

國立中山大學物理學系導師制度施行細則

99.05.11 九十八學年度第九次系務會議通過

第一條 依據“國立中山大學導師制度實施辦法”及為培養德智兼備之人才，以落實導師輔導工作，特訂定本細則。

第二條 本系導師編制：

一、系主任導師：由系主管擔任。

二、一般導師：由本系有意願擔任導師之專任教師擔任(出國進修及教授休假者除外)。

三、系輔導老師：由學務處諮商輔導組遴聘輔導專業人員擔任。

第三條 一般導師之編組方式由系人事委員會依下列原則擬訂初步名單，經系務會議同意後執行：

一、大一班級置兩位導師，其中一名為普通物理任課教師，另一名以資深優良導師或女性導師為優先，以加強新生之入學輔導。

二、大二、三、四班級以每位導師每學年輔導 10 至 22 名學生為原則。以教授該班級必修科目之任課教師為優先安排，以利輔導。

三、碩、博士班學生之導師由其指導教授擔任，尚未選擇指導教授者則由系主任分配。

第四條 導師時間為導師輔導學生之時間，應列入課程表公告實施。

第五條 系主任導師職責如下：

一、召開系導師會議，每學期至少一次。

二、領導導師輔導工作之實施，檢討與改進系導師制度。

三、出席本校召開之導師會議、輔導工作相關研習會。

第六條 一般導師之職責如下：

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。

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。

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。

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「諮商輔導組危機個案與導師合作處理流程」會同學務處做個案處理。

五、應於每學期期末考前，依規定完成學生操行成績考評並登錄至「學生綜合資訊平台」。

六、出席所屬導生之個案會議及各項導師會議。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。

七、導師於辦理導生活動前後應指導學生完成「學生活動申請表」及導生活動成果表，並送學務處諮商輔導組彙辦。

八、導師應儘量參加教育部或本校辦理之導師輔導知能研習活動，以增加輔導專業智能。

第七條 系輔導老師之職責如下：

一、學生之心理諮商與輔導。

二、整合系所需要，結合學務處諮輔組規劃及推動各項心理輔導工作。

三、心理衛生活動之推廣

四、學生問題之處理及研究。

第八條 導師費發放方式：

一、系主任導師：依職級發給導師指導活動費，每週以兩小時鐘點費計算，每學期依 18 週計算。

二、大學部導師：按導生人數核發，每位導生每學期 850 元。

三、研究所之導師：按導生人數核發，每位碩一導生每學期 550 元。

第九條 導師及導生活動相關經費及用途如下：

一、特殊事件輔導費：導師或相關輔導人員在處理導生急難、疾病、精神狀況、家庭、情感等特殊事件之臨時支出。

二、導師與導生活動費：本系每位導師每學期因辦理導師與導生或聚會、互動或輔導活動得申請補助費，金額以每位學生每學期分配 110 元為限，檢據核銷。

三、導師輔導知能研習費：供本系辦理導師輔導知能研習活動使用，每學期以 1 萬 5 千元為原則，檢據核銷。

第十條 本系專任教師均有擔任導師之義務，導師工作且為獎勵、升等及評鑑之參考。

第十一條 導師因特殊原因不能繼續輔導，或未能按本要點執行導師職責時，由本系主任導師及人事委員會共同研商後，報請校長另聘之。

第十二條 本辦法經系務會議通過，修正時亦同。

Department of Physics Regulations for Mentor System

Approved by the 9th Department General Meeting on May 11, 2010, School Year 98.

Article I. This set of regulations is specifically issued in accordance with the “National Sun Yat-sen University (NSYSU) Guidelines for Mentor System” to set rules for implementation of class counseling.

Article II. Mentors of the Department of Physics

- A. Chief mentor of the department: to be concurrently assumed by the department chair.
- B. Mentors: the department’s full-time faculty members interested in assuming such positions (those engaging in further study overseas and on leaves not included).
- C. Department student counselors: The Office of Student Affairs shall consult with the Counseling and Career Development Division of the Office of Student Affairs to select professional counseling personnel to assume the positions.

