

義守大學導師制實施辦法

97年5月28日96學年度第2學期第2次校務會議修正通過

97年6月18日校長核定公告

98年7月7日97學年度第2學期第3次校務會議修正通過

98年7月13日校長核定公告修正第三、四、十條條文

99年11月18日校長核定公告修正第三、四條條文

100年11月22日校長核定修正第四條條文

102年6月5日校長核定公告第2~8條條文

104年3月18日校長核定修正公告第1~6條條文

第一條 義守大學(以下簡稱本校)為落實導師輔導功能，特依教師法第十七條之規定，訂定「義守大學導師制實施辦法」(以下簡稱本辦法)。

第二條 本校導師分為班級導師、交流生導師、主任導師及院長導師，設置方式如下：

- 一、大學部學士班(含延修生)班級導師：每班置一名導師，若班級學生數超過六十人，應增加一名導師。
- 二、進修部學士班(含二年制在職專班)班級導師：每班置一名導師。
- 三、研究所(含碩士在職專班)導師：由指導教授擔任導師，在未確定指導教授前，由主任導師兼任。
- 四、大陸交流生導師：由各院遴選數位教師擔任，以該生授課教師為優先考量，且可跨系。每位導師之導生人數以五至十人為原則，不計入第一款學生人數之計算。
- 五、四班以上之學系(專班)，置主任導師一名，由各系(班)主任兼任之。
- 六、各學院置院長導師，由各學院院長兼任之。

第三條 導師各項費用核發標準詳如附件一。

第四條 導師之聘請原則如下：

- 一、班級導師聘請辦法由各系(所、班)另訂之，推選符合資格之教師擔任之。

二、依據教師法第三條之規定，班級導師由本校專任講師以上教師兼任之，各系（所、班）主管於每學年開始前一個月內完成推薦。

三、導師各項費用及導師與導生名冊，由各系(所、班)於每學年註冊截止日後一週內綜整，統一由各學院送學生事務處諮商輔導組(以下簡稱諮輔組)彙整，陳請校長核聘之。

第五條 學術單位導師事務之聯繫，由各院、系、所、班行政人員負責協助之。

第六條 導師之職責如下：

一、院長導師

(一)負責領導、推動各所屬院之導師制。

(二)召集並主持所屬院之優良導師遴選會議。

(三)召集並主持所屬院導師會議(每學期至少一次)，檢討與改進學生輔導實施情形。

(四)出席導師相關會議。

二、主任導師：

(一)負責領導、推動各所屬系(班)之導師制。

(二)所屬系(班)各班學務活動之設計與運作。

(三)召集並主持所屬系(班)導師會議(每學期至少一次)，檢討與改進導生輔導實施情形。

(四)出席導師相關會議。

(五)督導班級導師進行學生休退學輔導，並將紀錄附於休退學之申請表內。

(六)其他相關輔導事項。

三、班級導師：

(一)建立、登錄及整理導生之基本資料。

(二)了解導生個人狀況及家庭背景。

(三)利用導師時間宣導校規及各項法令，並上網登錄輔導紀錄，適時反映學生意見。

(四)促進導生間之彼此了解及聯誼。

- (五)依導生個別差異，輔導選課、課外活動、性向發展、課業學習、人際關係、就業升學及其他有關事宜，並適時轉介諮輔組予以心理輔導。
- (六)評定導生操行成績(附評語)。
- (七)出席導師相關會議。
- (八)與院長導師、主任導師、輔導教官密切聯繫，協同輔導學生。
- (九)每學期定期舉辦班會活動。
- (十)轉達導生對學校之合理建議事項及開導導生觀念。
- (十一)報請學生事務處獎懲學生。
- (十二)視導生實際情形，密切聯繫其家長。
- (十三)督促導生參加重要集會。
- (十四)進行導生休退學輔導，並將紀錄附於休退學之申請表內。
- (十五)參酌諮輔組之學生心理測驗結果，作為導生之輔導依據。
- (十六)踴躍率同導生參加諮輔組主辦之各類學生活動。
- (十七)其他相關輔導事項。

