

國立臺灣師範大學導師制度實施辦法

Regulations for National Taiwan Normal University Advising System

Approved at 112th University Affairs Meeting on 18 June 2014

Amended at 117th University Affairs Meeting on 23 November 2016

103年6月18日第112次校務會議通過

105年11月23日第117次校務會議修正通過

第一條 本校為貫徹導師責任制度，落實導師輔導工作，培養學生健全品格，依據教師法第十七條之規定，並參酌本校實際情況與需要，訂定本辦法。

Article 1

The regulations are established by National Taiwan Normal University in accordance with Article 17 of Teachers' Act. The purpose is to implement the advising system, help develop characters of the students, and provide advising services based on students' actual needs.

第二條 導師之編組與遴聘，依下列原則辦理：

- 一、各學系設主任導師，由校長聘請各該學系主任擔任之。
- 二、研究生以系所主管及指導教授實施適性輔導為原則。新生尚無指導教授前，得由系所指定一名新生導師(不分碩博班)協助生活及學業輔導。
- 三、學士班分設學術與生涯導師、專責導師、原住民導師等三類。

(一)學術與生涯導師：

各系應指定所屬專任教師擔任學術與生涯導師，並以每兩班設一名為原則，班級學生數逾五十人(不含延畢生)可單獨設置一名，其人選由學系薦送學生事務處彙整後簽請校長聘任之。學期中學術與生涯導師因故無法擔任導師時，由各系另行遴薦或指派教師代理。
(以教務處前一學期陳報教育部之學生人數為基準。)

(二)專責導師：

各系指派一名碩士級輔導員擔任專責導師為原則，其人選由學生事務處及學系共同遴選。學生班級數四班以下，且學生數未達一百五十人者，得合併派一名專責導師。

(三)原住民導師：

為加強原住民籍學生輔導，設置原住民導師若干名，專責原住民學生輔導事宜。

Article 2

The roles and selection of the advisers shall be as follows:

1. The Chair of each department shall be the head adviser, appointed by the President.
2. Graduate students shall be advised by the Chair of their department and graduate advisers according to their progress in graduate school. The departments shall assign advisers to provide freshmen life guidance and academic consultation before they have dissertation advisers.
3. The University shall appoint academic advisers, student advisers, and indigenous student advisers for undergraduate students.

a. Academic Adviser:

Each department shall appoint a full-time faculty as the Academic Adviser for every two classes. Classes that consist of 50 or more students shall be assigned an adviser by the department. If the appointed faculty member is unable to serve as the adviser, the departments shall recommend or appoint another full-time faculty in his or her place.

b. Student Adviser:

Each department shall appoint an adviser with a master degree as the Student Adviser. The Student Adviser shall be selected by the Office of Student Affairs and the department. Departments with less than four classes and less than 150 students shall be assigned one Student Adviser.

c. Indigenous Student Adviser:

The University shall employ Indigenous Student Advisers who are specifically responsible for indigenous student counseling.

