

國立成功大學心理學系導師制度實施細則

NCKU Department of Psychology

Enforcement Rules for the Student Advisory System

100年1月10日系務會議修正通過
Revised and approved by the Department Affairs Council on Jan. 10, 2011

- 一、本細則依國立成功大學導師制實施辦法之規定訂定之。
These Rules are established by the Department of Psychology (hereinafter the Department) according to *NCKU Regulations for the Student Advisory System*.
- 二、為落實導師輔導工作，提昇教育品質，培養德智兼備之人才，達成大學教育目的，特訂定本細則。
These Rules are established by the Department to facilitate its administration of student consulting services in order to upgrade its education quality for the cultivation of virtuous and talented students, as one of the goals set for college education.
- 三、本系專任講師以上教師均有擔任導師之義務，導師工作做為獎勵、升等、教師評鑑之參考。另由具國家執照之心理師協助導師之輔導工作。
Fulltime faculty members of the Department, including lecturers and above, are obliged to serve as advisers, whose performance shall be taken as a reference for reward, promotion and evaluation. Meanwhile, licensed counseling psychologists are available to help advisers carry out consultations.
- 四、導師之職責如下：
Advisors have the following job responsibilities:
 - 1、了解導生性向、興趣、人格特質、生活與家庭狀況，協助導引其身心發展。必要時可連絡心理師實施性向、興趣或人格測驗。
Advisers work to understand their advisees in terms of aptitudes, interests and personality traits, to help them develop mentally and physically. When necessary, advisers may enlist the help of counseling psychologists to conduct tests of aptitudes, interests or personality traits.
 - 2、協助導生課業學習、選課及生涯規劃等事宜。若導生學期成績不及格達三分之一以上或受記過處分時，結合學務處各組、家長或有關人員施予適切輔導。
Advisers work to help advisees with their academic studies, course enrollment and career planning. Should any advisees fail to complete a minimum of one-third of the total course credits for one semester or be disciplined with a demerit, their advisers shall work with responsible staffers from the Office of Student Affairs, their parents, or relevant personnel to provide appropriate consultations.
 - 3、於每學期結束前兩週，依據各導生平日生活言行表現，評定其操行成績，送交學務處生活輔導組。
Advisers shall evaluate their advisees based on their behavior and performance in everyday life, and submit a grade report of conduct to the Student Assistance Division under the Office of Student Affairs two weeks before the end of each semester.

- 4、依學生事務活動實施預定表，舉行導師談話（班會）活動；另應運用課餘舉行師生座談、聯誼或其他團體活動，以增進師生情感。

Advisers shall meet with their advisees regularly to conduct consultations according to the NCKU-designated schedule of student activities.

Meanwhile, advisers may hold a variety of activities or symposiums on extracurricular occasions to enhance the adviser-advisee relationship.

- 5、若導師發現導生出現適應欠佳、偏差行為、或其他特殊事件時，請告知其家長、監護人或緊急聯絡人，並轉介給心理師實施心理諮商與治療。

Advisers who have found any advisee to have problems of poor adaptability or misconduct, or to have been involved in a special incident, shall inform the parents, guardians, or emergency contact person, and also refer the case to the psychologist concerned for consultation or therapy.

- 五、因實施輔導所獲得導生個人或家庭資料，相關人員依法有保密的義務。

The relevant personnel shall be obliged to keep confidential the personal and family data of an advisee collected from any consultations.

- 六、若導生有下列情形之一者，當事人、發現者或事發單位，請迅速通報校安中心（分機 55555），協助進行危機處理與後續處置。

Please contact the NCKU Campus Security Center (ext. 55555) instantly for emergency response and subsequent management, if you, the party involved, the witness or the unit concerned, find any advisee in the following situations:

- 1、其言行、情緒或精神異常，有可能發生自我傷害或傷害他人之行為時，應依據「本校校園精神疾病及自我傷害個案處置之作業流程」處理。

It is advisable to process a case of any advisee who is behaving in an abnormal manner, whether verbally, emotionally or mentally, which may cause harm to anybody, including him- or herself, according to the *NCKU Operating Procedure for Management of Cases of Mental Illness and Self-harm*.

- 2、其遭受意外、交通事故或其他需緊急就醫之情形，應依據「本校學生急診通報系統」處理。

It is advisable to process a case of any advisee involved in an accident, a traffic accident or other emergency according to the *NCKU Student Emergency Information System*.

- 3、其行為有嚴重危害校園安全及安寧，而屬於校園緊急安全事件時，應依據「本校校園事件通報系統暨處理流程」處理。

It is advisable to process a case of any advisee conducting any acts that endanger the safety and peace on campus according to the *NCKU Campus Incident Information System and Operating Procedure*.

- 七、本系導師制度之編組方式為小組導師制。班級各項活動，由小組導師督導。

The student advisory system of the Department is designated as a group-based advisory system, with an adviser assigned to a group of students to supervise

their activities.

