

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

106 年 12 月 22 日校長核定修正公告附件一

108 年 3 月 13 日校務會議修正通過(第 2、4~10 條及附表)，108 年 4 月 13 日校長核定公告

110 年 5 月 26 日校務會議修正通過(第 1、2、4、6~9 條及附表)，110 年 6 月 4 日校長核定公告

第一條 義守大學(以下簡稱本校)為落實導師輔導功能，特依教師法第三十二條之規定，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、院長導師及樂輔教師，設置方式如下：

一、大學部學士班班級導師：

(一)一年級每班視學生人數置導師若干名，每名導師至多輔導二十名學生。

(二)二年級以上每班置導師一名，如班級學生數超過四十人，得增加導師一名。

二、進修部學士班(含二年制在職專班)班級導師：每班置導師一名。

三、延修生由各系主任導師或指定教師擔任班級導師。

四、研究所(含碩士在職專班)班級導師：由指導教授擔任導師，在未確定指導教授前，由主任導師兼任之。

五、交流生導師：由各院遴選適任之教師擔任，以該生之授

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名額。

六、四班以上之學系(班、學位學程)，置主任導師一名，由各系(班、學位學程)主任兼任之。

七、各學院置院長導師，由各學院院長兼任之。

八、樂輔教師之遴聘、資格、職責、權利義務等相關規定及實施辦法，另定之。

第三條 導師各項費用核發標準詳如附件一。

第四條 導師之遴聘原則：

一、班級導師由各系(所、班、學位學程)推選符合資格之教師擔任，擔任學士班一年級導師者，同一學期至多兼任二個年級導師，且輔導學生數合計以四十名為限，遴選辦法由各系(所、班、學位學程)另行訂定。

二、大學部班級導師由擔任學士班一年級導師中，遴選一名以上導師，輔導該班至畢業。

三、班級導師之推薦名單由各系(所、班、學位學程)於每年開學前一個月內綜整確定，經各學院提出後，送交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。

四、教師如因個人因素，無法擔任班級導師者，應由各系(所、班、學位學程)遴薦接任者，依前款推薦程序核聘之。

第五條 學術單位導師事務之聯繫，由各院、系、所、班、學位學程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、推動所屬學院之導師業務。

(二)召集並主持所屬學院之優良導師遴選會議。

(三)召集並主持所屬學院導師會議(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、推動所屬系(班、學位學程)之導師業務。
- (二)負責所屬系(班、學位學程)學務活動之規劃與執行。
- (三)召集並主持所屬系(班、學位學程)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。
- (六)其他相關輔導事項。

三、交流生導師：

- (一)每學期定期安排導師時間，依導生個別差異，輔導與協助學生在臺生活與學習適應事宜，並上網登錄輔導紀錄。
- (二)利用導師時間宣導校規及各項法令，適時回應學生意見。
- (三)出席導師相關會議。
- (四)督促導生參加重要集會與活動。
- (五)其他相關輔導事項。

四、班級導師：

- (一)利用導師時間宣導校規及各項法令，適時回應學生意見。
- (二)每學期定期舉辦班會活動，促進導生間之彼此了解及聯誼；運用課餘時間舉行輔導活動或導生聚餐，以增進師生情感。
- (三)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，給予輔導並上網登錄輔導紀錄，適時協調有關人員給予協助或轉介諮輔組予以心理輔導。
- (四)與院長導師、主任導師、樂輔教師、輔導教官、諮輔組學院個案管理輔導員密切聯繫，協同輔導學生。
- (五)視導生實際情形，與其家長保持密切聯繫。

- (六)評定導生操行成績(附評語)，並依學生表現優劣報請學生事務處施以獎懲。
- (七)督促導生參加重要集會與活動。
- (八)督促導生完成學生服務教育課程。
- (九)完成賃居訪視業務，並上網登錄賃居訪視紀錄。
- (十)進行導生休退學輔導，並上網登錄輔導紀錄。
- (十一)擔任大學部學士班一年級導師者，需依導生個別性向介紹課程與選課輔導，並運用學校資源協助導生擬定相關學習計畫及生涯規劃後，於每學期初及學期末上網登錄定向輔導紀錄。
- (十二)出席導師相關會議。
- (十三)參加導師輔導知能研習，以增進學生輔導之效能與品質。
- (十四)參酌諮輔組之學生心理測驗結果，作為輔導學生之依據與方向。
- (十五)其他相關輔導事項。