第七條 本辦法各類導師依法有保密學生個人或家庭資料之義務。

第八條 學生事務處提供導師工作之輔導紀錄，作為教師獎勵、升等與考核之參考。

第九條 本辦法經校務會議審議通過，陳請校長核定後自公告日起次學年度實施。

附件一 導師各項費用核發標準

	班級學生數	基本輔導費(新臺幣/月)	加給輔導費(新臺幣/月)	賃居訪視費(新臺幣/月)	說明
大學部學士班	40 人以下	3,000 元	無	300 元	班級學生數不採計延修學生人數
	41~60 人	3,000 元	超過 40 人，每增加 1 人加給 50 元	300 元	
	61~80 人	學生平均分配給 2 名導師，每名 3,000 元	無	300 元	
	81 人以上	學生平均分配給 2 名導師，每名 3,000 元	超過 40 人，每增加 1 人加給 50 元	300 元	
進修部學士班	依原班人數帶班	每名學生 50 元	無	無	班級學生數不採計延修學生人數
大陸交流生導師	5~10 位大陸交流生配置一名導師為原則	採績效計點制 不另發輔導費	無	無	請參照本校教師績效評鑑計分原則
主任導師	可兼任班級導師	不支領主任導師費	無	無	1. 若主任導師兼任班級導師，可領輔導費與賃居訪視費 2. 班級學生數不採計延修學生人數
院長導師	可兼任班級導師	不支領院長導師費	無	無	1. 若院長導師兼任班級導師，可領輔導費與賃居訪視費 2. 班級學生數不採計延修學生人數

	班級學生數	基本輔導費(新 臺幣)/月	加給輔導費 (新臺幣)/月	賃居訪視費 (新臺幣)/月	
研究所	11~20 人	2,000 元	無	無	
	21~30 人	2,250 元			
	31~40 人	2,500 元			
	41 人以上	2,750 元			

Regulations for Advisor System at I-Shou University

Amendments adopted on May 28, 2008 at the second meeting of the University Council in the second semester of the academic year 2007

Ratified and promulgated by the President on June 18, 2008

Amendments adopted on July 7, 2009 at the third meeting of the University Council in the second semester of the academic year 2008

Amendments to Articles 3, 4 and 10 ratified and promulgated by the President on July 13, 2009

Amendments to Articles 3 and 4 ratified and promulgated by the President on November 18, 2010

Amendments to Article 4 ratified and promulgated by the President on November 22, 2011

Amendments to Articles 2~8 ratified and promulgated by the President on June 5, 2013

Amendments to Articles 1~6 ratified and promulgated by the President on March 18, 2015

Article 1 To bring the functions of student counseling and guidance into full play, I-Shou University (hereinafter referred to as the “University”) hereby establishes the Regulations for Advisor System at I-Shou University (hereinafter referred to as the “Regulations”) pursuant to Article 17 of the Teachers’ Act.

Article 2 The advisors at the University are classified into the following types: class advisors, exchange program advisors, chair advisors and dean advisors, and they are appointed according to the following rules:

1. For daytime undergraduate programs (including students who are in the period of extension for graduation): one advisor for each class. One extra advisor shall be appointed if the number of students in a class is over 60.
2. For evening bachelor’s degree programs (including two-year in-service bachelor’s degree programs): one advisor for each class.
3. For postgraduate programs (including in-service master’s programs): Supervisors shall concurrently serve as advisors. Chair advisors shall serve as advisors for postgraduates who have not chosen their supervisors yet.
4. Exchange program advisors: Each college shall select several faculty members to

serve as advisors to mainland Chinese exchange students. In principle, course instructors of such students shall serve as their exchange program advisors, and such advisors may be faculty members from other departments. Each advisor may take care of 5 to 10 exchange students as their advisees, and the number of advisees mentioned above will not be included in the number of advisees mentioned in Subparagraph 1.

5. Departments (programs) with four classes or more shall have one chair advisor, and the chair (director) of the department (program) shall serve as the chair advisor.
6. Each college shall have one dean advisor, and the dean of each college shall concurrently serve as the dean advisor.

Article 3 The allowances granted to advisors at respective levels are shown in Attachment 1.

Article 4 The principles for appointing advisors are as follows:

1. Each department (institute/program) shall stipulate its own regulations for appointing class advisors and recommend qualified faculty members to serve as advisors.
2. Pursuant to Article 3 of the Teachers' Act, the position of class advisor shall be filled by full-time faculty members at the level of lecturer or above. The administrative heads of respective departments (institutes/programs) shall complete the recommendation one month prior to the beginning of a new academic year.
3. Each department (institute/program) shall compile a list of advisors and advisees and draw up a budget on advisor-related allowances within one week of the end of registration at every academic year; colleges shall collect the above-mentioned lists and budgets and submit them to the Counseling and Guidance Section of the Office of Student Affairs for ratification and appointment by the President.

Article 5 The administrative personnel at respective colleges, departments, institutes and programs are responsible for the correspondence with advisors at their units.

Article 6 The responsibilities of advisors at different levels are as follows:

1. Dean Advisors:

- (1) To lead and promote the advisor system within the College;
- (2) To convene and preside over the meetings for the selection of outstanding advisors at the College;
- (3) To convene and preside over the advisors' meetings of the College (at least once every semester) to review and improve student counseling; and
- (4) To attend advisor-related meetings.

