

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

114年3月5日校務會議修正通過(第2、4、6、7條及附表)，114年3月14日校長核定公告

115年3月4日校務會議修正通過(第2、6、7、10條及附表)，115年3月13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、國際專修部導師、主任導師及院長導師，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、國際專修部導師：由各院遴選適任之教師擔任，每位導師輔導之導生人數至多二十人，不計入第一款學生人數之名額。為協助導師進行語文及文化溝通，各院得置學生輔導助理一名協助導師業務，如學生數超過二十人，得增加學生輔導助理一名。本項經費由國際及兩岸事務處相關經費支應。
- 七、四班以上之學系(班、學位學程)，置主任導師一名，由各學系(班、學位學程)主任兼任之。
- 八、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 導師之遴聘原則：

- 一、班級導師由各學系(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，遴選辦法由各學系(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學系(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，應由各學系(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、推動所屬學系(班、學位學程)之導師業務。
- (二)負責所屬學系(班、學位學程)學務活動之規劃與執行。
- (三)召集並主持所屬學系(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、校安輔導員、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)完成賃居訪視業務，並上網登錄賃居訪視紀錄。
- (九)進行導生休退學輔導，並上網登錄輔導紀錄。
- (十)擔任大學部學士班一年級導師及國際專修部導師者，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。
- (十一)出席導師相關會議。
- (十二)參加導師輔導知能研習，以增進學生輔導之效能與品質。
- (十三)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。
- (十四)其他相關輔導事項。

第七條 本辦法中之各類導師、校安輔導員、學生輔導助理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)。	每人補助 金額上 限，依本 校核定之 經費補助 相關規定 辦理。	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	
國際專修 部導師	依輔導學生 人數計算	每名學生 450 元	每人補助 金額上 限，依本 校核定之 經費補助 相關規定 辦理。	無	輔導活動費 以實報實 銷方式核予 每位導師	
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

	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 of the President dated 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 of the President dated July 13, 2009

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

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

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

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

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

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

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

Amendments to Articles 2, 4, 6, and 7, as well as the appendix, adopted by the University Council on March 5, 2025, and promulgated with the consent of the President dated March 14, 2025

Amendments to Articles 2, 6, 7, and 10, as well as the appendix, adopted by the University Council on March 4, 2026, and promulgated with the consent of the President dated March 13, 2026

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 Advisors at the University are categorized into the following types: class advisors, exchange program advisors, International Foundation Program advisors, chair advisors, and dean advisors. All advisors shall be appointed in accordance with the following rules:

1. Daytime undergraduate programs:
 - a. Each freshman class shall have several class advisors, and each class advisor shall supervise twenty students at most.
 - b. For sophomore, junior, and senior classes, each class shall have one class advisor, and an additional 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 an extended period of study, their class advisor shall be a chair advisor or a faculty member designated for this purpose.
4. Graduate programs (including in-service master’s programs): Generally, thesis supervisors concurrently serve as class advisors. Chair advisors shall concurrently serve as class advisors if graduate students have not yet selected their thesis supervisors.
5. Exchange program advisors: Each college shall appoint qualified faculty members to serve as advisors to exchange students. In principle, exchange students’ course instructors shall serve as their exchange program advisors, and such advisors may be faculty members from other departments. Each advisor may take care of five to ten exchange students as their advisees, and the number of advisees specified herein shall not be included in the total number of advisees mentioned in Subparagraph 1.
6. International Foundation Program advisors: Each college shall appoint qualified faculty members to serve as advisors to students of the International Foundation Program. Each advisor may take care of twenty students at most as their advisees, and the number of advisees specified herein shall not be included in the total number of advisees mentioned in Subparagraph 1. To assist advisors with language and cultural communication, each college may appoint one student assistant to support their duties. If the number of advisees exceeds twenty, an additional student assistant may be appointed. The

expenses for hiring student assistants shall be covered by the relevant budget of the Office of International and Cross-strait Affairs.

7. Departments (programs) with four or more classes shall have one chair advisor, and the chair (director) of the department (program) shall serve as the chair advisor.
8. 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 each level are detailed 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 undergraduate freshmen may serve concurrently as a class advisor for another grade level in the same semester, but the total number of advisees under their supervision shall not exceed 40. The regulations concerning the selection of class advisors shall be made separately by each department (program or institute).
2. Class advisors of undergraduate sophomores, juniors, and seniors shall be selected from among the class advisors of freshmen, and the selected class advisors shall continue to supervise their classes 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 each year. The list shall then be submitted to the Counseling and Guidance Section of the Office of Student Affairs (hereinafter referred to as “the Section”) and forwarded to the President for appointment.
4. If a class advisor is unable to fulfill their duties for personal reasons, their department (program or institute) shall nominate a successor by following the aforementioned nomination procedure.