第七條 本辦法中之各類導師、樂輔教師、輔導教官及各單位相關業務承辦人員，依法對學生個人或其家庭資料負有保密之義務。

第八條 導師輔導學生熱忱負責、認真盡職者，應予獎勵，優良導師遴選及獎勵辦法另定之。

第九條 導師應於每學期期末確認已完整登錄學生輔導工作紀錄，並由學生事務處彙整資料提供本校各單位，作為教師獎勵、升等與考核之參考。

第十條 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/學期)		輔導 活動 費(新 臺幣/ 學期)	交通 補助費 (新臺 幣/學 期)	說明
大學部 學士班班 級導師	依輔導學生 人數計算	一年 級	每名學生 450 元 (含賃居訪視費)。	每名 學生 最高 補助 100 元	醫學院 進住校 本部學 系班級 學生， 每名交 通補助 費 50 元 /學期	1. 班級學生 數不採計延 修學生人數 2. 輔導活動 費以實報實 銷方式核予 每位導師
		二年 級以 上	每名學生 360 元 (含賃居訪視費)	無	無	
進修部學 士班班級 導師	依原班人數 帶班	每名學生 225 元		無	無	班級學生數 不採計延修 學生人數
交流生 導師	5~10 位交 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 教師評鑑計 分原則辦理
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，得支領 基本輔導費 (含賃居訪視 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，得支領基本輔導費（含賃居訪視費） 2. 班級學生數不採計延修學生人數
樂輔教師	無	3,000 元	無	無	參照本校樂輔教師制度實施辦法辦理

	班級學生數	基本輔導費(新臺幣)/學期	加給輔導費(新臺幣)/學期	賃居訪視費(新臺幣)/學期	
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

Promulgated with the consent from the President dated 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 promulgated with the consent from the President dated on July 13, 2009

Amendments to Articles 3 and 4 promulgated with the consent from the President dated on November 18, 2010

Amendments to Article 4 adopted with the consent from the President dated on November 22, 2011

Amendments to Articles 2-8 promulgated with the consent from the President dated on June 5, 2013

Amendments to Articles 1-6 promulgated with the consent from the President dated on March 18, 2015

Amendments to Appendix 1 promulgated with the consent from the President dated on December 22, 2017

Amendments to Articles 2, 4-10 and the appendix adopted by the University Council on March 13, 2019 and promulgated with the consent from the President dated on April 13, 2019

Amendments to Articles 1, 2, 4, 6-9 and the appendix adopted by the University Council on May 26, 2021 and promulgated with the consent

Article 1 The Regulations for Advisor System at I-Shou University (hereinafter referred to as "the Regulations") are made by I-Shou University (hereinafter referred to as "the University") pursuant to Article 32 of the Teachers' Act to bring the functions of student counseling and guidance into full play.

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

1. Daytime undergraduate programs:
 - a. For freshman classes, each class has several class advisors, and each class advisor shall supervise 20 students at most.
 - b. For sophomore, junior, and senior classes, each class has one class advisor, and one extra class advisor shall be appointed if the number of students in a class exceeds 40.
2. Evening bachelor's degree programs (including two-year in-service bachelor's degree programs): one class advisor for each class.
3. For students in the period of extension for graduation, the class advisor shall be a chair advisor or an assigned faculty member.
4. Graduate programs (including in-service master's programs): Generally, supervisors concurrently serve as class advisors. Chair advisors shall concurrently serve as class advisors if graduate students have not chosen their supervisors yet.
5. Exchange program advisors: Each college shall select competent faculty members to serve as advisors to 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 5-10 exchange students as their advisees, and the number of advisees mentioned herein will not be included in the number of advisees mentioned in Subparagraph 1.
6. 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.
7. Each college shall have one dean advisor, and the dean of each college shall concurrently serve as the dean advisor.

8. The regulations and rules concerning the appointment, qualifications, responsibilities, rights, and obligations of adjunct counselors shall be made separately.

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

Article 4 The principles for selecting advisors are as follows:

1. Class advisors shall be faculty members nominated by their departments (programs or institutes). A class advisor to freshmen may serve concurrently as a class advisor for another grade level in the same semester, but the number of students under his/her supervision shall not exceed 40. The regulations for the selection shall be made separately by each department (program or institute).
2. Class advisors of sophomores shall be selected from the class advisors of freshmen, and the selected class advisor shall supervise the class until graduation.
3. The list of nominees for the position of class advisor shall be compiled one month prior to the first day of school every year. The list shall then be delivered to the Counseling and Guidance Section of the Office of Student Affairs (hereinafter referred to as "the Section"), and it will be submitted to the President for appointment.
4. If a class advisor can no longer fulfill his/her duties due to personal reasons, the department (program or institute) shall nominate a successor by following the aforesaid nomination procedure.

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:
 - a. To lead and promote the advisor affairs within his/her college;
 - b. To convene and preside over meetings for the selection of outstanding advisors within his/her college;
 - c. To convene and preside over the advisors' meetings of his/her college (at least once every semester) to review and improve student counseling; and
 - d. To attend advisor-related meetings.
2. Chair Advisors:
 - a. To lead and promote the advisor affairs within his/her

department/program;

- b. To design and carry out student-centered activities of his/her department/program;
- c. To convene and preside over the advisors' meetings of his/her department/program (at least once every semester) to review and improve student counseling;
- d. To attend advisor-related meetings;
- e. To supervise class advisors to provide counseling and guidance to students who apply for schooling suspension or withdrawal from the University; and
- f. To handle other affairs related to student counseling and guidance.

