

國立中山大學資源教室學生助理人員協助服務申請暨實施要點

Guidelines on Application Procedures and Implementation of Resource Classroom Student Assistant

104.06.23 本校 103 學年度第 2 學期特殊教育推行委員會會議修訂通過
Amendment and Approval at Special Education Implementation Committee Meeting on June 23, 2015

一、依據：

依「教育部補助大專校院招收及輔導身心障礙學生實施要點」，特訂定「國立中山大學資源教室學生助理人員協助服務申請暨實施要點」，以下稱本要點。

1. Accordance

The Guidelines on Application Procedures and Implementation of Resource Classroom Student Assistant (hereinafter the Guidelines) are stipulated in accordance to the Ministry of Education Directions of Recruiting and Counselling Students with Physical and Mental Disabilities.

二、目的：

為落實協助身心障礙學生適應校園，提供生活及課業上的協助，增強同儕之社會支持，特設立資源教室學生助理人員一職。

2. Purposes

The post of Resource Classroom Student Assistant is created in order to assist disabled students to adapt to campus life, provide academic and living help, and strengthen peer social support.

三、資源教室學生助理人員包括：協助同學、在學助理、手語翻譯服務、同步聽打員、筆抄員等。

3. Resource Classroom Student Assistants include student helpers, in-school assistants, sign language interpreters, transcript typists and transcript copiers.

四、申請資格條件與審核流程：

4. Qualifications and examination process

(一) 本校學生領有教育部特殊教育學生鑑定及就學輔導會特殊教育學生鑑定證明書，其障礙影響課業或在校生活者為優先，得申請資源教室學生助理人員。

(1) Students of the University who are identified by the Ministry of Education as special education students and hold the certificate for special needs students, and whose disabilities are severe enough to impair academic performances or campus life are prioritized to apply for assistance from Resource Classroom Student Assistants.

- (二) 申請者需填寫「國立中山大學資源教室學生助理人員申請表」(附件一)，經資源教室輔導人員審定。
- (2) Applicants are to fill out the NSYSU Resource Classroom Student Assistant Application form (Appendix 1) and submit to counseling personnel of the Resource Classroom.
- (三) 資源教室輔導人員依申請者推薦人選進行審核，通過即為資源教室學生助理人員。若推薦人選無法通過審核，則由輔導人員與系所協助遴選資源教室學生助理人員。
- (3) Counseling personnel at the Resource Classroom shall examine the student assistant recommended by the applicant. If the individual passes the examination, he or she shall carry out the student assistant duties. If the individual fails the examination, the counseling personal and department shall assist in finding a Resource Classroom Student Assistant.
- (四) 資源教室學生助理人員需檢附下列相關資料：
- (4) Resource Classroom Student Assistants need to submit the documents listed below:
1. 依本校經費核銷規定檢附相關資料。
 - a. Documents required by fund reimbursement regulations of the University.
 2. 若為手語翻譯員需符合教育部規定之任用資格，並檢附證明。
 - b. Sign language interpreters need to meet the hiring requirements posted by Ministry of Education and submit related certification.

五、資源教室學生助理人員考核辦法：

5. Resource Classroom Student Assistant Assessment

- (一) 協助期間，資源教室學生助理人員若無法提供申請者適當之需求協助，經資源教室輔導人員評估後，得取消資格，並經由輔導老師遴選其他適任學生遞補。
- (1) In cases where the Resource Classroom Student Assistant fails to provide proper assistance as needed by the applicant, counseling personal of Resource Classroom may remove the Resource Classroom Student Assistant and find other students as replacements.
- (二) 資源教室學生助理人員需於每月填寫「國立中山大學資源教室學生助理人員工作紀錄表」(附件二)一份，並於次月5日前繳交至資源教室並經檢核後，始計算並發放協助同學之當月工作費。
- (2) Resource Classroom Student Assistants need to fill in NSYSU Resource Classroom Student Assistant Work Record Form (Appendix 2) each month and submit to the Resource Classroom before the fifth of the following month before remuneration will be calculated and issued.

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

六、資源教室學生助理人員薪資給付標準：

依「大專校院輔導身心障礙學生工作計畫經常門經費補助基準表項目一」核定標準核計發放。

6. Resource Classroom Student Assistant remunerating standards

Remuneration is issued based on the standards of regular funding subsidy for the work plan for counseling students with disabilities in colleges and universities.

七、本要點經本校特殊教育推行委員會會議通過後實施，修正時亦同。

7. The Guidelines is approved and implemented in Special Education Implementation Committee meetings. The same procedure applies in cases of amendments.

國立中山大學資源教室協助同學申請表

NSYSU Resource Classroom Student Assistant Application Form

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申請人姓名 Name of Applicant		系級 Department/ Grade		申請日期 Date of application	年 月 日
障礙別/程度 Disabilities/Severity					
申請協助項目 Type of assistance requested					
協助同學 Recommended student assistant	姓 名 Name		聯絡電話 Telephone number		
	系所/級 Department		學 號 Student ID		
	FB 帳號 Facebook account				
	繳交資料 Data submitted	<input type="checkbox"/> 聘僱建議表 Appointment Recommendation Form <input type="checkbox"/> 學生證影本 Copy of Student ID <input type="checkbox"/> 身份證影本 Copy of Personal ID <input type="checkbox"/> 郵局存簿(金融卡)帳號影本(首次申請校內工讀必需) Copy of post office bankbook (need for first time application)			
協助時程 Time of assistance	起訖時間 Work period	年 月 日 至 年 月 日			
	協助時段 Assisting hours				
申請人簽名 Signature of applicant					
申請評估 (輔導老師填寫) Official Use Only					

資源教室輔導老師：

Resource Classroom counseling instructor:

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國立中山大學_____年度資源教室學生助理人員工作紀錄表
NSYSU Resource Classroom Student Assistant Work Record Form
for _____ academic year

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姓名 Name		系 級 Department		被協助同學 Assisted Student	
聯絡電話 Telephone		購案編號 Case Code		備 註 Notes	

月/日 Date	工讀時間 Time	工作內容 Work Content	學生簽名 Signature	時數 Hours
單位主管 簽 章 Signature of Department Chair	全月工讀 時 數 Total Hours		金額 Sum of Remuneration	

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