

國立中興大學導師制實施辦法

National Chung Hsing University Regulations Governing the Implementation of Mentorship System

92年6月13日第44次校務會議通過96年5月11日第52次校務會議修正通過(第3、5、6條)

June 13, 2003 Passed at the 44th University Council Meeting, May 11, 2007 (Articles 3, 5, and 6) amended at the 52nd University Council Meeting

98年5月8日第56次校務會議修正通過(第1、2條)

May 8, 2009 (Articles 1 and 2) amended at the 56th University Council Meeting

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)

December 28, 2012 (Articles 2, 3, and 6) amended at the Extended 64th University Council Meeting

104年5月8日第72次校務會議通過(第3~7條)

May 8, 2015 (Articles 3 through 7) passed at the 72nd University Council Meeting

106年5月12日第77次校務會議通過(第2、3、5、8、9條)

May 12, 2017 (Articles 2, 3, 5, 8, and 9) passed by the 77th University Council Meeting

114年6月6日第109次校務會議通過(第5條)

June 6, 2025 (Article 5) passed at the 109th University Council Meeting

114年12月19日第111次校務會議通過(第1、3、5、7條)

Passed in the 111st School Affairs Meeting on December 19, 2025 (Article 1, 3, 5, 7)

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，特依教師法第三十二條規定，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 The National Chung Hsing University (hereafter referred to as the University) has formulated these Regulations pursuant to Article 32 of the Teachers' Act and based on the actual situation and needs of the University to implement the mentorship system and promote the spirit of mentorship. These Regulations do not apply to students in in-service master programs and industrial master programs.

第二條 本校導師種類區分如下：

Article 2 Mentors at the University are categorized as follows:

一、院主任導師：由各學院院長兼任。

I. College director mentors: to be served concurrently by deans of colleges.

二、系、所主任導師：由各系、所主任（長）兼任。

II. Department/institute director mentors: to be served concurrently by department/institute chairs.

三、導師：

III. Mentors:

(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。

(I) To be served by full-time faculty members of each department/institute/degree program at the level of instructor or above, excluding those on leave for research or secondment, in principle.

(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。

(II) Mentor appointments are recommended by each department/institute/degree program, approved by each college dean, forwarded to the Office of Student Affairs for compilation, and finally approved by the President.

第三條 各類導師之職責如下：

Article 3 Responsibilities of various mentors are as follows:

一、院、系、所主任導師：

I. College/department/institute director mentors:

(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。

(I) Responsible for coordinating the mentorship efforts within their college/department/institute, and appointing a teaching assistant (staff member) to assist with related mentorship affairs.

(二) 每學期至少召開一次院、系、所導師會議。

(II) Hold at least one mentorship meeting per semester for the college/department/institute.

二、導師之職責與工作：

II. Responsibilities and duties of mentors:

(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。

(I) Guide students in career development, learning, and life education. Mentors shall provide appropriate guidance on students' learning, and physical and mental health, encourage excellent performance, support students' aptitudes and individual development, and foster the cultivation of sound character.

(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。

(II) Personal and family information obtained through mentorship shall be kept confidential.

(三) 每學期應填報學生輔導紀錄表。

(III) Fill out the Student Mentorship Sheet each semester.

(四) 導師每週至少應排定一小時，協助學生解決困難。

(IV) Allocate at least one hour per week to assist students in overcoming difficulties.

(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。

(V) Apart from the fixed weekly mentoring hours, mentors shall spontaneously conduct individual or group counseling, and organize discussion meetings, social gatherings, and outings during free time or holidays to enhance mentor-student relationship.

(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，及校內外增進

學生事務及輔導知能相關主題之研習活動，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。

(VI) Mentors may participate in professional development programs on Guidance Knowledge and Skills organized by the Ministry of Education or the University, as well as on- and off-campus training programs on topics related to student affairs and counseling competencies. They shall also share key takeaways and reflections from such training at relevant University meetings and events, in order to enhance their professional knowledge and competencies in student guidance and counseling.

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詢中心協助輔導，並應主動與家長連繫。

Article 4 In case of students' bad habits, wrongdoings, or other special incidents, mentors may request the assistance of college/department/institute director mentors or the Health and Counseling Center, and shall proactively liaise with the students' parents.

第五條 導師員額配置與聘任方式如下：

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

- 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，置班導師一名。
 - I. All full-time faculty members above the rank of instructor at the University are obligated to take on mentorship roles to enhance students' learning, living, and independence. Each mentor shall oversee no more than 30 students, in principle. Continuing bachelor programs shall have one mentor per class.
 - II. For undergraduate departments, each mentor shall guide no more than 20 students in principle, with a maximum of two mentors for classes exceeding 30 students. Continuing bachelor programs shall have one mentor per class. Master's and doctoral programs shall have one mentor each.
 - III. 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 faculty member 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 President's approval.
 - IV. Each department/institute shall nominate its mentors during the preparation
- 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，置班導師一名。碩博士班置導師一名
- 三、 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。
- 四、 各系、所應於每學年預備週選定該系、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詢中心，並經校長核可後另聘之。

week of each academic year, and register the list within two weeks following the registration day for compilation by the Office of Student Affairs and approval by the President. The term of appointment is one year, and subject to renewal. If a mentor takes leave, resigns, or retires, the department/institute shall proactively notify the Health and Counseling Center in writing for approval by the President and appointment of a replacement.

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。

Article 6 Funding for mentorship is budgeted 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 counselors, activity fees for mentees, mentorship training fees, and other related guidance activities.

前項導師輔導工作費之支領方式：

The disbursement method of mentor guidance fees mentioned above:

- 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。
 - I. 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.
 - II. The allocation of guidance fees for department/institute director mentors can be adjusted within the approved total amount based on the implementation regulations of each department/institute. The guidance fees shall be disbursed based on the mentor roster submitted by each department (institute) after approval.
- 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。

The method for applying for and reporting on the first type of guidance fee shall 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一次，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一次，討論該院輔導工作及遴選績優導師一名，薦送學生輔導委員會審議。

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 articles of organization of the Student Counseling Committee shall be formulated separately. Each college shall hold at least one joint mentor meeting per semester to discuss mentorship matters 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 regulations for

the mentorship system based on actual needs, and forward said regulations through the colleges to the Office of Student Affairs for compilation. After which, the regulations shall be implemented upon approval by the 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 Regulations and any amendments made hereto shall be implemented upon a resolution passed at the University Council Meeting.