西交利物浦大学校外导师项目章程

XJTLU External Mentor Project Charter

1. 总则

Chapter I General Provisions

1. 西交利物浦大学（以下简称“西浦”）校外导师项目由席酉民校长倡导发起，旨在提升在校学生综合素质和职业竞争能力的教学辅助模式，是西浦独特育人模式的战略组成部分。

Article 1 The External Mentor Project (hereinafter referred to as the “EM”) of Xi’an Jiaotong-Liverpool University (hereinafter referred to as “XJTLU”), launched at the initiative of President Youmin Xi, is an auxiliary teaching project intended to enhance the overall competence and professional competitiveness of students, and a strategic part of XJTLU’s featured talent cultivation model.

1. 西浦校外导师团（以下简称“西浦导师团”）由一群具备“爱心、智慧、能力与责任”的社会成功人士组成，他们是自身素养、知识、能力、智慧、拼搏与外部机遇碰撞融合的结晶，其中每个人都是一部精彩的奋斗史；校外导师项目志在为西浦在校学生打开一扇通往社会的智慧和机会之窗，促进学生激发人生斗志、汲取成功经验、学会应对挑战，逐步实现“从漫无目标到兴趣导向到人生规划”的成功转变，以及逐步实现“从孩子到年轻成人到世界公民”的成功转变。

Article 2 XJTLU External Mentor Team (hereinafter referred to as the “Mentor Team”) comprises a group of successful people who are “caring, smart, able and responsible”. Each member of the team is a living proof of the “chemistry” between opportunities and outstanding personality, knowledge, competence, wisdom and hard work. The EM Project aims to a) provide XJTLU students with a window of opportunities and wisdom to society, encouraging them to inspire themselves, draw on proven experience and learn to face down challenges; and b) assist students with habit-oriented development and life planning, and in growing into young adults and global citizens.

1. 西浦导师团以“结对辅导+集中辅导+导师讲堂+走进导师单位” 等模式，致力于帮助学生：

Article 3 By means of “one-on-one mentoring + centralized coaching + mentor’s lecture + mentor’s company visiting”, the Mentor Team will help students to:

* 获取“选己所爱、用己所长、服务社会”的职业规划，明确目标与方向
* Set clear goals and develop career plans which can “hit their tastes, unleash their strengths and contribute to society”
* 促进理论学习与实战需求的有效融合，培养学以致用的治学态度和实战能力
* Promote the integration of theoretical studies and practical needs, and foster pragmatic learning attitude and skills
* 学会面对逆境和挑战，在实践磨练中完善自己的职业人格特质
* Learn to face down adversity and challenges, and improve their professional personality through practice
1. 导师发展

Chapter II Mentor Affairs

1. 西浦导师团采取自愿加盟、校方聘任的形式，通过“校方邀请、导师推荐或个人自荐”三种途径，积极吸纳社会各界精英加盟：

Article 4 Elites from various sectors may be included into the Mentor Team in three ways: XJTLU’s invitation, mentor recommendation, and self-application. The recruitment procedure is as follows:

1. 申请人填写《校外导师信息表》 /The applicant is to fill out the External Mentor Information Form
2. 秘书处报大学招生就业办公室核准 /The Secretariat will submit the application to XJTLU Career Development Office for approval
3. 校方颁发《校外导师聘书》 /XJTLU will issue the Letter of Appointment
4. 校方系统更新《校外导师名单》 /The XJTLU List of External Mentors will be updated
5. 校外导师发展以“保证质量、稳步推进”为原则，以服务全体西浦学生的职业发展、能力突破和人格完善为核心目标，大学致力于选拔综合素质高、热心公益事业、乐于帮助学生，并在其从事的行业领域拥有丰富的管理实践经验。

Article 5 The Mentor Team will grow organically to serve the overarching goal of career development, capacity building and personality improvement of all students. XJTLU is looking for mentors who are outstanding in overall competence, dedicated to teaching, eager to help students, and experienced in management in their respective sectors.

1. 导师在任期内享有以下权利：

Article 6 During their terms, the mentors have the right to:

* 1. 参加导师团组织的各种活动，享受导师团提供的各种资源，及时获得相关活动通知及资讯； /Access resources provided by the Mentor Team, participate in various activities organized by the same, and stay informed of such activities;
	2. 获赠校方提供的《校外导师卡》，免费享受西浦、独墅湖高教区等图书馆的阅读资源； /Receive from XJTLU the External Mentor Card, with which they can access free of charge the library resources of XJTLU and Suzhou Dushu Lake Higher Education Town;
	3. 参加校方为导师安排的年度《校外导师家庭日》活动； /Participate in the annual activities of External Mentor Family Day organized by XJTLU;
	4. 对校外导师项目发展、校外导师团建设、西浦育人模式提出意见和建议； /Offer opinions and suggestions on Project development, Mentor Team building, and XJTLU’s talent cultivation model;
	5. 对导师团理事会成员行使选举和表决权，享有被选举权； /Elect and be elected as members of the Council of Mentor Team.
1. 导师在任期内承担以下义务：

Article 7 During their terms, the mentors are obliged to:

* 1. 遵守本章程，维护大学、学生和校外导师项目的合法权益和声誉； /Observe the charter, and safeguard the legitimate rights and interests and reputation of XJTLU, its students and the Project;
	2. 尽己所能辅导所对接的学生，促进学生的心智与能力层面的健康成长； /Do their best to train the students in their charge, and maintain their mental health and capacity building;
	3. 积极探索校外辅导方式方法，乐于向其他导师分享心得体会； /Probe into the methods of training outside XJTLU, and be willing to share their findings with other mentors;
	4. 关心西浦校外导师项目建设，积极参加校方和导师团组织的相关活动。 /Care about the Project, and take an active in various activities organized by XJTLU and the Mentor Team.
1. 校外导师对所辅导的学生具有“言传身教”的影响力，在辅导过程中应遵守以下行为准则：

Article 8 In view of their influence on the students in their charge, the external mentors should observe the following codes of conduct:

* 1. 遵纪守法，在辅导过程中不和学生讨论政府严禁的政治话题； /Avoid discussing political topics forbidden by the government in the course of training;
	2. 维护导师公益信仰，不接受学生以任何形式提供的物质馈赠； /Avoid accepting any form of gifts from students;
	3. 关爱学生心灵健康，不邀请或接受在校学生参与导师的商业应酬或娱乐活动； /Avoid inviting or admitting students to business parties or entertainment venues;
	4. 坚守导师道德规范，不以任何形式与学生发展私密情感关系。 /Avoid having an affair with students.
1. 校外导师的激活和退出机制

Article 9 Renewal and exit mechanisms for external mentors

每学年初（9月份），校外导师需要进行年度激活，不启动激活机制的导师，将被视为自动退出校外导师项目；

At the beginning of each September, external mentors need to renew their status for the coming school year. Failure to renew their status will be deemed an automatic exit from the Project.

另外符合以下情况之一者，大学可终止校外导师的聘任：

Moreover, XJTLU may terminate the service of an external mentor if he/she:

* 1. 导师主动申请退出 /Voluntarily apply for exit;
	2. 导师连续三年没有被学生选择 /Has not been chosen by any student for three consecutive years;
	3. 导师未能遵守《校外导师行为准则》 /Fails to observe the Code of Conduct for External Mentors; or
	4. 导师未能践行相关义务 /Fails to perform relevant obligations.
1. 导师活动

Chapter III Mentor Activities

1. 该项目以服务全体西浦学生的职业发展、能力突破和人格完善为核心目标，充分利用校方、社会及导师资源，积极举办导师活动，为西浦大学生的职业发展提供支持，并持续提升项目质量与品牌影响力。

Article 10 Focused on the overarching goal of career development, capacity building and personality improvement of all students, the Project will organize activities of external mentors by unleashing the resources of XJTLU, mentors and various sectors, provide support for career development of XJTLU students, and constantly enhance the quality and influence of the Project.

1. 校外导师活动按性质分为两种类型：

Article 11 The activities of external mentors can be divided into two types by nature:

(一)旨在促进学生成长的活动 /Activities for the growth of students

1. 《学生职业起航仪式暨师生见面会》（必须、每学年秋季开学、西浦校园内） /Student Career Embarking Ceremony & External Mentor-Student Meeting (compulsory, September, within XJTLU)
2. 《西浦校外导师年度峰会暨优秀导师颁奖礼》（自愿、每年寒假、西浦校园内） /External Mentor Annual Party & Awarding Ceremony (optional, winter holidays, within XJTLU)
3. 《校外导师论坛》（自愿、不定期、西浦校园内） /External Mentor Forum (optional, irregular, within XJTLU)
4. 《校外导师家庭日》（自愿、不定期、西浦校园内） /External Mentor Family Day (optional, irregular, within XJTLU)
5. 导师与导生之间的日常互动交流（必须、不定期、西浦校园内外） /Daily communications between mentors and students (compulsory, irregular, within and without XJTLU)

(二)旨在促进导师之间的互动交流活动 /Activities for peer interactions

1. 《走进导师领域》（自愿、每月至少1次、地点灵活） /Fast Facts about Mentors’ Specialties (optional, at least once a month, no fixed venue)
2. 《导师主题沙龙》（自愿、每月至少1次、地点灵活） /Mentor Salon (optional, at least once a month, no fixed venue)
3. 导师文体赛事交流（自愿、每年寒暑假各1次、西浦校园内） /Sports & Cultural Activities of Mentors (optional, once during each winter and each summer holidays, within and without XJTLU)
4. 导师经验交流会（自愿、不定期、西浦校园内外） /Mentor Experience Exchange (optional, irregular, within and without XJTLU)
5. 经费来源及管理：

Article 12 Fund sources and management:

* 1. 校方专项拨款，用于支持校外导师项目实施的定期活动；个人或机构赞助和捐赠，用于促进导师之间的互动交流及相关公益活动。 /Special fund from XJTLU are earmarked for regular activities of the Project, and grants from entities or individuals for peer interactions and public welfare campaigns concerned.
	2. 校方专项拨款经费，由校方按照其财务管理制度执行；个人或机构赞助和捐赠经费，由校方指派机构代管、单独建账、专款专用。 /The allocation of special fund from XJTLU is subject to the financial management rules of the university; grants from entities or individuals are managed by an XJTLU-designated agency and used as earmarked through independent accounts.

