

臺北醫學大學導師實施辦法

Implementation Regulations for the Mentor System at Taipei Medical University

86年6月27日學生事務委員會會議新訂通過
89年8月24日經學生事務委員會會議修正通過
97年8月21日經學生事務委員會會議修正通過
102年1月14日經學生事務委員會修正通過
103年3月31日學生事務會議修正通過
105年7月22日學生事務會議修正通過
107年4月2日學生事務會議修正通過
107年4月27日北醫校學字第1070001454號令修正，全文11條

第一條 為落實師生互動與關懷學生生活與課業，依據大學法及教師法，訂定本辦法。

This regulation, which is based on 《University Act》 and 《Teachers Act》 was enacted in order to strengthen the reaction between students and mentors.

第二條 凡本校專任教師，均有義務擔任導師。非專任教師得由系、所、學程主管提名，經學務長核准後擔任導師。各系、所、學程設系、所、學程導師一人，由系、所、學程主管擔任之；各學院設學院導師一人，由院長擔任之；學生事務處設主任導師一人，由學生輔導中心主任擔任之；校部設總導師一人，由學務長擔任之。

All full-time faculty of Taipei Medical University are obliged to serve as mentors. Non full-time faculty may be nominated by director of relevant program, department and institute and approved by the Dean of Student Affairs. Each program, department and institute' director is his/her program, department or institute's mentor. College's mentor is served by the dean of each college. The Director of Student Counseling Center serves as the General Mentor; Chief Mentor is served by the Dean of Student Affairs.

第三條 每學年註冊後由系、所、學程提供導師名單，由學生輔導中心初步擬訂學生及導師編組，續由各系、所、學程主管確定，學務長核准後實施之。Yearly after registration, each program, school and institute will offer the list of mentors and Student Counseling Center will be in charge of grouping and dividing students to mentors. The final list will be presented to the

director of each program, school and institute and be implemented after the approval from the Dean of Student Affairs.

第四條 導師應參與導師會議及導師輔導知能研習活動，以利協助學生解決問題。

Mentors should participate in mentors' meeting and mentors' training workshops to benefit themselves in solving students' problems.

第五條 學期中導師因故無法擔任導師，或有留職停薪之情形，由該系、所、學程主管指派代理導師，並呈報學務處。若有請假一周以上之情形，由教學代理人擔任代理導師。

In the case of absent of a mentor, the director of relevant program, department or institute should assign a substitute and report to the Office of Students Affair. If a mentor takes leave for more than a week, the instructional substitute of that mentor will be the substitute of his/her mentor's position.

第六條 依教師授課鐘點數計算辦法，教師擔任導師輔導學生並有具體紀錄者，每學期得酌減一學分，每學年最高以二學分為限。擔任碩博士班導師僅限非指導教授才可列計。

Mentors who have concrete documentation or action on guiding students, based on《Regulations of Calculation of Instructional Hours》, could subtract one credit each semester with two credits the most in one academic year. This rule only applies to mentors who are not the major advisor of students in graduate school.

第七條 導師輔導學生方式及內容參考本辦法附件(臺北醫學大學導師工作準則)。

For the instructions about guiding students please refer to the appendix of this regulation.

第八條 導師之輔導成果得提列為獎勵、升等、教師評鑑之要項。導師輔導工作表現優異者，依臺北醫學大學優良導師獎勵辦法遴選優良導師，並報請校長公開頒獎表揚。

The guiding or coaching outcome may be listed as significant points for rewards, promotion and faculty evaluation. Outstanding mentors may be selected as Excellent Mentor pursuant to 《Taipei Medical University Reward for Excellent Mentor Regulations》 and received a public

recognition by the president of Taipei Medical University.

第九條 導師費每學期依學校預算核發。

Mentor fee will be paid pursuant to each semester's budget of Taipei Medical University.

第十條 導師對學生遇有特殊事件時，得提請院、系學生輔導委員會或學生事務委員會討論，並由學務處協助處理之。

Mentors can initiate a further discussion among college or department's Students Counselling Committee or Student Affairs Committee in the event of a student encounters conditions or situations that need additional assistance and the Office of Student Affairs is responsible of handling the event.

第十一條 本辦法經學生事務會議通過後公告施行；修訂時亦同。

This regulation and any amendment will be implemented after the authorization of Student Affairs Meeting.