

中國醫藥大學導師制度實施辦法

China Medical University Guidelines for the Implementation of the Mentorship

第一條 中國醫藥大學（以下簡稱本校）為提升教育品質，實現本校「仁慎勤廉」的校訓，強化導師制度，落實學生輔導工作，以培養學生自主學習及健全人格，成為德智兼備之人才，特依「教師法」規定，並參酌本校之實際狀況與需要，訂定本實施辦法。

To enhance the quality of education, uphold the university motto of “Compassion, Prudence, Diligence, and Integrity,” strengthen the mentorship system, and implement effective student guidance, thereby fostering students’ self-directed learning and well-rounded character development, China Medical University (hereinafter referred to as “the University”) has stipulated these guidelines in accordance with the Teachers’ Act and in consideration of the University’s actual circumstances and needs.

第二條 本校導師制度設有院導師、主任導師、院輔導導師及導師，以完備學生輔導工作。研究生以系所主管及指導教授實施適性輔導為原則，碩(博)士班學生未選定指導教授前由系所主管輔導之。各項導師聘任規定如下：

(一)院導師：由各學院院長及北港分部主任擔任。

(二)主任導師：由各系(所)主任(所長)擔任。

(三)院輔導導師:由教官及校安人員擔任。

(四)導師：由各系推薦專任教師擔任。

上述各項導師統由學務處簽請校長聘任之。如因特殊情形或出國進修(考察)達乙個月(含)以上，系(所)應主動申請改聘或併班，並填具「導師異動申請表」(如附表一)，經學務長核定生效，以利輔導工作之延續性及週延性。

The University’s mentorship system consists of College Mentors, Chief Mentors, College Counseling Mentors, and Mentors. Graduate students shall be guided primarily by department heads and their advisors. Until a master’s or PhD student selects an advisor, guidance shall be provided by the department head. The appointment regulations are as follows:

1. College Mentors: Served by the Deans of each college and the Director of Beigang Campus.
2. Chief Mentors: Served by Directors of each department or institute.
3. College Counseling Mentors: Served by military instructors or campus security personnel.
4. Mentors: Served by full-time faculty members recommended by departments.

All of the above mentors are appointed by the President upon submission from the Office of Student Affairs. In cases of special circumstances, such as going abroad or attending academic visits for one month or more, the department shall proactively

apply for mentor reassignment or class consolidation by submitting a “Mentor Change Application Form” (see Appendix), which takes effect upon approval by the Dean of Student Affairs to ensure continuity and comprehensiveness in student guidance.

第三條 導師對於學生之性向、興趣、特長、學習狀況及家庭環境等，需有充分之了解，且應盡輔導學生之責任，各級「導師工作職責表」(如附表二)。
Mentors must develop a thorough understanding of their students’ aptitudes, interests, strengths, academic performance, and family background, and are responsible for providing appropriate guidance.

The responsibilities at each mentor level are outlined in the “Mentor Job Responsibility Chart” (see Appendix).

第四條 延畢生之導生編配以畢業學制最高年級編入為原則、復學生以教務處編配之年級編入為原則，如因特殊情形得由系(所)主任導師協調班導師擔任之。

Extended-study students shall be assigned to the final-year class of their original department. Returned students shall be placed based on the grade level assigned by the Office of Academic Affairs. In special circumstances, the Chief Mentor may coordinate with the class Mentor to assume mentoring responsibilities.

第五條 每學期導師輔導學生應每週至少安排二小時為導師時間；北港導師則每兩週至少安排二小時為導師時間，輔導會談紀錄需登入導師輔導紀錄表。

Mentors shall arrange at least two hours per week for student guidance. For Beigang Campus mentors, at least two hours every two weeks are required. Records of mentoring meetings must be submitted into the Mentor Counseling Form.

第六條 每學期結束前，導師需依學務處公告時程，至「學生獎懲建議表電子簽核作業」登錄學生獎懲建議及事由。

Before the end of each semester, mentors must submit their recommendations for student rewards or penalties, along with reasons, into the “Student Rewards and Penalties Recommendation System” according to the schedule announced by the Office of Student Affairs.

第七條 導師於學生遇有特殊事件時，可商請主任導師及院輔導導師協同設法處理，必要時得提請學生事務會議討論，由學務處協助處理之。

When students encounter special circumstances, the Mentor may seek assistance from the Chief Mentor and College Counseling Mentor. If necessary, the issue may be referred to the Student Affairs Committee for discussion and further handled by the Office of Student Affairs.

第八條 專任教師擔任導師每學期可折抵學分數（台中 1 學分、北港 1.5 學分），則不另發給導師費。

Full-time faculty members serving as mentors may offset teaching hours each semester (1 credit for Taichung Campus, 1.5 credits for Beigang Campus). In such cases, additional mentor compensation will not be provided.

第九條 導師費依學年度預算編列情形，由學務處按月造冊送人力資源室，由出納逐月隨薪俸發放。
Mentor compensation, subject to the annual budget, shall be processed monthly by the Office of Student Affairs and submitted to the Office of Human Resources for salary disbursement.

第十條 學務處每學期依據本校「導師獎勵實施要點」，獎勵輔導績效優良之導師，實施要點另訂之。
At the end of each semester, the Office of Student Affairs shall reward mentors with outstanding performance according to the University's "Guidelines for Mentor Reward," which are stipulated separately.

第十一條 本辦法經學生事務會議審查後送校務會議通過，陳請校長核定後實施，修正時亦同。
These guidelines shall be implemented following review by the Student Affairs Committee, approval by the University Affairs Meeting, and promulgation by the President. Amendments follow the same procedure.