

國立中興大學資源教室課業輔導暨助理人員服務實施辦法

Implementation Method for Course Tutoring and Assistant Service of Resource Classroom of the National Chung Hsing University

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一、 依據

教育部補助大專校院招收及輔導身心障礙學生實施要點。

I. Basis

Implementation Points of Subsidy Provided by Taiwan Ministry of Education for Disabled Students' Enrollment and Tutoring by Higher Education Institutions.

二、 目的

國立中興大學資源教室課業輔導暨助理人員服務實施辦法（以下簡稱本辦法），主要協助本校特殊教育學生之必（選）修科目課業輔導、課業學習及校園適應，形式分為課業輔導與助理人員服務兩類。

II. Purpose

Implementation Method for Course Tutoring and Assistant Service of Resource Classroom of the National Chung Hsing University (hereinafter referred to as the Method) is formulated mainly to assist with tutoring and learning of compulsory (elective) subjects and campus adaptation of disabled students in the University, form of which can be divided into course tutoring and assistant service.

三、 課業輔導

（一） 審核標準

1. 課業輔導科目須為就讀學系規定之必修及選修科目，並以該學期所修習之科目為限。

2. 依據學生個別化支持計畫評估其課業輔導之必要性。
3. 學生申請課業輔導須經授課老師或導師同意，並於「課業輔導申請表」簽名確認，必要時得召開會議，邀請相關人員與會討論課業輔導安排方式。
4. 每位學生接受課業輔導時間，以每週 6 小時，每月 24 小時為原則。如有特殊情況須經資源教室輔導老師(以下簡稱輔導老師)與課業輔導老師(以下簡稱課輔老師)共同評估學生情況及需求後方可執行。

(二) 學生課業輔導之規則

1. 學生應準時上下課，態度主動認真積極，並能確實完成課業輔導老師指定之作業。
2. 正課無故缺課，或課業輔導無故缺席、遲到超過 20 分鐘，累計達三次，資源教室將取消該科目之課業輔導服務，若有需要學生須再依程序重新申請，且列入未來申請該項服務之審核考量。
3. 學生因故無法出席時，應於課輔一日前向課輔老師及輔導老師請假。若未完成請假程序累計達三次，本學期將終止本項服務，且列入未來申請該項服務之審核考量。
4. 針對不同學生申請相同科目(同系別同一門課程)之課業輔導，將以共同開課為優先原則；若不同系別之同門課程，仍以個別開課為原則。

(三) 學生課業輔導申請程序

1. 需填寫「課業輔導申請表」簡述所遭遇之學習困難，並經過授課老師或導師同意。
2. 課輔老師可由系所任課教師或學生擔任，人選可由教師、系辦人員或學生本人推薦。課輔老師若身分為學生，須經資源教室評估通過並完成職前訓練後，方可執行課業輔導工作。
3. 課輔老師以隔月第一週內繳回「課業輔導時數表」為原則。

(四) 課業輔導老師給薪標準

依據教育部補助大專校院招收及輔導身心障礙學生實施要點之【課業輔導鐘點費】經費項目規定，授課鐘點費參照公立大專校院兼任教師鐘點費支給標準，非屬大專校院教師授課，大學部學生鐘點費 400 元，具學士學歷者鐘點費 450 元，具碩士學歷者鐘點費 550 元。

III. Course Tutoring

1) Reviewing Standards

- (1) Tutored subjects include compulsory subjects and elective subjects of departments which disabled students attend, and are limited to subjects studied in current semester.
- (2) Necessity of evaluating course tutoring for these students based on Student Individualized Support Program.

- (3) Students' applying course tutoring shall obtain consent of lecturing teachers or mentors who shall sign to confirm on Course Tutoring Application Form. If necessary, a meeting can be held to invite related personnel to discuss arrangement method of tutoring.
 - (4) Tutorial time of each student is set on the principle of 6 hours per week and 24 hours per month. In case of special situation, tutoring can only be carried out after situation and demands of students are jointly evaluated by resource classroom counselors (hereinafter referred to as counselor) and course tutors (hereinafter referred to as course tutor).
- 2) Student Course Tutoring Rules
- (1) Students shall attend and finish class on time with active, careful and positive attitude and be able to complete homework specified by course tutors.
 - (2) Students that are absent from formal class without reasons or absent from course tutoring for no reason, or 20 minutes late for accumulated three times, shall no longer receiving tutoring service at the resource classroom. If there are needs of reapplying, the students shall reapply according to procedures, and be placed on the list for review and reevaluation of future application for such service.
 - (3) Students that fail to attend for some reason shall ask for leave from course tutors and counselors one day in advance. After three times of failing to complete leave procedure, the students are no long entitled to such service in the current semester, and shall be placed on the list for review and reevaluation of future application for such service.
 - (4) Course tutoring for different students applying for same subjects (the same subject of the same department) shall be based on the priority principle of tutoring together; in case of the same subject of different departments, the principle of individual tutoring shall prevail.
- 3) Application Procedure for Students Course Tutoring
- (1) Students shall fill in "Course Tutoring Application Form" to briefly describe difficulties in learning, and obtain consent of lecturing teachers or mentors.
 - (2) Course tutors can be course teachers or students of related departments and institutes who can be recommended by teachers, personnel of department office or students themselves. If students act as the course tutors, they can only conduct tutoring after passing evaluation of resource classrooms and completing pre-service training.
 - (3) Course tutors shall follow the principle of submitting "Course Tutoring Hours Table" in the first week every other month.

