**SASRC Peer Tutoring Policies - Information for Tutees学术支持中心-朋辈辅导指南及规定（被辅导者）**

**Time and Venue**

**辅导地点和时间**

SLAC 204, 205, 206 are our tutoring rooms available until 10:00 p.m.

目前共有3个固定辅导教室，分别在学生活动中心204，205，206讨论教室。

学生活动中心204，205，206讨论教室目前开放至晚上10点。

**Students seeking tutoring are responsible to understand and adhere to the following guidelines and policies:**

**寻求辅导的学生有责任了解并遵守以下指导原则和政策：**

**Before the Tutoring**

**辅导准备**

• When booking tutoring services, students should write down the course title they registered this semester in the booking title. If they have other requests, please send an email to sasrc@wku.edu.cn to inform us your needs. The Center will review your needs and give the feedback.

在预约时请在booking title一栏写清楚课程名, 课程需是本学期在上的课程。如果有本学期课程以外的特殊辅导需求，请以邮件形式反馈至学术支持中心（sasrc@wku.edu.cn）, 中心将视情况予以审批。

• Students can sign up for four-hour tutoring per month. Exceptions to the limit may be considered.

每位学生每月可预约4小时的朋辈辅导，且需要提前二至五天预约。预约后的辅导需在一周内完成；如果学生属于以下几种情况（学业预警/延毕/绩点未达到毕业要求），可前往学术支持中心申请额外的预约时间。

• Students are expected to prepare the necessary materials (i.e. class notes, assignments, textbooks, slides, etc.) and send them to the tutor before the tutoring.

学生在辅导前应准备辅导时需要用到的必要材料（如课堂笔记、作业、教材、作文初稿、幻灯片等）并及时联系朋辈导师发送材料。

**After the** **Tutoring**

**辅导后反馈**

• Students are required to fill in the form to submit their feedback after each tutoring, including group tutoring.

每次辅导(包含团体辅导)结束后，请参加辅导的同学填写朋辈辅导反馈问卷。

**Attendance**

**出勤要求**

• Students are expected to be active participants in the tutoring session and presentable for all tutoring sessions on time. Students risk losing access and being considered an “Absence” if they are over 15 minutes late. If the tutee is late for a tutoring session for more than 15 minutes, tutors or SASRC may cancel the tutoring.

学生应积极参与辅导，并准时出席所有预约。如果学生迟到超过15分钟，则有可能导致无法预约课程并被视为“缺席”。此时朋辈导师有权取消辅导。

**Consequences and Warnings:**

**违规行为**

• Tutoring is not a substitute for missed lectures or incomplete readings of course materials. Students should not ask tutors to make up all their missed lectures. If we find any, the student will lose the access to tutoring for two weeks.

朋辈辅导不能替代任何课程。学生不允许要求朋辈导师进行补课。如果发现学生提出类似的请求，学生将被剥夺预约辅导的机会。

• If a student uses another student’s account to book a tutoring session, the student and the student who provided the account will not be able to book the tutoring within two weeks.

如果学生被发现使用他人账号预约朋辈导师，该学生及提供账号的学生将在两周内无法进行预约。

• If a student book a tutoring session for course other than this semester, he/she will be deprived of access to book a tutoring before they explain the reason for the booking to the center by email or in person.

如果学生出现预约非本学期课程的情况，需邮件或当面向中心老师解释预约原因后再进行本学期课程预约。

• Please timely cancel the appointment and notify the tutor if the tutee cannot attend. Students have up to one day before their scheduled tutoring session to cancel their session without having the missed session count as an “Absence.” The first-time unexcused absence or cancellation will lead to losing access for two weeks, the second time unexcused absence or cancellation lead to penalty for one month, and more than two unexcused absences per semester may result in losing access to tutors.

如果学生不能参加辅导，请及时取消预约并通知朋辈导师。第一次无故缺席或取消将导致两周内无法预约；第二次无故缺课或取消可能导致一个月内无法预约；超过两次无故缺席可能导致永远失去获得辅导的机会。

• If SASRC finds that students committed other irregularities during the tutoring, SASRC will impose penalties based on the student's misbehavior.

若学术支持中心发现学生在辅导时存在其他违规行为，中心会根据学生行为的严重程度进行处罚。