第三條 導師職責：

一、主任導師：

- (一)推展該學系學生事務工作。
- (二)協調學術與生涯導師、專責導師及授課教師，共同解決該學系學生事務。
- (三)召集各系高關懷及危機個案輔導會議。

(四)每學期召開導師會議(可與系務會議合併進行)。

(五)出席有關學生事務之相關會議。

(六)其他與學系學生事務相關事宜。

二、學術與生涯導師：

(一)選課指導與建議。

(二)例行性學習情況檢視。

(三)學習困擾學生之輔導與轉介。

(四)職業及生涯發展建議及輔導。

(五)學生申請獎學金及求職或升學之推薦。

(六)與系主任、授課教師及專責導師間之協調合作。

(七)其他與學生學習和生涯發展等相關事項。

三、專責導師：

(一)依本校相關法規暨學務長與系主任之指導，推展學生事務工作。

(二)出席學生事務與輔導相關會議並參加各項在職進修訓練。

(三)密切與學系及學生家長連繫，瞭解及掌握學生家庭及其個人狀況，並熟悉各項學習資源及助學措施，適時提供必要之協助或轉介。

(四)加強高關懷學生初級預防工作，有效運用校內外資源共同協助輔導。

(五)落實學生生活考評，適時建議學生獎懲，並執行學生獎懲委員會之決議。

(六)督導學生完成「輔導資訊系統」及「數位學習檔案系統」之建置。

(七)協助實施各類關於學生身心發展之測驗及評量。

(八)實施大學入門及生活常規教育，協助推動學生全人教育，鼓勵並輔導學生參與各項課外活動。

(九)學生請假及緊急事件之處理。

(十)輪值夜間住校輔導並執行校外賃居學生之訪視。

(十一)配合學系需要協助相關事項並參加系務相關會議。

(十二)其他與學生事務及學生輔導相關事項。

四、原住民導師：

(一)協助原住民學費減免、獎助學金申請與推薦、留學及公職考試資訊蒐集。

(二)舉辦族語學習或族群認同等相關課程之座談或講座。

(三)生活困難或學習不適應之協助。

(四)挫折及壓力之輔導。

(五)轉介學習落後學生實施課後輔導或補救教學。

(六)職業與生涯發展建議及輔導。

(七)校外資源之連繫與爭取。

(八)其他與原住民學生事務相關事項。

Article 3

Responsibilities

Head Adviser:

1. Promote student affairs of the department.
2. Coordinate with academic advisers, student advisers, and teachers on student affairs of the department.
3. Hold case management meetings for at-risk students and students in crises.
4. Hold adviser meetings every semester. (Adviser meetings can occur with department affairs meetings concurrently.)
5. Attend meetings related to student affairs.

Academic Adviser:

1. Provide guidance and advice on course selection.
2. Offer routine evaluation of student learning.
3. Assist students with learning difficulties and make referrals.
4. Advise on career development and other related matters.
5. Assist in scholarship applications and academic or employment recommendations.
6. Work together with the Chair, teachers, and Student Advisers.
7. Assist in other student learning and career-related matters.

Student Adviser:

1. Promote student affairs in accordance with relevant regulations and under instruction of the deans and the chairs.
2. Attend student affairs meetings, counseling meetings, and trainings.
3. Keep in contact with the departments and parents, understand family and personal

backgrounds, be familiar with learning resources, and provide students with guidance or referral when needed.

4. Utilize intramural and extramural resources to strengthen primary prevention for at-risk students.
5. Conduct student assessment and implement punishment and reward based on the decision of the Student Disciplinary Committee.
6. Supervise students to complete the Guidance and Counseling Information System and E-portfolio.
7. Provide assistance in facilitating physical and mental assessments for students.
8. Implement education on college orientation and university regulations, promote holistic education, and encourage students to participate in extracurricular activities.
9. Handle student leave and emergencies.
10. Be on call for night time emergencies and conduct rental home visits for students.
11. Assist in department affairs and attend department meetings.
12. Assist in other student affairs and counseling-related matters.

Indigenous Student Adviser:

1. Assist in application of tuition exemption and scholarship, and collect information regarding studying abroad and public employment examinations.
2. Hold forums and lectures related to mother tongue education and ethnic identity.
3. Provide assistance related to difficulties in learning or college life adjustments.
4. Assist in coping with adversity and stress management.
5. Provide referrals for students for after-school tutoring or remedial education programs as needed.
6. Provide advice and guidance on career development.
7. Make requests for extramural resources and connections.
8. Other indigenous student related affairs.

第四條 導師輔導工作重點：

- 一、學術與生涯導師對於低年級學生以定向輔導、讀書計畫及輔系選擇為重點；高年級學生以專業學習、進修計畫及生涯規畫為重點。
- 二、專責導師以生活常規教育、日常生活適應、偏差行為導正、緊急事件處理與高關懷學生之初級預防為重點。
- 三、各系學術與生涯導師及專責導師遇學生重大或特殊問題時，得商請或轉介校內、外各有關單位共同協助處理及輔導。對於高關懷及危機個案學生，則依本校「高關懷學生危機處理及輔導機制作業要點」辦理。
- 四、學術與生涯導師及專責導師每月均需至「學生輔導資訊系統」詳實登載班級及學生個人輔導紀錄。

Article 4

Highlights of the Responsibilities of the Advisers:

1. For freshmen and sophomores, Academic Advisers shall focus on orientation, academic planning, and minor selection. For juniors and seniors, the focus shall be on professional education, plans for further studies, and career planning.
2. Student Advisers shall focus on life education, college life adjustment, deviant behavior correction, emergency assistance, and primary prevention for at-risk students.
3. When encountering special cases, the Academic Advisers and Student Advisers shall request assistance and referral from relevant offices. Assistance for at-risk students and students in crisis are provided in accordance with Guidelines for Crisis Intervention and Assistance for At-Risk Students.
4. Academic Advisers and Student Advisers shall record group and individual advising records monthly on the Student Advising Information System.

