

國立成功大學生物醫學工程學系導師制度實施細則

Rules for the Mentor System of Department of Biomedical Engineering at National Cheng Kung University

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一、為落實導師輔導工作，提昇教育品質，培養德育兼備之人才，達成大學教育目的，本細則特依「國立成功大學導師制實施辦法」之規定訂定之。

1. In accordance with Regulations for the Mentor System of Department of Biomedical Engineering at National Cheng Kung University, stipulates the following regulations to implement mentoring work, enhance education quality, cultivate talents with morality and intelligence, and to achieve the purposes of higher education.

二、本系每位專任老師皆有義務擔任本系學生之輔導老師，負責輔導學生有關課業、生活、心理、品德、言行等工作，導師工作做為獎勵、升等、教師評鑑之參考。另由具國家執照之心理師協助導師之輔導工作。

2. Each full-time teacher in the department is obliged to serve as a tutor for students in the department, and is responsible for tutoring students in matters such as schoolwork, life, psychology, morals, words, and deeds, etc. The work of tutors serves as a reference for rewards, promotions, and teacher evaluations. In addition, a nationally licensed psychologist assists the tutor in the counseling work.

三、本系導師應盡量參加學生事務處或他校辦理之導師輔導知能研習活動，以增進專業知能。

3. The tutors of the department should try their best to participate in the tutoring and knowledge training activities organized by the Office of Student Affairs or other schools to enhance professional knowledge.

四、每學期每位導師應依學校規定導談次數與學生會談，並視情況需要增加次數。

4. In each semester, each tutor shall talk with students according to the number of introductory talks stipulated by the school and increase the number of times as necessary.

五、導師之職責如下：

(一) 了解導生性向、興趣、人格特質、生活與家庭狀況，協助導引其身心發展。必要時可連絡心理師實施性向、興趣或人格測驗。

(二) 協助導生課業學習、選課及生涯規劃等事宜。若導生學期成績不及格達三分之一、二分之一或受記過處分時，結合學務處各組、家長或有關人員施予適切輔導。

(三) 於每學期結束前兩週，依據各導生平日生活言行表現，評定其操行成績，送交學務處生活輔導組。

(四) 依學生事務活動實施預定表，舉行導師談話（班會）活動；另應運用課餘舉行師生座談、聯誼或其他團體活動，以增進師生情感。

(五) 若導生出現適應欠佳、偏差行為、或其他特殊事件時，請告知其家長或監護人，並轉介給心理師實施心理諮商與治療。

5. A mentor's work focuses on helping students handle their university work and life:

(1) Understanding students' dispositions, interests, personality traits, lives, and families and guiding students' physical and psychological development; collaborating with a

psychologist to administer aptitude, interest, or personality tests to students when necessary.

- (2) Helping students handle academic learning and choose a course or a career; collaborating with the office of student affairs, parents, or relevant members to provide counseling and guidance to students when the students fail one-third of their courses or are punished.
- (3) Two weeks before the end of each semester, a mentor should assess and score students' conduct performance and submit the scores to the student assistance division at the office of student affairs.
- (4) According to a student-affairs schedule, a class meeting should be held and the mentor should give a talk. In addition, mentor-student forums or other group activities should be held after classes to enhance the relationship between students and their mentor.
- (5) When a mentor found that his or her students present maladaptive behavior or that other special incidents occur, the mentor should inform their parents, guardians, or emergency contact people and refer the students to a psychologist for counseling and therapy.

六、若導生有下列情形之一者，當事人、發現者或事發單位，請迅速通報校安中心（分機 55555），協助進行危機處理與後續處置。

- （一）其言行、情緒或精神異常，有可能發生自我傷害或傷害他人之行為時，應依據「本校校園精神疾病及自我傷害個案處置之作業流程」處理。
- （二）其遭受意外、交通事故或其他需緊急就醫之情形，應依據「本校學生急診通報系統」處理。
- （三）其行為有嚴重危害校園安全及安寧，而屬於校園緊急安全事件時，應依據「本校校園事件通報系統暨處理流程」處理。

6. When any of the following incidents occur, the student who experiences the incident, discoverer(s), or related units should quickly report to the campus safety center (ext. 55555) for crisis management.