Article III. The Personnel Committee of the department shall adopt the following principle, draw up a list of mentor candidates and acquire the approval of the department general meeting before implementing class mentoring.

- A. There shall be two mentors for the freshman class. One shall be the general physics faculty member and the other a senior excellent mentor or a female mentor to provide counseling and guidance for freshman students.
- B. Second-, third-, and forth-year classes shall have one mentor for every 10 to 22 students in principle. A professor teaching a required course of the class shall be the priority candidate for the position.
- C. Master's degree students and doctoral students shall have their supervisors as mentors; students who have not chosen their supervisors shall be assigned mentors by the department chair.

Article IV. The work hours of mentors are the hours they spend providing counseling and guidance for students and shall be included in class timetables and publicly announced.

Article V. The responsibilities of the chief mentor shall be as follows:

- A. Convening department mentor meetings at least once per semester.
- B. Supervising mentoring work as well as reviewing and improving the department mentor system.
- C. Attending mentor meetings and workshops on student counseling organized by the university.

Article VI. The responsibilities of mentors shall be as follows:

- A. Understanding the aptitude, interests, expertise, learning attitude, and family situation of each student.
- B. Providing students with guidance in enrollment, course selection, and participation in extracurricular activities as well as helping students with their problems concerning learning, life, interpersonal relations, and mentality.
- C. Participating in students' tours, camping activities, visits, picnics, socializing activities, discussions, seminars and social services, and providing guidance outside mentor work hours.
- D. Interviewing each student at least twice per semester and recording key information on the "General Student Information Platform;" working with the Office of Student Affairs according to the "Counseling and Career Development Division Procedures for Student Crisis Handling through Cooperation with Mentors" and taking immediate actions when serious student crises occur.

- E. Completing student conduct evaluation and registering the grades on the “General Student Information Platform” before final examinations each semester.
- F. Attending meetings about students they counsel and mentor meetings; requesting the Office of Student Affairs to award or sanction students with remarkable deeds or serious misconduct.
- G. Instructing students to complete the “Student Activity Application Form” and the “Student Activity Achievement Sheet” before and after student activities and turning in the forms to the Counseling and Career Development Division of the Office of Student Affairs.
- H. Attending mentor counseling workshops organized by the Ministry of Education or the university to enhance their counseling capacity.

Article VII. The responsibilities of department mentors shall be as follows:

- A. Providing counseling and guidance for students.
- B. Consolidating needs of the department and working with the Counseling and Career Development Division of the Office of Student Affairs to plan and promote counseling work.
- C. Organizing activities to promote students’ mental health.
- D. Handling and studying student problems.

Article VIII. Mentoring fees and issuance:

- A. Chief mentor: mentor guidance fee to be issued according to the ranking of the chief mentor. Fees are issued for two hours per week and 18 weeks per semester.
- B. Undergraduate mentors: To be issued according to the number of students counseled—NT\$850 per student per semester.

- C. Postgraduate mentors: To be issued according to the number of students counseled—NT\$550 per student per semester.

Article IX. Funds available for student mentoring activities and their purposes:

- A. Funds for counseling in special circumstances: Unexpected expenses required for mentors or related counseling personnel to handle student emergencies, illnesses, mental health conditions, family issues or emotional problems.
- B. Student mentoring activity subsidies: Each semester every mentor may apply for subsidies for activities specifically organized to increase interaction with students or to provide counseling. The amount shall be NT\$110 per student per semester at the maximum. Receipts are required.
- C. Mentoring workshop funding: To be provided for the department to conduct mentoring workshops—NT\$15,000 per semester in principle and receipts are required.

Article X. Every full-time faculty member of the department has the obligation to serve as a mentor and mentoring works shall be a consideration in decision of rewards and promotions and evaluation.

Article XI. When mentors are unable to continue their work due to special reasons or fail to perform their duties according to these regulations, the chief mentor and the Personnel Committee shall consult and request the president to appoint replacements.

Article XII. This set of regulations shall be implemented following approval of the department general meeting. The same procedure shall be carried out when amendments are to be made.