

國立中山大學學生社團指導老師聘任要點

Guidelines on Hiring Student Club Instructor

108年02月20日 本校107學年度第2學期第1次行政會議通過

2nd University Administration Council Meeting 2018-Academic Year (2nd semester) on 20-02-2019

108年03月08日 本校108年度第1次校務基金管理委員會會議通過

1st University Endowment Fund Management Committee Meeting of 2019-Academic Year on 08-03-2019

108年10月30日 本校108學年度第1學期第5次行政會議通過

5th University Administration Council Meeting of 2019-Academic Year (1st semester) on 30-10-2019

108年12月6日 本校108年度第3次校務基金管理委員會會議通過

3rd University Endowment Fund Management Committee Meeting of 2019-Academic Year on 6-12-2019

111年03月30日 本校110學年度第2學期第4次行政會議修正通過

4th University Administration Council Meeting of 2021-Academic Year (2nd Semester) on 30-03-2022

112年12月08日 本校112學年度第3次校務基金管理委員修正通過

3rd University Endowment Fund Management Committee Meeting of 2023- Academic Year on 12-08-2023

一、為提升學生課外活動之品質、落實社團輔導功能及增進學生知識技能，促進學生社團積極運作與正常發展，依據本校「學生社團輔導辦法」第三條規定，特訂定「國立中山大學學生社團指導老師聘任要點」（以下簡稱本要點）。

I. In order to enhance the quality of student extracurricular activities, enforce counseling functions of student clubs, and encourage proper operation and development of student clubs, the University hereby stipulates the NSYSU Regulations for Hiring Student Club Instructors (hereinafter the regulations) based on Article 3 of the NSYSU Student Club Regulations.

二、社團指導老師職責：

II. Duties of club instructors include:

(一) 協助社團推展各項相關工作及解決有關社團運作之問題。

(1) Assist clubs in performing all related tasks and take care of all issues related to club operation.

(二) 社團例行性活動之申請由指導老師審閱簽註。

(2) Examine and sign application forms for regular club activities.

(三) 輔導社團經費籌措、運用交接及帳目管理。

- (3) Manage the funding, handover, and accounting matters of the club.
- (四) 指導社團參加合宜之校際交流活動或競賽，並親自帶領社團參加，如無法親自帶領請協助覓尋合適之領隊人員。
- (4) Guide the club to participate in appropriate intermural exchange activities or competitions, and lead the club participation in person. In cases where the instructor cannot lead the club in person, he or she is to assist in finding appropriate leading staff.
- (五) 協助社團幹部於每學期末擬訂下學期之活動、工作計劃及預算。
- (5) Assist club officers to plan activities, agenda, and budget for upcoming semesters.
- (六) 出席本校辦理之「社團指導老師會議」及相關會議，以利溝通。
- (6) Attend Club Instructor Meetings and other related meetings conducted by the University.

三、社團指導老師資格：

III. Qualifications of club instructors:

- (一) 本校在職專任教師、兼任教師、職員或研究員。
- (1) Lecturer, adjunct lecturer, employee, or researcher of the University.
- (二) 具專門性、技藝性專長（需檢附具體事蹟或相關證明文件）之本校碩士班以上在校生或校外人士。
- (2) Graduate student or person from off campus who obtain professional expertise in related fields (proof of actual performance or certification required).
- (三) 指導老師需符合性別平等教育法之相關規範。
- (3) Club instructors are to meet all regulations stated by the Gender Equality Education Act.

四、社團指導老師聘任原則：

IV. Hiring principle for club instructors:

- (一) 指導老師聘任以一名為限，採學年度聘任之。

- (1) One instructor will be assigned to each club with a term of one academic year.
- (二) 社團因特殊狀況得申請增聘協同指導老師數名，經學生事務處組長會議通過後聘任，須每學年重新提出申請。
- (2) Under special circumstances, clubs are entitled to apply for additional assistant instructors and only proceed upon approval in Student Affairs Division Meeting. The application is valid for one academic year.

五、社團指導老師聘任程序：

V. Hiring procedure for club instructors:

- (一) 社（團）長應於每年七月十日前，填送下學年度「社團指導老師資料卡」至校園生活與職涯發展組審核彙整後，陳請學務長核聘，聘期一年。
- (1) Club leaders shall fill out “Club Instructor Information Sheet” for the upcoming academic year prior to July 10th of each year and submit the form to the Student Life and Career Development Division to request for approval from the Vice President for Student Affairs.
- (二) 社團指導老師因故未能繼續指導時，社（團）長需向校園生活與職涯發展組報備，提交新社團指導老師資料後依程序聘任之，聘期至當學年度止。
- (2) In cases where club instructors have to seize instructing duties of the club, the club leader are to report to the Student Life and Career Development Division and submit an information sheet for the new instructor to be hired. The term for the new instructor lasts until the end of the ongoing academic year.

六、社團指導老師指導費：

VI. Remuneration for club instructors:

- (一) 校內指導老師及校內協同指導老師指導費每學期為新臺幣伍仟元整。
- (1) The remuneration for club instructors and assistant club instructors from inside the University is NT\$5,000 for each semester.
- (二) 校外指導老師按社團例行活動記錄表之時數核發指導費，每學期最高不得超過24個鐘點。

- (2) Club instructors from outside the University are remunerated hourly according to the work hours recorded on the regular club activity record sheet to a maximum of 24 hours per semester.
- (三) 校外協同指導老師指導費亦以社團例行活動紀錄表之時數為核發原則，惟每人每學期最高不得超過20個鐘點，且總額不得超過各社團核定之總鐘點費。
- (3) Assistant club instructors from outside the University are also remunerated hourly according to the work hours recorded on the regular club activity record sheet; however, the amount will be limited to a maximum of 20 hours per semester and cannot exceed the total hourly fees allotted to the club.
- (四) 校外指導老師（含校外協同指導老師）鐘點費依據教育部「公立大專校院兼任教師鐘點費支給基準表」之夜間標準核發。
- (4) Club instructors and assistant instructors from outside the University are remunerated hourly by night-time standards according to the standard listed in Numeration Standards for Adjunct Lecturers in National Universities and Colleges posted by the Ministry of Education.

七、社團指導老師若違反性別平等教育法之相關規定，且調查結果屬實者，應予以解聘。

VII. Club instructors will be released of his or her duties in cases where he or she violated the regulations of the Gender Equality Education Act and is proven guilty upon investigation.

八、社團指導老師指導費由校統籌人事費項下支出。

VIII. The remuneration of club instructors are funded by the personnel expenses coordinated by the University.

九、本要點經行政會議通過後實施，修正時亦同。

IX. The Regulation is approved by the University Administration Council Meeting implemented upon approval. The same procedure applies in cases of amendments.