

國立中山大學特殊教育推行委員會組成與運作要點

Guidelines on Formation Procedures and Operation of the Special Education Implementation Committee

113.11.20本校113學年度第1學期第7次行政會議修正通過
Amendment and Approval at 7th Executive Meeting on November 20, 2024

- 一、 本校為推動特殊教育學生之學習輔導等事宜，依據特殊教育法及大專校院特殊教育推行委員會組成與運作方式參考原則，訂定本要點。
 1. In order to promote learning and counseling for special education students, the University hereby stipulates these Regulations based on Special Education Act and University and College Special Education Implementation Committee Formation and Administration Reference Principles.

- 二、 本校為辦理特殊教育學生學習輔導工作，並落實各項支持性服務，成立特殊教育推行委員會(以下簡稱本會)，其任務如下：
 2. In order to implement learning and counseling for special education students, the University forms the Special Education Implementation Committee (hereinafter the Committee) to carry out the following duties:
 - (一) 審議特殊教育方案或年度工作計畫。
 - (1) To review the projects and annual work plans for special education.
 - (二) 審議特殊教育經費編列、運用與執行情形。
 - (2) To examine the budgeting, usage, and execution of special education funds.
 - (三) 審查特殊個案之個別化支持計畫、交通車或交通補助費及學期最低修課學分數等事宜。
 - (3) To examine supporting plans, transportation and transportation reimbursements, and minimum credit requirements for individual cases.
 - (四) 協調各處室、院、系所行政分工合作，並整合校內外特殊教育資源。
 - (4) To coordinate tasks between colleges, departments and institutes and

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integrate special education related resources from in and out of the University.

(五) 協調各系提供身心障礙學生甄試及單招名額。

(5) To coordinate departments to provide screening for admissions for students with disabilities.

(六) 督導改善校園無障礙環境及學校無障礙網頁。

(6) To monitor and modify Campus Accessibility and School Accessibility web pages.

(七) 督導特殊教育自我評鑑及定期追蹤。

(7) To monitor and modify self-evaluation and conduct regular follow-up for special education.

(八) 其他特殊教育相關業務。

(8) Other special education related affairs.

三、本會置委員十三人，其中學生事務長為召集人，其餘委員由學生事務長推薦、經校長同意後聘（派）兼之：

3. The committee consists of thirteen members with Vice President for Student Affairs appointed as the Chair. Other members shall be appointed by the Vice President for Student Affairs and summoned upon approval by the President.

(一) 教務長、總務長、圖書與資訊處處長、西灣學院院長、學生事務處諮商與健康促進組組長為當然委員。

(1) Vice President for Academic Affairs, Vice President for General Affairs, Vice President for Library and Information Services, Dean of Si Wan College, Director of Counseling and Health Service Division at Office of Student Affairs.

(二) 教師與學生代表。

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委員任期一年，期滿得續聘（派）之。

委員之組成，任一性別委員應占委員總數三分之一以上。

本會置執行秘書一人，由學生事務處諮商與健康促進組組長兼任。

(2) Instructor and student representatives.

Committee members have terms of one year and are entitled to term renewals.

Representatives of each gender shall occupy a third or more of all numbers of the Committee.

The committee has one executive secretary position which will be a concurrent post held by the director of the Counseling and Health Service Division, Office of Student Affairs.

四、本會每學期應召開會議一次，必要時，得召開臨時會，由召集人擔任主席；召集人不能出席會議時，由其指派委員或由委員互推一人擔任主席。

本會之決議，以過半數委員出席，出席委員過半數同意行之。

本會必要時，得邀請專家學者或民間團體出席指導，或請相關系、所、學生或家長列席說明。

4. The Committee shall hold one meeting each semester in principle. When necessary, interim meetings can be held with the Chair being the moderator. In cases where the Chair is not available, a committee member appointed by the Chair or voted by the committee shall be the moderator.

Voting can only be conducted when over half of the members are in attendance. Decisions are made when over half of the members in attendance agree or disagree on the issue.

When necessary, the Committee is entitled to invite experts or non-governmental organizations for guidance, or invite students or parents to attend meetings for explanation purposes.

- 五、 本會委員之開會及表決，有關利益迴避之規定，適用或準用行政程序法第三十二條及第三十三條之規定。
5. Interest avoidance related regulations for voting in Committee meetings shall be in accordance to the regulations of Articles 32 and 33 in Administrative Procedure Act.
- 六、 本要點經行政會議通過，陳請校長核定後實施，修正時亦同。
6. The regulation is approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.