

# 國立中興大學導師制實施辦法

## National Chung Hsing University Mentorship System Implementation Measures

92年6月13日第44次校務會議通過

Passed in the 44<sup>th</sup> School Affairs Meeting on June 13, 2003

96年5月11日第52次校務會議修正通過(第3、5、6條)

Passed in the 52<sup>th</sup> School Affairs Meeting on May 11, 2007 (Articles 3, 5, and 6)

98年5月8日第56次校務會議修正通過(第1、2條)

Revised and passed in the 56<sup>th</sup> School Affairs Meeting on May 8, 2009 (Articles 1 and 2)

101年12月28日第64次校務會議延續會修正通過(第2、3、6條)

Revised and passed in the 64<sup>th</sup> School Affairs Meeting Continuation Meeting on December 28, 2012 (Articles 2, 3, and 6)

104年5月8日第72次校務會議通過(第3~7條)

Passed in the 72<sup>nd</sup> School Affairs Meeting on May 8, 2015 (Articles 3 to 7)

106年5月12日第77次校務會議通過(第2、3、5、8、9條)

Passed in the 77<sup>th</sup> School Affairs Meeting on May 12, 2017 (Articles 2, 3, 5, 8, and 9)

**第一條** 國立中興大學（以下簡稱本校）為貫徹導師制度與宏揚導師制精神，特依教師法第十七條規定，並參酌本校實際情況與需要，訂定本辦法。本辦法實施對象不含碩士在職專班及產業研發碩士專班。

**Article 1** To fulfill the mentorship system and promote the spirit of mentorship, in accordance with Article 17 of the Teachers' Act and considering the actual situation and needs of National Chung Hsing University (hereafter referred to as "the University"), these measures have been established. These measures do not apply to students in the on-the-job master's programs and industrial research and development master's programs.

**第二條** 本校導師種類區分如下：

一、院主任導師：由各學院院長兼任。

二、系、所主任導師：由各系、所主任（長）兼任。

三、導師：

（一）由各系、所、學位學程講師以上之專任教師兼任為原則，休假研究及借調（借出）教師不得兼任。

（二）導師遴聘由各系、所、學位學程推薦，送院長核定後彙轉學務處，並經學務處彙整後送請校長核定。

**Article 2** The types of mentors at the University are categorized as follow:

1) College Director Mentor: Served concurrently by the deans of each college.

2) Department/Institute Director Mentor: Served concurrently by the heads of each department/institute.

3) Mentor:

(1) Principally served by full-time faculty members of each department/institute/degree program at the level of lecturer or above, excluding those on leave for research or secondment.

(2) Mentor appointments are recommended by each department/institute/degree program, approved by the dean, forwarded to the Office of Student Affairs for consolidation, and then approved by the University President.

第三條 各類導師之職責如下：

一、院、系、所主任導師：

- (一)負責協調該院、系、所之導師實施輔導工作並指派助教（職員）一人協助辦理導師有關業務事項。
- (二)每學期至少召開一次院、系、所導師會議。

二、導師之職責與工作：

- (一)輔導學生之生涯發展、專業學習、服務學習與生活教育為主。導師對於學生之學習狀況及身心健康應予適當之指導，鼓勵學生優良表現，使其正常發展，養成健全人格。
- (二)因實施輔導所獲得之導生個人或家庭資料，相關人員應予保密。
- (三)每學期應填報學生輔導紀錄表。
- (四)導師每週至少應排定一小時，協助學生解決困難。
- (五)導師除每週固定輔導時間外，應隨機實施個別或團體輔導，並運用課餘或例假日時間召集學生舉行座談討論、聯誼郊遊等活動，以增進師生情誼。
- (六)導師得參加教育部或學校辦理之導師輔導知能研習活動，及校內外防制學生自殺、藥物毒品濫用、網路成癮等相關主題之進修或研習，並於校內相關會議活動分享研習心得，以增加輔導專業知能。

Article 3 The responsibilities of various mentors are as follows:

1) College/Department/Institute Director Mentors:

- (1) Responsible for coordinating the mentorship efforts within their college/department/institute, and appointing an assistant (staff member) to assist with related administrative tasks.
- (2) Hold at least one mentorship meeting per semester for their college/department/institute.

2) Responsibilities and duties of mentors:

- (1) Guide students in career development, professional learning, service learning, and life education. Mentors should provide appropriate guidance on students' learning status and physical and mental health, encourage excellent performance, and foster students' normal and healthy personality development.
- (2) Keep personal or family information obtained through mentorship confidential.
- (3) Fill out a student mentorship record form each semester.
- (4) Allocate at least one hour per week to assist students in overcoming difficulties.
- (5) Besides the fixed weekly guidance hour, mentors should spontaneously conduct individual or group counseling, and organize discussion meetings, social gatherings, and outings during free time or holidays to enhance teacher-student relationships.
- (6) Mentors may participate in mentorship knowledge and skills training organized by the Ministry of Education or the University, as well as training on preventing student suicide, drug abuse, internet addiction, etc., and share their learning outcomes at relevant meetings within the University to improve their counseling skills.

