

# 國立中山大學導師制度實施要點

## Guidelines on Implementation of Mentor System

中華民國八十年四月十二日七十九學年度第四次行政會議通過  
中華民國八十四年十月廿七日八十四學年度第二次行政會議修正通過  
中華民國八十七年十二月十一日八十七學年度第三次行政會議修正通過  
中華民國九十年三月二日八十九學年度第四次行政會議修正通過  
中華民國九十一年三月二十二日九十學年度第四次行政會議修正通過  
中華民國九十一年九月二十七日九十一學年度第一次行政會議修正通過  
中華民國九十二年三月七日九十一學年度第四次行政會議修正通過  
中華民國九十二年九月二十六日九十二學年度第一次行政會議修正通過  
中華民國九十二年十月三十一日九十二學年度第一次校務會議修正通過  
中華民國九十九年二月四日九十八學年度第十一次行政會議修正通過  
中華民國九十九年四月二十三日九十八學年度第三次校務會議修正通過  
中華民國一百零一年四月十一日一百學年度第四次行政會議修正通過  
中華民國一百零一年五月十八日一百學年度第四次校務研發會議修正通過  
中華民國一百零一年六月一日一百學年度第四次校務會議修正通過  
108 年 03 月 22 日本校 107 學年度第 3 次校務會議修正通過  
108 年 12 月 20 日本校 108 學年度第 2 次校務會議修正通過  
本校 111 年 3 月 30 日 110 學年度第 2 學期第 4 次行政會議修正通過  
112 年 10 月 27 日本校 112 學年度第 1 次校務會議修正通過  
114 年 5 月 23 日 113 學年度第 4 次校務會議修正通過  
Amended and approved at the 1st University Council meeting on May 23, 2025

一、 為落實導師輔導工作，依據教師法第三十二條規定及本校實際需要，訂定本要點。

I. These guidelines are formulated to facilitate the mentoring work in accordance with Article 32 of the *Teacher's Act* and the actual needs of the University.

二、 本校導師之編制如下：

The structure of the mentor system at the University is as follows:

(一) 院、系、所主任導師。

(1) mentor directors of colleges and departments/institutes

(二) 導師。

(2) mentors

(三) 系所輔導老師。

(3) department/institute counselors

三、 院、系、所主任導師分別由院長、系主任及所長擔任或推薦之。

II. Deans of colleges and chairs of departments/institutes, or faculty members recommend by them, shall serve as the mentor director for their affiliated unit.

四、 導師之聘用方式如下：

III. Mentors are appointed in the following manner:

(一) 大學部學生得選擇該系教師為該一學年度之導師；研究生亦得自由選擇導師，原則上由論文指導教授擔任之。每位導師每學期輔導學生以不超過 30 名為原則。

(1) Undergraduate students may choose a faculty member from their affiliated department as their mentor for the current academic year. Graduate students may also choose other faculty member than their advisor as their mentor. Each mentor shall supervise a maximum of thirty (30) students per semester.

(二) 各系、所得依實際需要商請本校教師或具有輔導知能之專業人士為導師人選，供學生選擇，其相關要點列入各系、所導師制度施行規定。

(2) Individual departments/institutes may invite faculty or professionals with mentoring skills to serve as mentors based on specific needs for students to choose from. Relevant guidelines shall be included in the individual units' regulations for implementation of the mentor system.

(三) 導師因特殊原因未能按本要點執行導師職責時，由系所主任導師另聘適當人選擔任之，研究生尚未決定指導教授時，得自由選擇其導師或由系所主任導師指派之。

(3) In the event that mentors fail to fulfill their duties as stipulated in these guidelines due to certain reasons, the mentor director of their affiliated unit shall appoint other appropriate mentors. Graduate students may choose their mentor or have one assigned by the mentor director if they have not yet decided on their advisor.

五、 「導師時間」為導師輔導學生之時間，各院、系、所應列入課程表公告實施。

IV. "Mentor Hours" are the designated time for mentors to guide students. Individual colleges/departments/institutes shall include them into their course schedule and implement accordingly.

