

## Wenzao Ursuline University of Languages Standard Operation Procedure of Mentorship Plan for Teaching and Research Improvement

### Submit an application

- The applicant submit an application form for Mentorship Plan for Teaching and Research Improvement to [ctld@mail.wzu.edu.tw](mailto:ctld@mail.wzu.edu.tw).
- Each teacher can apply for mentorship services up to two sessions per year. Each mentorship session is limited to 50 minutes. Applicants should submit the previous mentorship record form and the personal income receipt before applying for the next one.

### Undertake Mentorship

- The applicant and the mentor undertake a mentorship.
- Applicants should fill out the mentorship record form and attach 4 photos (offline) or screenshots (online).
- The applicant should ask the mentor to fill out the personal income receipt.

### Fund Reimbursement

- Within one week after the mentorship, the applicant should submit the mentorship record form and the personal income receipt to the Center for Teaching and Learning Development for fund reimbursement.