematics, basic science and language are tutored by the Natural Science Education Center and Language Teaching Center of the General Education Center of our school. If the student's learning situation is still not ideal, they will be divided into classes and given additional courses for tutoring from the basics to the advanced level through remedial teaching. The professional courses will be tutored by both the teaching teachers and teaching assistants. In addition to direct tutoring with the teaching teachers, the tutors can also communicate, coordinate and consult with the class or students in need, or refer the students to the teaching teachers and the Counseling and Career Development Center for tutoring. Through the counseling mechanism, we can gain a deeper understanding of the problems students encounter in their studies, which can be reflected in teachers' teaching plans and continuously improved. The above-mentioned counselling mechanisms are described as follows:

(1) The Academic Affairs Office provides a mid-term exam and semester academic performance table (including ranking and failed subjects) for each class and grade each semester, as well as a semester academic average score and a statistical table of

failed subjects, to each department, instructor, and Student Counseling Center for reference. Instructors and the Student Counseling Center will understand the learning situation of students with poor learning outcomes and provide counseling.

(2) Please ask the teachers of each course to provide the midterm examination results and final examination results of the students taking the course. Students can check their personal results online immediately.

(3) Special tutor time: Each class in this international study-industry cooperation special class is assigned a full-time tutor (as shown in Table 16) to provide daily life and study guidance to students at different stages. During the course period, teachers of this special class are required to provide students with attendance information, and all departments (special class tutors) are asked to keep track of students' learning trends at all times. Students with serious absences should immediately notify their tutors for counseling and provide assistance with any difficulties they encounter in their academic studies. If you have any learning psychological problems, please ask the professional counselors at the Student Counseling Center for help. There are at least six tutor-class sessions each semester. Special tutors can have two-way communication and exchanges with students through class time to further understand students' academic learning and living conditions. Students' absence and attendance records will be submitted to off-campus internship companies on a regular basis (monthly) so that both the industry and the academy can closely monitor students' learning and work conditions at school and in the factory.

(4) Tutoring time: Full-time teachers provide tutoring for at least four hours per week. The teacher's timetable will be posted outside the teacher's office at the beginning of each semester. Students can also arrange tutoring time with teachers at other times.

(5) Teaching assistant tutoring time for basic professional courses: The teaching instructor will arrange for teaching assistants to conduct practice courses. Students can also arrange another time with the teaching assistants to discuss any questions they have about the course. Teaching assistants are senior students (juniors and seniors) and students with outstanding academic performance in the master's program of the department. In addition, outstanding students from the New Southbound Program of the school will also be hired as teaching assistants to attend classes and

provide translation and after-class tutoring.

(6) Each special class will arrange a fixed location and time period to provide academic tutoring to students with learning difficulties based on their academic tutoring needs. Full-time teaching assistants provide individualized learning consultation to effectively solve students' academic problems and improve their learning outcomes.

(7) Providing a computer-based online learning system: Our school provides an e-platform for teaching. The e-Campus environment constructed in the second semester of the 2007 academic year has already taken shape. Teachers are encouraged to proactively publish lecture notes on the e-Campus learning platform for students to reference, so that students have a diversified learning channel. In addition, teachers are also required to apply it in teaching. In addition to placing teaching materials such as handouts on the e-Campus platform and providing them for students to download online, teachers can also discuss course issues and download and upload assignments to improve the quality of learning.

(8) In addition to the existing faculty of Nanya Institute of Technology, qualified professional lecturers will be arranged by off-campus internship companies to offer professional training courses in the workplace. In addition to learning in school and factory practical skills, students are also planned to develop workplace functions and management-related skills to cultivate the unlimited potential of their career development. For the list of international counselors.

1. Supporting measures

(1) In order to effectively enhance students' workplace capabilities and help them adapt to the workplace, our school will select teachers with specialized knowledge and teachers with rich practical experience recommended by cooperative manufacturers to teach this training program. Our school has more than 300 faculty and staff and a rich database of teachers. In addition to cultivating students' professional knowledge, our teachers also have rich experience in teaching skills, educational psychology, and teaching counseling.

(2) The responsibility of each subject teacher is to teach the course and be responsible

for the learning outcomes of students in the course.

(3) The specific work content is to design course content, teach according to the course content and provide internship guidance, monitor the learning progress, and Specially selected lecturer information and their expertise.

2. Relevant planning and system for students' delayed graduation

(1) The duration of study for this program is four years in principle. Students must complete a minimum of 86 credits of required courses and 42 elective courses, totaling 128 credits, to graduate. Students who fail to complete the required credits within the prescribed period of study may extend their study period to two academic years. For relevant regulations, please refer to the "Regulations of Nanya Institute of Technology".

Students who have extended their studies may take related courses in the four-year curriculum of the general daytime department and, with the approval of the curriculum committee, use these courses to offset the credits required for graduation, or retake courses in the same specialized curriculum until they have completed the required credits.

Tutoring and time:

The department has set up a sound learning tutoring mechanism, including arranging specific times (Monday to Friday 16:00~19:00) at designated locations for after-school tutoring for various subjects. Students can find teachers for after-school tutoring for the subjects they have problems with during this period.

In addition, for each internship course, the department asks the teachers to open 4 classes during the unscheduled period each week to provide students with opportunities to make up experiments or practice, so as to achieve the purpose of after-class learning guidance. Each teacher has an additional 4 hours of office hours for students to discuss academic issues with the teacher privately in the teacher's laboratory. Teachers must sign in at the department office before the tutoring time. After the tutoring time, the tutoring content must be recorded in detail in the tutoring record form, which will be included in the teacher evaluation and bonus items. The department's guidance for student internship courses will open laboratories depending

on the situation (such as precision measuring tools and internships), which will be listed as the results of the teacher's proactive addition of classes. Office hours are considered teachers' obligations and are subject to spot checks by the Academic Affairs Office. If a teacher is unable to attend during this period, he/she must go through the formal leave procedure.