六、 院、系、所主任導師之職責如下：

V. The duties of mentor directors of colleges/departments/institutes are specified as follows:

(一) 召開院導師會議，每學期至少一次。

(1) convening college mentor committee meeting at least once per semester

- (二) 協調導師輔導工作之實施，檢討並改進院、系、所導師之工作。
- (2) coordinating the implementation of mentoring work, and review and improve the performance of mentors of their affiliated unit
- (三) 出席本校召開之導師會議及輔導工作之相關研習會。
- (3) attending University mentor committee meetings and seminars related to mentoring work

七、導師之職責如下：

VI. The duties of mentors are specified as follows:

- (一) 導師對於學生之性向、興趣、特長、學習態度及家庭環境等，應有充分之瞭解。
- (1) Mentors shall have a sufficient understanding of students' aptitudes, interests, specialties, learning attitude, and family situation.
- (二) 輔導學生註冊選課及參加課外活動，協助學生解決有關課業、生活、人際及心理等適應問題。
- (2) Mentors shall assist students to select courses, participate in extracurricular activities, and solve their issues related to academic work, living, interpersonal relationships, and mental concerns.
- (三) 除「導師時間」外，導師宜利用時間參加導生之旅行、露營、參觀、訪問、野餐、交誼、討論、座談、社會服務等活動，並隨機予以指導。
- (3) In addition to "Mentor Hours", mentors are encouraged to engage in activities such as students' travelling, camping, visits, picnics, social gatherings, discussions, forums, and community services to provide instructions as needed.
- (四) 導師每學期應與導生個別談話兩次以上，並將要點記載於「學生綜合資訊平台」。學生發生重大問題，應立即依據「國立中山大學校園學生自我傷害三級預防工作實施要點」會同學生事務處安排個案處理。
- (4) Mentors shall have individual talks with their students at least twice per semester and keep records on NSYSU Student Affairs Information System. When students encounter major incidents, the mentors shall immediately cooperate with the Office of Student Affairs (OSA) to take appropriate measures in accordance with the *Guidelines on Implementation for Three-Level Student Self-Injury Prevention*.
- (五) 出席所屬導生之個案會議及各項導師會議。

- (5) Mentors shall attend the case meetings of their students and other mentor-related meetings.
- (六) 導師對學生之優良事蹟或嚴重過失，可簽請學務處獎懲。
- (6) Mentors may request the OSA to reward or discipline students for their commendable behaviors or serious misconducts.
- (七) 導師於辦理導生活動後應指導學生完成「導生活動成果表」，並送學生事務處諮商與健康促進組彙辦。
- (7) Mentors shall assist students to complete the “Mentor/Mentee Activity Report” after hosting an activity with them, and then submit it to the Counselling and Health Service Division (CHSD) of the OSA.
- (八) 導師應參加教育部或本校辦理之導師輔導知能研習活動，以增加輔導專業知能。
- (8) Mentors shall participate in mentor training activities organized by either the Ministry of Education (MOE) or the University to enhance their professional mentoring capabilities.
- (九) 為維護學生權益之其他交辦事項。
- (9) other assigned tasks related to students’ rights and interests

八、系所輔導老師由學生事務處諮商與健康促進組遴聘輔導專業人員擔任之，其職責如下：

VII. Department/Institute counselors are the professionals employed by the CHSD of the OSA and their duties are specified as follows:

- (一) 整合院系所之需求及結合學生事務處諮商與健康促進組之規劃，推動各項諮商輔導工作。
- (1) integrating the needs of colleges/departments/institutes with the plans of the CHSD of the OSA to promote various counselling and guidance initiatives
- (二) 學生之心理諮商與輔導。
- (2) providing students with counselling services.
- (三) 心理衛生活動之推廣。
- (3) promoting mental health activities.
- (四) 學生問題之處理及研究。
- (4) investigating and handle student issues.

九、 導師費之發放方式如下：

VIII. Fees for serving as mentors shall be disbursed as follows:

(一) 大學部(含學位學程)之導師：按所輔導之學生人數核發，每位導生每學期 850 元。

(1) Mentors for undergraduate students (including degree programs) shall receive a mentor fee of TWD 850 per semester for each student.

(二) 研究所(含學位學程)之導師：按導生人數核發，每位碩一導生每學期 550 元。

(2) Mentors for graduate students (including degree programs) shall receive a mentor fee of TWD 550 per semester for each first-year master's student.

(三) 院、所主任導師：依實際輔導之導生人數支領導師費。

(3) Mentor directors of colleges and institutes shall receive a mentor fee based on the actual number of students they mentor.

(四) 系主任導師：依職級發給導師指導活動費，每週兩小時鐘點費，每學期依本校行事曆公告學期週數計算。

(4) Mentor directors of departments shall receive a mentor fee equivalent to two hours of hourly paid per week during per semester, adjusted to their professorship rank. Fees shall be calculated based on the number of weeks in each semester as announced in the University Calendar.