Article 5 Administrative personnel at each college, department, institute, and program shall be 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 matters related to advisors within their colleges;
 - b. To convene and preside over meetings for the selection of outstanding advisors within their colleges;
 - c. To convene and preside over the advisors’ meetings of their colleges (at least once each semester) to review and improve student counseling and guidance; and

- d. To attend advisor-related meetings.
- 2. Chair advisors:
 - a. To lead and promote matters related to advisors within their departments (institutes or programs);
 - b. To design and carry out student-centered activities of their departments (institutes or programs);
 - c. To convene and preside over the advisors' meetings of their departments (institutes or programs) (at least once each semester) to review and improve student counseling and guidance;
 - d. To attend advisor-related meetings;
 - e. To supervise class advisors to provide counseling and guidance to students who apply for suspension of studies or withdrawal from the University; and
 - f. To deal with other matters related to student counseling and guidance.
- 3. Exchange program advisors:
 - a. To arrange their advisor sessions each semester, give exchange students individual counseling and assistance with their learning and lives in Taiwan, and complete counseling records online;
 - b. To promote the University's 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 deal with other matters related to student counseling and guidance.
- 4. Class advisors:
 - a. To promote the University's regulations and rules and respond to students' suggestions during advisor sessions;
 - b. To organize regular class meetings each 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 relationships, 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, campus security counselors, and case managers of the Section to provide better counseling and care 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 visit advisees living off campus and complete visit records online;
- i. To provide counseling to advisees who apply for suspension of studies or withdrawal from the University and complete counseling records online;
- j. To complete student orientation service records online at the beginning and end of each semester after introducing and recommending courses to advisees based on their aptitudes and using the resources provided by the University to help them make learning and career plans (only for class advisors to undergraduate freshmen and International Foundation Program advisors);
- k. To attend advisor-related meetings;
- l. To take part in counseling training sessions for better counseling efficiency and quality;
- m. To provide counseling to advisees based on the results of student psychological tests administered by the Section; and
- n. To deal with other matters related to student counseling and guidance.

Article 7 The aforementioned advisors, campus security counselors, student assistants, and the staff in charge of relevant matters in different units are obligated to keep advisees' personal and family data confidential.

Article 8 Advisors who are passionate and perform well in offering counseling and guidance to advisees shall be rewarded. The regulations concerning selecting and rewarding outstanding advisors shall be made separately.

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

Article 10 The Regulations become effective on the third day of promulgation after being adopted by the University Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.

Appendix 1: Standards for Advisor Allowances by Type

	Number of Students in a Class	Basic Counseling Allowance (NTD/Semester)		Counseling Activity Allowance (NTD/Semester)	Transportation Subsidy (NTD/Semester)	Notes
Daytime Undergraduate Programs	Based on the number of advisees	Freshman Year	NT\$450 per advisee (including allowances for off-campus housing visits)	The maximum subsidy amount per advisee shall be determined in accordance with the applicable regulations for funding subsidies approved by the University.	A transportation allowance of NT\$50 per advisee per semester shall be provided to advisors of the College of Medicine whose advisees reside at the Main Campus.	1. Students in an extended period of study are not included. 2. Counseling activity allowances shall be provided to advisors based on actual expenses incurred.
		Sophomore, Junior, and Senior Years	NT\$360 per advisee (including allowances for off-campus housing visits)	N/A	N/A	
Evening Bachelor's Degree Programs	Based on the original number of students in the class	NT\$225 per advisee		N/A	N/A	Students in an extended period of study are not

					included
Exchange Program Advisors	In principle, one exchange program advisor takes care of five to ten 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.
International Foundation Program Advisors	Based on the number of advisees	NT\$450 per advisee	The maximum subsidy amount per advisee shall be determined in accordance with the applicable regulations for funding subsidies approved by the University.	N/A	Counseling activity allowances shall be provided to advisors based on actual expenses incurred.
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, they are

					<p>eligible to receive basic counseling allowances (including the allowances for off-campus housing visits).</p> <p>2. Students in an extended period of study are not included.</p>
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, they are eligible to receive basic</p>

					counseling allowances (including the allowances for off-campus housing visits). 2. Students in an extended period of study are not included.
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	Number of Students in a Class	Basic Counseling Allowance (NTD/Semester)	Additional Counseling Allowance (NTD/Semester)	Allowance for Off-campus Housing Visits (NTD/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			
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