**Peer Tutoring Program Information for Tutees 朋辈辅导项目被辅导学生须知**

**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**

• 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.

学生在辅导前应就辅导内容提前沟通，邮箱信息将在朋辈导师简介中写明。可发送相应材料（如课堂笔记、作业、教材、论文初稿、幻灯片等）。若无告知辅导内容，朋辈导师有权拒绝辅导，学生该行为将视为违规。

**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。

**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，则有可能被视为“缺席”，此时朋辈导师有权取消辅导。

**Consequences and Warnings:**

**违规行为**

• Students may not ask tutees for assistance on homework, especially check their homework. 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. Students can only appoint the tutoring for courses they are taking and are not permitted to preview or review courses.

学生不允许要求朋辈导师校对作业。朋辈辅导无法作为任何课程的替代。学生只能预约本学期内的课程，不允许预习或复习课程。

• 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 students do not communicate in advance with the peer tutor about the tutoring content, or if the tutoring does not match the appointed tutoring content, he/she will be deprived of access to book a tutoring for two weeks.

若学生辅导前没有提前和朋辈导师沟通需辅导内容，或实际辅导内容与预约辅导内容不符，则将导致两周内无法进行预约。

• 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 one month, the second time unexcused absence or cancellation led to penalty for two months, and more than two unexcused absences per semester may result in losing access to tutors. 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一个月内无法预约；第二次无故缺课或取消可能导致两个月内无法预约；超过两次无故缺席可能导致永远失去获得辅导的机会。并且学生需要前往学术支持中心解释缺席原因。

• 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。