3. Exchange Program Advisors:

- a. To arrange their advisor sessions every semester, give exchange students individual counseling and assistance with their learning and lives in Taiwan, and complete counseling records online;
- b. To promote university regulations and rules and respond to students' suggestions during advisor sessions;
- c. To attend advisor-related meetings;
- d. To make sure that advisees attend important meetings and activities; and
- e. To handle other affairs related to student counseling and guidance.

4. Class Advisors:

- a. To promote university regulations and rules and respond to students' suggestions during advisor sessions;
- b. To organize regular class meetings every semester for better mutual understanding and hold counseling activities or dine together with students during leisure time for a close relationship;
- c. To provide counseling to advisees on course registration, extracurricular activities, personal interests, academic learning, interpersonal relationship, job hunting, further studies, etc. based on individual differences; to complete counseling records online; and to refer advisees in need to appropriate personnel or the Section for further counseling when necessary;
- d. To establish close contact with dean advisors, chair advisors, adjunct counselors, military training instructors-in-charge, and case

- managers of the Section to provide counseling to advisees;
- e. To contact parents depending on advisees' conditions;
- f. To score advisees' conduct performance with comments and apply for rewards or punishments to the Office of Student Affairs based on their performance;
- g. To make sure that advisees attend important meetings and activities;
- h. To make sure that advisees complete the service education;
- i. To visit advisees living off campus and complete visit records online;
- j. To provide counseling to advisees who apply for schooling suspension or withdrawal from the University and complete counseling records online;
- k. To complete student orientation service records online at the beginning and end of every semester after introducing and recommending courses to students based on their aptitude and using the resources provided by the University to help them make learning and career plans (only for class advisors to freshmen);
- l. To attend advisor-related meetings;
- m. To take part in counseling training sessions for better counseling efficiency and quality;
- n. To provide counseling to advisees based on the results of student psychological tests administered by the Section; and
- o. To handle other affairs related to student counseling and guidance.

Article 7 The aforementioned advisors, adjunct counselors, military training instructors-in-charge, and the staff in charge of relevant affairs in different units are obligated to keep advisees' personal and family information confidential.

Article 8 Advisors who are passionate and responsible for giving counseling services to advisees shall be rewarded. The regulations for selecting and rewarding outstanding advisors shall be made separately.

Article 9 Advisors shall make sure that they have completed student counseling records at the end of every semester. The Office of Student Affairs will provide advisors' counseling records to other units as an important reference for the rewards, promotion, and evaluation of faculty members.

Article 10 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 disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.

Appendix 1: Standards for Different Types of Advisor Allowances

	Number of Students in a Class	Basic Counseling Allowance (NTD/Semester)		Counseling Activity Allowance (NTD/Semester)	Transportation Subsidies (NTD/Semester)	Remarks
Daytime Undergraduate Programs	Based on the number of advisees	Freshman	NT\$450 per student (including allowances for off-campus housing visits)	Up to NT\$100 per student	NT\$50 per student every semester for advisors of the College of Medicine whose classes or programs are conducted at the Main Campus	1. Students who are in the period of extension for graduation are not included. 2. Counseling activity allowances will be granted to each advisor based on actual expenses.
		Sophomore, junior, and senior	NT\$360 per student (including allowances for off-campus housing visits)	N/A	N/A	
Evening Bachelor's Degree	Based on the original number of	NT\$225 per student		N/A	N/A	Students who are in the period

Programs	students in the class				of extension for graduation are not included.
Exchange Program Advisors	In principle, one exchange program advisor takes care of 5-10 exchange students.	Advisors will receive bonus points instead of counseling allowances.	N/A	N/A	Please refer to the Scoring Principles for Faculty Evaluations for more information.
Chair Advisors	Chair advisors may concurrently serve as class advisors.	No advisor allowance is granted.	N/A	N/A	1. If a chair advisor is concurrently a class advisor, he/she is eligible to receive basic counseling allowances (including the allowances for off-campus housing visits).

					2. Students who are in the period of extension for graduation are not included.
Dean Advisors	Dean advisors may concurrently serve as class advisors.	No advisor allowance is granted.	N/A	N/A	<p>1. If a dean advisor is concurrently a class advisor, he/she is eligible to receive basic counseling allowances (including the allowances for off-campus housing visits).</p> <p>2. Students who are in the period of extension for graduation</p>

					are not included.
Adjunct Counselors	N/A	NT\$3,000	N/A	N/A	The Regulations for Adjunct Counselor System at I-Shou University should apply.

	Number of Students in a Class	Basic Counseling Allowance Per Semester	Additional Counseling Allowance Per Semester	Allowance for Off-campus Housing Visits Per Semester	
Graduate 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			