2. Chair Advisors:

- (1) To lead and promote the advisor system within the Department/Program;
- (2) To design and carry out student affair activities of the Department/Program;

- (3) To convene and preside over the advisors' meetings of the Department/Program (at least once every semester) to review and improve student counseling;
 - (4) To attend advisor-related meetings;
 - (5) To supervise class advisors to provide counseling and guidance to students who apply for schooling suspension or withdrawal from the University; class advisors shall attach counseling records on the application form for suspension or withdrawal; and
 - (6) Other affairs related to student counseling and guidance.
3. Class Advisors:
- (1) To establish, register and collect advisees' personal information;
 - (2) To understand advisees' personal and family backgrounds;
 - (3) To promote university regulations and laws during the meeting with advisees, register counseling records on the Information System, and reflect students' opinions;
 - (4) To enhance the interaction and exchange among advisees;
 - (5) To provide counseling to advisees on course registration, extracurricular activities, personal interest, academic learning, interpersonal relationship, job hunting, further studies, etc. based on individual differences; to refer advisees in need to the Counseling and Guidance Section for further counseling when necessary;
 - (6) To mark advisees' conduct performance and give comments;
 - (7) To attend advisor-related meetings;
 - (8) To establish close contact with dean advisors, chair advisors and military training instructors-in-charge to provide counseling to advisees;
 - (9) To organize regular class meetings every semester;
 - (10) To help advisees express their suggestions (if appropriate) to the University and provide counseling to advisees;
 - (11) To apply for student rewards and punishments to the Office of Student Affairs;
 - (12) To contact parents depending on advisees' conditions;
 - (13) To urge advisees to attend important meetings and assemblies;
 - (14) To provide counseling to advisees who apply for schooling suspension or withdrawal from the University, and attach counseling records on the application form for suspension or withdrawal;
 - (15) To provide counseling to advisees according to the results of student psychological tests carried out by the Counseling and Guidance Section;

- (16) To actively lead advisees to participate in various student activities organized by the Counseling and Guidance Section; and
- (17) Other affairs related to student counseling and guidance.

Article 7 The advisors mentioned herein are required to keep advisees' personal and family information confidential.

Article 8 The Office of Student Affairs shall provide advisors' counseling records as an important reference to the rewarding, promotion and evaluation of faculty members.

Article 9 The Regulations become effective in the following academic year of the day of promulgation after being adopted by the University Council and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.

Attachment 1: Standards for Different Types of Advisor Allowances

	Number of Students Per Class	Basic Counseling Allowance Per Month	Additional Counseling Allowance Per Month	Off-campus Rental Visit Allowance Per Month	Remark
Daytime Undergraduate Programs	40 or less	NT\$3,000	N/A	NT\$300	Students who are in the period of extension for graduation should not be included.
	41-60	NT\$3,000	NT\$50 per additional advisee will be granted if the total number of students exceeds 40.	NT\$300	
	61-80	Two advisors are appointed for the class, and each advisor should be granted NT\$3,000.	N/A	NT\$300	
	81 or more	Two advisors are appointed for the class, and each advisor should be granted NT\$3,000.	NT\$50 per additional advisee will be granted if the total number of students exceeds 40.	NT\$300	
Evening Bachelor's Degree Programs	According the original number of students per class	NT\$50 per student	N/A	N/A	Students who are in the period of extension for graduation should not be included.
Exchange Program Advisors	In principle, one exchange program advisor takes care of 5~10 mainland Chinese exchange students.	Advisors should receive bonus points instead of counseling allowances.	N/A	N/A	Please refer to the Scoring Principles for Faculty Evaluation for more information.

Chair Advisors	Chair advisors may concurrently serve as class advisors.	No advisor allowance is granted.	N/A	N/A	<ol style="list-style-type: none"> 1. If a chair advisor is concurrently a class advisor, he/she is eligible to receive both counseling allowances and off-campus rental visit allowances. 2. Students who are in the period of extension for graduation should not be included.
Dean Advisors	Dean advisors may concurrently serve as class advisors.	No advisor allowance is granted.	N/A	N/A	<ol style="list-style-type: none"> 1. If a dean advisor is concurrently a class advisor, he/she is eligible to receive both counseling allowances and off-campus rental visit allowances. 2. Students who are in the period of extension for graduation should not be included.
Postgraduate Programs	11~20	NT\$2,000	N/A	N/A	
	21~30	NT\$2,250			
	31~40	NT\$2,500			
	41 or more	NT\$2,750			