第四章 校外导师理事会

Chapter IV Council of External Mentors

1. 在大学的宏观指导管理和招生就业办公室的具体支持下，校外导师理事会是西浦导师项目的日常运作保障机构，基本架构如下：

Article 13 Under the guidance and management of XJTLU and with the help of the Career Development Office, the Council of External Mentors supports the daily operation of the Project. The basic structure and responsibilities of the Council are as follows:



|  |  |
| --- | --- |
| 理事长 | President |
| 秘书处（长） | Secretariat (Secretary General) |
| 副理事长（导师发展） | Vice President of Mentor Recruitment |
| 副理事长（导师培训） | Vice President of Mentor Training |
| 副理事长（学生发展） | Vice President of Student Enrollment |
| 副理事长（导师活动） | Vice President of Mentor Activities |
| 导师发展规划 | Planning for mentor recruitment |
| 导师发展推荐 | Mentor recommendation |
| 导师区域发展 | Regional recruitment of mentors |
| 导师领域发展 | Expansion of mentor specialties |
| 导师退出认定 | Confirmation of mentor exit |
| 导师发展评估 | Appraisal of mentor affairs |
| 西浦理念培训 | Training on XJTLU’s ideology |
| 西浦招生培训 | Training on student enrollment |
| 职业指导培训 | Training on career guidance |
| 沟通技巧培训 | Training on communication skills |
| 导师经验交流 | Experience exchange of mentors |
| 质量保证体系 | Quality assurance system |
| 一年级 | Year-1 |
| 二年级 | Year-2 |
| 三年级 | Year-3 |
| 四年级 | Year-4 |
| 研究生 | Postgraduates |
| 国际生 | International students |
| 导师内部沟通 | Peer interactions |
| 导师家庭日 | Family Day |
| 导师企业走访 | Company visit |
| 导师主题活动 | Themed activities |
| 导师出国考察 | Study tour abroad |
| 导师校园聚会 | Campus party |

具体分工如下：

Division of labor:

* 1. 理事长/President
	2. 四位副理事长分别支持就业办公室进行导师发展、导师培训、学生发展和导师活动的规划和落实 /The four Vice Presidents respectively support the Career Development Office in planning and implementation of mentor recruitment, mentor training, student enrollment and mentor activities
	3. 秘书处（设秘书长一名）为校外导师项目日常运营提供服务支持，并行使以下职责： /The Secretariat (with one Secretary General) supports the daily operation of the Project and exercises the following responsibilities:
* 受理申请、办理导师加盟或退出申请手续
* Handling mentor applications as well as recruitment and exit formalities
* 校外导师项目的简报编辑、微信公众平台及导师系统平台的日常管理
* Editing the bulletin of the Project and managing the WeChat public account and the mentor system
* 校外导师项目及活动的宣传、推广以及其他相关服务
* Promoting the Project and activities concerned
* Other services

选拔机制：

Selection mechanism:

1. 理事长和副理事长由校外导师自荐，招生就业办公室将择优选拔产生 /The President and Vice Presidents will be selected by the Career Development Office from external mentors who apply for the said positions
2. 秘书长由招生就业办公室主任兼任 /The Director of Career Development Office will concurrently hold the position of Secretary General

任期：

Terms:

* 1. 理事长和副理事长每届任期2年 /The term of President and Vice Presidents is two years
	2. 任职期间需要离任，须提前一个月向委员会秘书处提出离任申请 /Those who intend to quit during their terms must apply with the Secretariat one month beforehand
	3. 理事长和副理事长可以申请续任 /The President and Vice Presidents may apply for renewal of tenure

职责：

Responsibilities:

1. 协助大学制定并督导实施校外导师项目发展短中长期规划 /Assisting XJTLU in developing, and supervising the implementation of, the short-, medium- and long-term plans for the Project
2. 制定并落实校外导师培训方案 /Developing and implementing the external mentor training plan
3. 制定并落实校外导师项目中针对学生发展活动的策划和运作 /Developing and implementing the plan for mentor activities for the growth of students
4. 制定并落实校外导师项目中针对导师之间活动的策划和运作 /Developing and implementing the plan for peer interactions
5. 协助校方制定校外导师项目的相关决策 /Assisting XJTLU in making decisions on the Project
6. 向西交利物浦大学学生事务委员会提出修改西浦导师团章程的意见和建议 /Offering opinions and suggestions to XJTLU Student Affairs Committee on any amendment to the Charter

第五章 附则

Chapter V Supplementary Provisions

1. 本章程将在校外导师项目发展运作过程中不断修正完善。

Article 14 The Charter may be amended from time to time in the course of Project development.

1. 本章程生效日期为2015年2月1日。

Article 15 The Charter takes effect Feb. 1st, 2015.

1. 本章程最终解释权归西交利物浦大学招生就业办公室。

Article 16 The Career Development Office reserves its right to final interpretation of the Charter.