八、每學期每位學生至少應與小組導師單獨會談一次，並視情況需要增加次數。
An advisee shall have at least one meeting with the group adviser in each semester. The number of meetings may be increased if necessary.

九、導師經費依學生人數計算，每學期校方將有固定之補助金額，其中 70% 為小組導師人事費，30% 為學生輔導活動費。本系學生輔導活動費全數撥給系學會運用，系學會於每學期開學後五週內提出該學期之各項活動經費預算報告，經由系務會議核定各項活動之費用，並按實際支用情形核銷，每人每次上限為 250 元，剩餘經費用於小組導師與學生聯誼活動或其他支用。導師人事費由學務處撥入導師帳戶；學生輔導活動費撥入本系帳戶。

The school authorities shall allocate a budget to the Department for the student advisory system based on the number of students, with 70% designated for personnel payment to advisers and 30% for student counseling activity expenditure. The Department will allocate the portion of the budget for student counseling activity expenditure to the Student Union, which shall submit a budgetary proposal for student activities scheduled for the semester to the Department within five weeks after the beginning of the semester. The proposal shall be approved by the Department Affairs Council, and any payment or reimbursement application process shall be based on actual expenditure, with a maximum of NT\$250 for each student per activity. The remaining amount shall be used to cover expenses for activities held to enhance adviser-advisee relationships. The personnel payments to advisers shall be transferred into their bank accounts, while the budget for student counseling activity expenditure shall be transferred into the Department for relevant administration.

十、導師應協助學生資料之建立：

Advisers shall help advisees establish their general profile and basic data as follows:

1、學生綜合資料卡及學生資料表：每學期開學一個月內，由助教將資料卡及學生資料表交給各班導師，利用第一次導師談話時間，請學生更新資料，並於二週內，由助教將資料收齊後，彙送系主任審閱並歸檔。

Student personal profile and basic data: In the first month after the beginning of each semester, teaching assistants will send the forms for student general profile and basic data to advisers to be updated by advisees in their first adviser-advisee meeting. Within two weeks after the meeting teaching assistants shall collect and submit the updated forms to the Department chair for reference before being officially filed.

2、導生訪談記錄表：導師平時訪談時做記錄，每學期結束後二週內，由助教將資料彙整後送系主任審閱，並存於系上學生資料檔。

Adviser-advisee interview records: An adviser shall record interviews with any advisee. Within two weeks after the end of each semester, teaching assistants shall collect and submit the records to the Department chair for reference before being officially filed.

3、校外住宿生調查表：每學期由導師於導聚或訪談時，請學生填寫調查問卷並更新資料後送回系上彙送教官室。

Off-campus residence survey: Advisers shall have their advisees complete

the off-campus residence survey during their meetings every semester. The Department office shall collect and submit the completed forms to the Office of Military Officers.

- 4、應屆畢業生就業輔導意見表：請大四導師於每年四月份時，請學生填寫資料，並於4月30日前送交助教彙整後，送系主任審閱，並存於學生資料檔。

Graduating class employment counseling survey: Advisers for the senior class shall have their advisees complete the employment counseling survey in April. The completed forms shall be submitted to responsible teaching assistants by April 30 and further submitted to the Department chair before being officially filed.

- 十一、 系辦應於每學期開學一週內，彙送每位授課老師一份全系導師、導生名單，以便授課教師與導師聯絡。

The Department office shall compile and issue a departmental roster of advisers and advisee assignments to all instructors to facilitate the communication between instructors and advisers.

- 十二、 研究生以指導教授為導師，在尚未選定指導教授前，以系主任或所長為導師，不另支導師費。

For graduate students, their thesis advisers shall double as their advisers. Before the selection of thesis advisers, the Department chair or Director of the Institute shall act as their advisers. Advisers to graduate students defined herein shall not receive any extra payment.

- 十三、 導師於輔導學生過程中，須視情況照會其他教師協助輔導或提系務會議中討論。

If necessary or applicable, advisers shall communicate with relevant instructors or propose an issue to the Department Affairs Council for discussion to facilitate their counseling process.

- 十四、 每學期至少召開導師會議一次，討論工作實施情形，檢討並改進導師制實施情形。系主任及導師應出席每學期由學生事務處召開之全校導師輔導工作研討會或各項輔導知能研習活動，以增進專業知能。

The Department shall hold at least one meeting of advisers every semester to discuss and review the administration of related affairs in order to improve the advisory system. The Department chair and all advisers shall attend the university conference of advisers or workshops on student counseling held by the Office of Student Affairs to improve their knowledge and abilities as advisers.

- 十五、 本系導師之排定，以全系老師參與為原則。

In principle, all faculty members of the Department shall be assigned as advisers.

- 十六、 本細則經系務會議通過後施行，修正時亦同。

These Rules shall be approved by the Department Affairs Council before taking effect. Any amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.