十、 導師及導生活動相關經費及用途如下：

IX. The funding and its usage associated with mentorship and student activities are specified as follows:

(一) 特殊事件輔導費：供處理導生急難、疾病、精神狀況、家庭、情感等特殊事件之支出。

(1) incident subsidy: It is provided to handle expenses related to special incidents of students, including emergencies, illness, mental health conditions, family, and emotional issues.

(二) 導師與導生活動費：

(2) mentor and mentee activity subsidy:

1. 系、所導生活動費：作為系、所辦理導師與導生聚會、互動或輔導活動使用，每學期每位學生分配金額依據教育部補助及委辦計畫經費編列基準表由學務處編列預算統一控管並適時調整，學位學程比照辦理，支用時需檢據核銷。

- i. The subsidy for department/institute mentorship activities shall be used to organize mentor and mentee gatherings, interactions, or other mentoring activities. The amount allocated to each student each semester shall be determined by the MOE's *Standard Table for Budget Allocation of the MOE Subsidized or Commissioned Projects*, with the funding budgeted, managed and adjusted solely by the OSA. The subsidy for students enrolled in degree programs shall be handled accordingly. Expenses shall be reimbursed with valid invoices.
2. 院聯合導師活動費：每學期以 15,000 元為原則，檢據核銷。
- ii. College joint mentor activity subsidy shall be TWD 15,000 per semester, in principle. Expenses shall be reimbursed with valid invoices.
3. 全校導師活動費：辦理如全校家長座談會、家長通訊、全校導師會議等，檢據核銷。
- iii. University mentor activity subsidy is for organizing a university-wide parent forum, NSYSU Parent Newsletter, and University mentor committee meeting. Expenses shall be reimbursed with valid invoices.

(三) 導師輔導知能研習費：

(3) mentor training subsidy:

1. 系所輔導知能研習費：供系所辦理導師輔導知能研習活動使用，每學期以 15,000 元為原則，檢據核銷。
- i. Department/Institute mentor training subsidy of TWD 15,000 per semester shall be for conducting mentor training activities within a department/institute. Expenses shall be reimbursed with valid invoices.
2. 院導師輔導知能研習費：供各院辦理導師輔導知能研習活動使用，每學期以 15,000 元為原則，檢據核銷。
- ii. College mentor training subsidy of TWD 15,000 per semester shall be for conducting mentor training activities within each college. Expenses shall be reimbursed with valid invoices.
3. 全校導師輔導知能研習費。
- iii. University mentor training subsidy

(四) 各院辦理符合本校發展特色主題之導生活動：諮商與健康促進組統籌辦理各院輔導活動之費用，每院每學期 30,000 元，檢據核銷。

- (4) The CHSD shall be in charge of the subsidy for college mentee activities in line with the university development. The subsidy is TWD 30,000 per college per semester. Expenses shall be reimbursed with valid invoices
  - (五) 跨院導生活動：包含兩院以上之導生活動，每學期以 30,000 元為原則，檢據核銷。
  - (5) Inter-college mentee activities that involve at least two colleges may be allocated a subsidy of TWD 30,000 per semester, in principle. Expenses shall be reimbursed with valid invoices.
  - (六) 各項活動結束後，主辦單位應將活動成果紀錄放置其單位網頁，供所有學生參閱，並須繳送電子檔至諮商與健康促進組備查。
  - (6) Mentee activity organizers shall post the record of activity outcomes on their webpage for students to access after the completion, and then submit an electronic file of the record to the CHSD for future reference.
  - (七) 對學生輔導工作績效卓著、負責盡職之導師，得依本校「優良導師遴選要點」之規定薦選為本校優良導師予以獎勵。
  - (7) Mentors demonstrating outstanding performance in mentoring and fulfilling their duties may be recommended and awarded as outstanding mentors in accordance with the *Guidelines on Selecting Outstanding Mentors*.
- 十一、各系所得依本要點及系、所之需求，訂定「系所導師制度施行規定」，經各系、所務會議決議後實施，並將規定送學生事務處核備。
- X. Individual departments/institutes may formulate their regulations for implementation of mentor system based on their needs. The said regulations shall be approved by the department/institute council meeting before implementation and then forwarded to the OSA for future reference.
- 十二、所需經費由本校校務基金自籌款收入、學雜費收入經費支應。
- XI. Funding is sourced from the university self-generated endowment fund and the income of tuition and miscellaneous fees.
- 十三、本要點經校務會議通過，陳請校長核定後實施，修正時亦同。
- XII. These guidelines are approved by the University Council and the President before implementation. Amendments to these guidelines shall follow the same procedure.