4) Salary Standards for Course Tutors

According to stipulations on funds regarding [Course Tutoring Hourly Rates] in Implementation Points of Subsidy Provided by Taiwan Ministry of Education for Disabled Students' Enrollment and Tutoring by Higher Education Institutions, tutoring hourly rates shall refer to *Hourly Rate for Adjunct Teachers of Public Colleges and Universities*. For course tutors who are not teachers of higher education institutions, hourly rate for undergraduate students is NTD 400, students with Bachelor's degree NTD 450, and students with Master's degree NTD 550.

四、助理人員服務

(一) 審核標準

1. 依據學生個別化支持計畫及學生實際狀況評估接受助理人員服務之必要性。
2. 學生申請助理人員服務者，必要時得召開會議，邀請相關人員討論助理人員服務安排方式。

(二) 助理人員服務之規則

助理人員服務之內容須由輔導老師、助理人員與學生三方共同討論後實施。

(三) 助理人員提供服務之內容

提供身心障礙學生於校園學習活動及生活方面的協助，包含：筆記抄寫、報讀、資料蒐集、聽打、活動參與協助、生活照顧、資源教室輔導身心障礙學生之各項業務等。

(四) 助理人員服務申請程序

1. 填寫「助理人員服務申請表」且簡述因障礙而導致之困難。
2. 助理人員可由老師、系辦人員或學生本人推薦。
3. 助理人員以隔月第一週內繳回「助理人員服務時數表」為原則。

(五) 助理人員給薪標準

時薪比照勞動部公告之每小時基本工資支給。具備相關專業證照之助理人員依社福機構給薪標準支給。

IV. Assistant Service

1) Reviewing Standards

- (1) Necessity of accepting assistant service is evaluated based on Student Individualized Support Program and actual situation of students.
- (2) For Students' application for assistant service, a meeting shall be held if necessary to invite relevant personnel to discuss arrangement method of assistant service.

2) Assistant Service Rules

Content of assistant service shall be implemented after joint discussion between counselors, assistants and students.

3) Content of assistant service

Assistance about campus learning activities and life shall be provided for disabled students, including writing notes, reading, data collection, typing by listening, assisting in activity participation, caring for life and all counseling services provided by resource classrooms to disabled students.

4) Assistant Service Application Procedure

(1) Fill in “Assistant Service Application Form” to briefly describe difficulties caused by disability.

(2) Assistants can be recommended by teachers, personnel of department office or students themselves.

(3) Assistants shall follow the principle of submitting “Assistant Service Hours Table” in the first week every other month.

5) Assistant Salary Standards

Hourly rates shall be paid referring to hourly basic wage announced by Taiwan Ministry of Labor. Assistants with related certificates and licenses shall be paid based on salary standard of social welfare organizations.

五、受輔導學生應於期中、期末考後一週內繳交「課業輔導回饋表」或「助理人員服務回饋表」，學生接受課業輔導與助理人員服務之成效，將列入未來提供學生該項服務之參考。

V. Students accepting tutoring shall submit “**Course Tutoring Feedback Form**” or “**Assistant Service Feedback Form**”. Effects of course tutoring and assistant service accepted by students shall be listed as reference for providing such service to students in the future.

六、本項經費由教育部補助大專校院招收及輔導身心障礙學生計畫經費與學校配合款支應。

VI. This fund shall be supported by expenditure from Subsidy Program of Taiwan Ministry of Education for Disabled Students’ Enrollment and Tutoring by Higher Education Institutions and the University’s matching grants.

七、本辦法經本校特殊教育推行委員會會議通過後實施，修正時亦同。

VII. This Method shall be implemented after being approved at a meeting of Special Education Promotion Committee. Any amendments thereafter must be handled in the same manner.