

國立中山大學海洋環境及工程學系導師制度 實施細則

Guidelines on Implementation of Mentor System

99.4.15 九十八學年度第十次系務會議通過

Approved at the 10th Department Council meeting on April 15, 2010.

104.4.9 103 學年度第 11 次系務會議修正通過

Amended and approved at the 11th Department Council meeting on April 9, 2015.

- 一、國立中山大學海洋環境及工程學系（以下簡稱本系）為落實導師輔導機制，使本系學生融入校園求知生涯，培養專業學術知識，依據國立中山大學導師制度實施要點之規定訂定「國立中山大學海洋環境及工程學系導師制度實施細則」（以下簡稱本細則）。

The Department of Marine Environment and Engineering, National Sun Yat-sen University (hereinafter referred to as "the Department"), has established the "*Guidelines on Implementation of Mentor System of the Department of Marine Environment and Engineering, National Sun Yat-sen University*" (hereinafter referred to as "the Guidelines") in accordance with the "*Guidelines on Implementation of Mentor System of National Sun Yat-sen University*." The Guidelines aim to strengthen the mentorship mechanism, help students integrate into campus life, and cultivate professional academic knowledge.

- 二、本系專任教師均有擔任導師之義務，擔任導師輔導工作可做為獎勵、升等、教師評鑑之參考。

All full-time faculty members of the Department are obligated to serve as mentors. Mentorship responsibilities may be considered as a reference for rewards, promotion, and teacher evaluations.

- 三、系所主管為主任導師，本系導師之排定，以全系老師參與為原則，凡本校未擔任一級行政工作之專任教師，均有擔任導師之

義務，導師遇有更調、休假、出國進修時，則遴選其他教師接替。

The Department Chair serves as the chief mentor. The assignment of mentors is based on the principle of participation by all faculty members in the Department. All full-time faculty members not holding primary administrative positions within the University are obligated to serve as mentors. In cases of reassignment, leave, or overseas academic pursuits, other faculty members shall be selected to take over mentorship duties.

四、大一新生導師由前一學年本系辦理學生票選前 2 名之優良導師擔任，大二以上由學生自選導師(每位導師每學期至多輔導 25 名大一~碩一學生為原則)，碩二以上、博士班學生導師為其指導教授。

Freshman mentors shall be selected from the top two outstanding mentors chosen by student voting in the previous academic year. Sophomore and higher undergraduate students may select their own mentors, with each mentor advising no more than 25 students (from freshmen to first-year master's students) per semester. Mentors for second-year master's and doctoral students shall be their respective thesis advisors.

五、導師之職責如下：

The responsibilities of mentors are as follows:

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。必要時可連絡諮商輔導組實施性向、興趣或人格測驗。

Understand the mentee's aptitudes, interests, personality traits, lifestyle, and family background to assist in guiding their personal and mental development. If necessary, mentors may contact the Counseling and Health Service Division to arrange aptitude, interest, or personality assessments.

2. 協助導生解決有關課業、生活、交友及心理、生涯規劃事

等各種疑問問題。

Assist mentees in resolving various issues related to academics, daily life, interpersonal relationships, mental health, and career planning.

3. 於導生出現適應欠佳、偏差行為、或其他特殊事件時，

可商請有關人員實施輔導，並與其家長或監護人聯繫，

必要時得由諮商輔導組協助輔導。

When the student under guidance exhibits poor adaptation, deviant behavior, or other exceptional incidents, the relevant personnel may be consulted to provide counseling, and contact with the student's parents or guardians should be made. If necessary, the Counseling and Health Service Division may assist in providing support.

4. 每學期每位學生至少應與導師單獨會談一次，可視情況需要

增加次數，並不定期舉行導師談話（班會）活動；運用課

餘、例假時間舉行師生座談、聯誼或其他團體活動，以

增進師生情感。每學期安排至少一次團體導生聚，團體導

生聚完成後，需填寫導生活動成果表，並將該表送系辦公室。

Each semester, every student should have at least one individual meeting with the mentor, with the frequency increased as needed based on the situation. Additionally, irregular mentor discussions (class meetings) should be held. The teacher-student relationship should be further strengthened by organizing teacher-student talks, social gatherings, or other group activities during extracurricular or holiday time. At least one group meeting for students should be arranged each semester. After the group meeting, a student activity report should be completed and submitted to the Department Office.

5. 導師應出席所屬導生之個案會議、導師會議。導師對學生之

優良事蹟或嚴重過失，可簽請學務處處理學生獎懲案件。

The mentor should attend case meetings and mentor meetings

for the students under their guidance. The mentor may submit requests to the Office of Student Affairs to handle cases of student rewards or disciplinary actions for exceptional achievements or serious misconduct.

6. 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。

In the process of counseling students, the mentor should consult with other teachers for assistance or bring the matter up for discussion in the Department Council meeting, as appropriate.

7. 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。

Two weeks before the end of each semester, the mentor should assess the students' conduct based on their daily behavior and performance, and submit the conduct grades to the Office of Student Affairs, Guidance and Counseling Section.

六、主任導師每學期至少召開導師會議一次，或合併系務會議舉行，可提案討論工作實施情形，檢討並改進導師制。主任導師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 chief mentor should hold at least one mentor meeting each semester, or combine it with the Department Council meeting. During these meetings, proposals may be made to discuss the implementation of tasks, as well as review and improve the mentor system. The chief mentor and mentor are required to attend the University mentor counseling work seminars or various counseling skill development activities organized by the Student Affairs Office each semester to enhance their professional knowledge.

七、其他未盡事宜均依照本校導師制度實施要點實施。

Any other matters not covered shall be implemented in accordance with the Guidelines on Implementation of Mentor System at the University.

八、本辦法經系務會議通過，送學務處核備後實施，修正時亦同。

These guidelines are approved by the Department Council, and then the Office of Student Affairs before implementation. Amendments to these guidelines shall follow the same procedure.