

國立中興大學生命科學系導師制實施辦法

National Chung Hsing University Department of Life Sciences Mentorship System Implementation Measures

91 年 8 月 7 日系務會議訂定

93 年 12 月 16 日系務會議修訂

114 年 6 月 16 日系務會議修訂

Established at the Department Affairs Meeting on Aug. 7, 2002

Amended at the Department Affairs Meeting on Dec. 16, 2004

Amended at the Department Affairs Meeting on Jun. 16, 2025

第一條 國立中興大學生命科學系（以下簡稱本系）為落實導師制度，依據「國立中興大學導師制實施辦法」訂定「國立中興大學生命科學系導師制實施辦法」（以下簡稱本辦法）。

Article 1: To implement the mentorship system effectively, the Department of Life Sciences at National Chung Hsing University (hereafter referred to as “the Department”) hereby establishes the “National Chung Hsing University Department of Life Sciences Mentorship System Implementation Measures” (hereafter referred to as “these Measures”) in accordance with the “National Chung Hsing University Mentorship System Implementation Measures.”

第二條 本系導師種類：

一、主任導師：由系主任兼任。

二、導師：由本系專任教師兼任，休假研究及借調（借出）教師不得兼任。

三、課業導師：由本系專任教師兼任，休假研究及借調（借出）教師不得兼任。

Article 2: Mentor types in the Department are as follows:

1. Director Mentor: Served concurrently by the department chair.

2. Mentor: Principally served by full-time faculty members of the Department, excluding those on leave for research or secondment.

3. Academic Mentor: Principally served by full-time faculty members of the Department, excluding those on leave for research or secondment.

第三條 各類導師之職責與工作：

一、系主任導師：

（一）負責協調本系之導師實施輔導工作，並指派職員一人協助辦理導師有關業務事項。

（二）每學期至少召開一次導師會議

二、導師：

（一）輔導學生之生涯發展、專業學習、服務學習與生活教育為主。導師對於學生之學習狀況及身心健康應予適當之指導。

（二）每學期應填報學生輔導紀錄表。

（三）導師每週至少應排定一小時，協助學生解決困難。

（四）導師除每週固定輔導時間外，應隨機實施個別或團體輔導，並運用課餘或例假時間召集學生舉行座談討論、聯誼郊遊等活動，以增進師生情誼。

三、課業導師：

（一）負責提供本系大學部學生學分諮詢及畢業學分審核。

（二）每學期應填報學生輔導紀錄表。

（三）導師每週至少應排定一小時，協助學生解決課業及學分困難。

Article 3: The responsibilities of various mentors:

1. Director Mentor:
 - (1) Responsible for coordinating the mentorship efforts in the Department and appointing a staff member to assist with related administrative tasks.
 - (2) Hold at least one mentorship meeting per semester.
2. Mentor:
 - (1) Guide students in career development, professional learning, service learning, and life education. Mentors should provide appropriate guidance on students' learning status and physical and mental health.
 - (2) Fill out a student mentorship record form each semester.
 - (3) Allocate at least one hour per week to assist students in overcoming difficulties.
 - (4) Besides the fixed weekly guidance hour, mentors should spontaneously conduct individual or group counseling, and organize discussion meetings, social gatherings, and outings during free time or holidays to enhance teacher-student relationships.
3. Academic Mentor:
 - (1) Responsible for advising undergraduate students on credit requirements and graduation audits.
 - (2) Fill out a student mentorship record form each semester.
 - (3) Allocate at least one hour per week to assist students with academic and credit-related difficulties.

第四條 本系導師產生方式：

- 一、導師人選由系主任提出後，經系務會議通過。
- 二、大學部導師選任各年級三位，二年級以上之導師以原班級導師續任為原則，四年級以上之學生全部由四年級導師負責輔導。一年級至四年級選任課業導師二位。
- 三、研究所導師選任三位，每組一位，由各組學術召集人擔任為原則。
- 四、導師因故出缺，由系主任協調提出新人選後，經系務會議通過。

Article 4: Mentor selection procedures in the Department:

1. Mentor candidates are nominated by the department chair and approved at the Department Affairs Meeting.
2. Three mentors are appointed for each undergraduate class year. For second-year and above, the same mentors shall continue in principle. All students in the fourth year and above are mentored by fourth-year mentors. Two academic mentors are appointed for first- to fourth-year students.
3. Three mentors are appointed for the graduate program (one per division), in principle served by the conveners of each academic cluster.
4. If a mentorship vacancy arises, the department chair shall nominate a replacement and submit it to the Department Affairs Meeting for approval.

第五條 本辦法未盡事宜，依照國立中興大學導師制實施辦法之規定辦理。

Article 5: Matters not covered in these Measures shall be handled in accordance with the “National Chung Hsing University Mentorship System Implementation Measures.”

第六條 本辦法經系務會議通過，報院轉送學生事務處彙整送請校長核定後實施，修正時亦同。

Article 6: These Measures shall be implemented following approval by the Department Affairs Meeting and forwarded through the colleges to the Office of Student Affairs for consolidation, shall be implemented upon approval by the University President. The same procedure applies to any future amendments.

若中文版本與英文翻譯版本有任何差異，以中文版本為準。

In the event of any discrepancies between the Chinese version and its English translation, the Chinese version shall prevail.