第五條 導師時間：

- 一、每週三第一、二節為學務及導師時間，各系請勿排入其他課程。
- 二、學術與生涯導師每週排定辦公室時間兩時段，每時段一小時，另每學期實施二小時班級團體輔導。
- 三、專責導師每月對各年級學生實施生活常規教育與班級團體輔導不得少

於二小時。

四、導師輔導學生可透過班會、座談、討論、參觀、訪問、運動、休閒、交誼等多元化活動方式實施或利用晤談等方式進行個別輔導。

Article 5 Class Meetings

1. Wednesdays from 8:10 a.m. to 10:00 a.m. are reserved as student affairs and advising office hours. Departments shall not schedule classes during these hours.
2. Academic Advisers shall provide two time slots per week, one hour each, for academic advising and two hours per semester for group meetings.
3. Student Advisers shall conduct life education and group meetings no less than two hours per month for each grade level.
4. Advising may be done through group meetings, forums, class discussions, home visits, sports and leisure activities, or individual meetings.

第六條 導師應積極參加校內、外辦理之相關知能研習活動，以增進輔導專業知能。

Article 6

Advisers shall participate in intramural and extramural trainings and workshops to enhance professional competence.

第七條 經費支用原則：

- 一、各系所如僅第一學期設研究生新生導師者，則每週得折減授課二小時或支領等值輔導工作費，以支領十八週為原則。若採第一學年設新生導師者，則每週折減授課一小時或支領等值輔導工作費，以支領三十六週為限。
- 二、學術與生涯導師每週得折減授課二小時或支領等值輔導工作費，每學年發三十六週，各系可於經費總額不變原則下彈性調整導師人數；系主任導師及專責導師不另支輔導工作費。
- 三、專責導師及原住民導師按實際輔導學生人數發給相當數額之班級經營活動費，以作為辦理學生輔導等活動之費用。本項經費由學務處編列預算統一控管並適時調整，專責導師支用時須檢據辦理核銷。
- 四、導師輔導工作費及班級經營活動費由本校學雜費收入及五項自籌收入支應。

Article 7

Funds Expenditure

1. Freshmen advisers for graduate students employed only for the first semester are granted a two-hour exemption from teaching per week or paid an equivalent fee of 18 weeks at most. Freshmen advisers for graduate students employed for the first academic year are granted a one-hour exemption from teaching per week or paid an equivalent fee of 36 weeks at most.
2. Academic Advisers are granted a two-hour exemption from teaching per week or paid an equivalent fee of 36 weeks at most. Each department is permitted to adjust the number of advisers based on the premise that the total amount of funds remain unchanged. Head Advisers and Student Advisers are not paid extra fees for advising services.
3. Student Advisers and Indigenous Student Advisers are given class activity funds based on the actual number of students in each department. The funds are listed in the budget formulated by the Office of Student Affairs. Advisers shall provide receipts for expenditure verification.
4. Adviser fees and class activity fees are covered by tuition and self-raised funds.

第八條 導師輔導表現優良者應予獎勵；優良導師評選及獎勵辦法另訂之。

Article 8

Advisers and Counselors with outstanding performance shall be rewarded. Guidelines for the Selection and Rewarding of Outstanding Advisers shall be formulated separately.

第九條 專責導師依本校約用人員考評作業事項辦理年度考評，其初評成績由學務長及系主任導師共同評定。

Article 9

Student Advisers are evaluated annually by the Vice President of Student Affairs and the Head Adviser of each department. Evaluations are conducted in accordance with

Guidelines for Employee Evaluation.

第十條 進修碩士專班及僑生先修部導師制度實施要點另訂之。

Article 10

Regulations for the Advising System in M.A. programs and Division of Preparatory Programs for Overseas Chinese Students shall be formulated separately.

第十一條 本辦法經校務會議通過，陳請校長核定後實施，修正時亦同。

Article 11

The regulations and amendments are passed by the University Affairs Meeting and shall take effect upon the approval of the President.