第四條 導師對學生之不良習性、過失或其它特殊事件，可商請院、系、所主任導師或健康及諮商中心協助輔導，並應主動與家長連繫。

Article 4 In case of bad habits, faults, or other special incidents among students, mentors may request the assistance of college/department/institute director mentors or the Health and Counseling Center and should proactively contact the parents.

第五條 導師員額配置與聘任方式如下：

- 一、凡本校專任講師以上教師，負有接受擔任導師，以提昇學生學習、生活與自治能力之義務。每一導師輔導學生人數以不超過三十人為原則。進修學士班以班為單位，置班導師乙名。
- 二、各系大學部每一導師輔導學生人數以二十人為原則，凡三十人以上之班級得置二人，並以二人為限。進修學士班以班為單位，置班導師乙名。碩士班置導師乙名。
- 三、大學部一年級之勞作教育，由各系推薦導師負責配合施行。
- 四、各系、所專任教師不足者，得聘請各系、所任課教師擔任導師，惟以未擔任導師之教師為優先，若聘請之教師實有兼任兩個系所以上之導師需求，由從聘系所以專簽核定後轉送學務處，簽請校長核聘之。
- 五、各系、所應於每學年預備週遵定該系、所之導師，並於註冊日兩週內將名單造冊經院轉送學生事務處彙整，簽請校長核聘，聘期一年，任滿得續聘之。若導師有休假、離職或退休等情事，各系所應主動以書面通知健康及諮商中心，並經校長核可後另聘之。

Article 5 The allocation and appointment of mentor positions are as follows:

- 1) All full-time faculty members above the rank of lecturer at the University are obligated to take on mentorship roles to enhance students' learning, living, and self-governing abilities. Each mentor should not mentor more than 30 students. Each class in the continuing education bachelor's program should have one class mentor.
- 2) For undergraduate departments, each mentor should not mentor more than 20 students, with a maximum of two mentors for classes exceeding 30 students. The continuing education bachelor's program should have one class mentor per class, and master's and doctoral programs should have one mentor each.
- 3) Labor education for first-year undergraduates should be handled by mentors recommended by each department.
- 4) If a department/institute lacks full-time faculty, lecturers from the department/institute may be appointed as mentors, prioritizing those who have not yet served as mentors. If a lecturer needs to serve as a mentor in more than two departments/institutes, approval is required from the employing department/institute before forwarding to the Office of Student Affairs for the University President's approval.
- 5) Each department/institute should nominate its mentors during the preparation week of each academic year, and register the list within two weeks of registration day for consolidation by the Office of Student Affairs and approval by the University President. The appointment term is one year, with the possibility of renewal. If a mentor takes leave, resigns, or retires, the department/institute should proactively notify the Health and Counseling Center in writing for reappointment approval by the

University President.

第六條 導師經費以每班每週輔導二小時編列。其中一小時為補助班導師輔導工作之費用；另一小時為聘任專任輔導老師、導生活動費、導師輔導知能研習費及其他相關輔導活動費用。

前項導師輔導工作費之支領方式：

一、班導師每週輔導一小時，每學年核給九個月輔導工作費，院、系、所主任導師不另支主任導師費。

二、各系、所導師輔導工作費得於核定之總額內，依各系、所之實施辦法調配。輔導工作費之支額以各系（所）提報之導師名冊經核定後發給。

第一項經費申請與結報方式由學生輔導委員會另訂之。

Article 6 Funding for mentorship is allocated for two hours of guidance per class per week. One hour is for compensating class mentors for their guidance work; the other hour is for hiring dedicated guidance teachers, activity fees for mentees, mentorship skills training fees, and other related guidance activities.

The method for disbursing guidance work fees for mentors:

- 1) Class mentors are compensated for one hour of guidance per week for nine months per academic year. College/department/institute director mentors do not receive additional director mentor fees.
- 2) The allocation of guidance work fees for department/institute mentors can be adjusted within the approved total amount based on the implementation measures of each department/institute. The allocation is disbursed based on the mentor roster submitted by each department (institute) after approval.

The method for applying for and reporting on these funds will be separately determined by the Student Counseling Committee.

第七條 學生輔導委員會議每學年至少召開乙次，討論全校導師輔導計畫及獎勵優秀導師事宜，學生輔導委員會組織章程另訂之；各學院每學期至少召開聯合導師會議乙次，討論該院輔導工作及遴選績優導師乙名，薦送學生輔導委員會議審議。

Article 7 The Student Counseling Committee shall convene at least once every academic year to discuss the university-wide mentorship program and matters related to rewarding outstanding mentors. The organizational charter of the Student Counseling Committee will be established separately; each college shall hold at least one joint mentor meeting per semester to discuss the mentorship work of the college and select an outstanding mentor to be recommended for review by the Student Counseling Committee meeting.

第八條 各系、所得依實際需要制定導師制實施辦法，報院轉送學生事務處彙整送請校長核定後實施。

Article 8 Departments and institutes may develop their own implementation measures for the mentorship system based on actual needs, which after being forwarded through the colleges to the Office of Student Affairs for consolidation, shall be implemented upon approval by the University President.

第九條 本辦法經校務會議通過後實施，修正時亦同。

Article 9      These measures shall be implemented after approval by the University Affairs Meeting. Any amendments thereto shall be subject to the same process.