- (1) When a student exhibits abnormal behavior or emotion, experiences a mental disorder, or is likely to hurt himself/herself or other people, the matter should be handled according to the university's operating procedures for handling mental disorder and self-injury cases on campus.
- (2) When a student has a traffic accident or another type of accident or needs to be sent to a hospital urgently, the matter should be handled according to the university's operating procedures for handling medical emergency cases
- (3) When a student's behavior severely influences campus safety and the incident is an urgent safety incident, the matter should be handled according to the university's operating procedures for using the campus incident notification system.

七、因實施輔導所獲得導生個人或家庭資料，相關人員依法有保密的義務。

7. Regarding students' personal and family data obtained from counseling and guidance work, related personnel are obligated to keep the data confidential according to the law.

八、本系大學部學生導師制度之編組方式為小組導師制，係在大一新生入學後，即行編組，實施至畢業為止：以全班為單位，將每個班級分成二小組，每小組分配一位導師，每位導師輔導大學部導生以不超過 20 名為原則。本系研究生以指導教授為導師，未確定指導教授前以系主任為導師。若遇導師輪休或出國等特殊情況時，則由系主任兼任或另行指派分配之。

8. The grouping method of the student-tutor system of the university department. After the freshman is admitted, the group will be organized and implemented until graduation: with the whole class as the unit, each class is divided into two groups, and each group is assigned One tutor, each tutor will guide the students at the Department with no more than 20 students. The postgraduates of this department are tutored by the supervisor, and the head of the department is the supervisor before the supervisor is determined. If there are special circumstances such as the instructor taking a leave of absence or going abroad, the department chair will serve concurrently or assign it separately.

九、本系大學部導師經費依學生人數計算，每學期每位導生以新台幣 1,000 元計算，其中 600 元（60%）為小組導師人事費，由學務處撥入導師帳戶；400 元（40%）為學生輔導活動費，由學務處撥入本系帳戶，專用於學生輔導。本系研究所導師不另支導師費，每學期每位導生以 220 元為學生輔導活動費，由學務處撥入本系帳戶，專用於學生輔導。

學生輔導活動費之支用項目如下：

1、導師與學生聯誼活動之費用。

2、贊助系學會活動或學生活動及配合系辦舉辦之活動等。

9. The tutoring fee of the department is calculated according to the number of students. Each tutor is calculated at NT\$1,000 per semester, of which 600 (60%) is the personnel fee for the group tutor, which will be transferred to the tutor account by the Office of Student Affairs; 400 NTD (40%) is the student tutoring activity fee, which is transferred to the account of the department by the Office of Student Affairs and is dedicated to student tutoring. The tutors of the Institute of the Department do not pay another tutor fee. Each tutor is charged 220 NTD per semester as the student tutoring activity fee.

The payment items of the student counseling activity fee are as follows:

1. Expenses for the mentor and student networking activities.

2. Sponsor the activities of the department of student activities and cooperate with the activities organized by the department.

十、學生輔導活動費之支用，小組導師與學生聯誼活動費用，應於學期結束前檢據核銷。承辦業務之職員，應主動負責所有行政工作之執行。

10. Expenses for student tutoring activities and group tutors and student networking activities shall be verified and reimbursement before the end of the semester. The staff who undertake the business shall take the initiative to be responsible for the execution of all administrative work.

十一、每學期至少召開導師會議一次，討論工作實施情形，檢討並改進導師制實施情形。系主任及導師應出席每學期由學生事務處召開之全校導師輔導工作研討會或各項輔導知能研習活動，以增進專業知能。

11. Hold a mentor meeting at least once every semester to discuss the implementation of the work, review and improve the implementation of the mentor system. Department chairs and tutors should attend the school-wide tutor tutoring seminars or various tutoring training activities held by the Office of Student Affairs every semester to enhance professional knowledge.

十二、本細則經系務會議通過後施行，修正時亦同。

12. These rules shall come into force after being approved by the faculty meeting, and the same shall apply to amendments.

(These regulations were translated from the original Chinese. In the event of any discrepancies

between the two versions, the Chinese always take precedence.)