國立中興大學學士後醫學系導師制度實施辦法
National Chung Hsing University Post-Baccalaureate Medicine Implementation Measures for Tutoring System

112 年 8 月 24 日第 1 次系務會議通過

113 年 8 月 12 日第 1 次系務會議通過

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Passed at the first department meeting on August 24, 2012

Passed at the first department meeting on August 12, 2013

Passed at the 3rd department meeting of the 1st semester of the 2013 academic year on October 17, 2013

第一條 為落實導師輔導工作，培養學生健全品格，依據大學法第十七條及本校導師制實施辦法等規定，並參酌本系實際運作需求，訂定本要點。

Article 1

In order to implement tutor guidance and cultivate students' sound character, these points are formulated in accordance with Article 17 of the University Law and the implementation measures of the university's tutor system, and in consideration of the actual operational needs of the department.

第二條 本系導師之遴選，依下列原則辦理：
一、各年級設有一位年級總導師，由本系系主任薦派之。
二、每位學生均有個人導師:
1. 學期期間因故無法擔任導師，本系得另行推派教師擔任。
2. 學生實習期間，導師由各實習機構指派專任/案臨床醫師擔任之，專責輔導學生實習事宜。

Article 2

The selection of tutors in this department shall be based on the following principles:

1. Each grade has a grade-level chief tutor, who is recommended by the head of the department.

2. Each student has a personal tutor:

1. If you are unable to serve as a tutor for some reason during the semester, the department may nominate another teacher to serve as the tutor.

2. During the student's internship, the tutor will be a full-time/case clinician assigned by each internship institution, who will be responsible for guiding the student's internship matters.

第三條 本系導師職責：

一、總導師：

　　1. 每學期召開導師會議，推展本系學生事務工作，處理本系學生事務。

　　2. 每學期召開導生聚會。

　　3. 校外租賃學生之訪視。

　　4. 協助學術生涯導師處理學生事務。

　　5. 熟悉各項學習資源及助學措施，適時提供學生必要之協助或轉介。

　　6. 學生緊急事件之處理。

　　7. 視需求召集本系高關懷及危機學生個案輔導會議。

二、個人導師：

　　1. 學生學習情況關懷輔導與轉介。

　　2. 協助學生之人際關係或感情問題。

　　3. 職業及生涯發展輔導。

　　4. 完成每學期兩次「輔導紀錄系統」輔導紀錄。

　　5. 與系主任、總導師之協調合作。

　　6. 學生實習期間之輔導，配合本系臨床實習委員會處理學生事務工作。

三、完成導師職責後，每學年頒發導師證明。

Article 3

Responsibilities of tutors in this department:

1. Chief Instructor:

1. Hold tutor meetings every semester to promote the student affairs work of the department and handle student affairs of the department.

2. Hold a gathering for tutors and students every semester.

3. Visits to off-campus renting students.

4. Assist the academic career advisor in handling student affairs.

5. Be familiar with various learning resources and student assistance measures, and provide students with necessary assistance or referrals in a timely manner.

6. Handling of student emergencies.

7. Convene case counseling meetings for high-care and crisis students in the department as needed.

2. Personal Tutor:

1. Caring, counseling and referral for students' learning status.

2. Help students with interpersonal or emotional problems.

3. Career and career development counseling.

4. Complete the "Tutorial Record System" tutoring records twice per semester.

5. Coordinate and cooperate with the department chair and chief instructor.

6. Provide guidance to students during their internship and cooperate with the clinical internship committee of the department in handling student affairs.

3. After completing the tutor's duties, a tutor certificate will be issued every academic year.

第四條　本系導師如遇學生重大或特殊問題時，得商請或轉介校內、外各有關
　　　　單位共同協助處理及輔導。

Article 4

If tutors in this department encounter major or special problems with students, they may consult or refer relevant units within or outside the school to jointly assist in handling and counseling.

第五條　本系導師應積極參加校內、外辦理之相關知能研習活動，以增進輔導
　　　　專業知能。

Article 5

Tutors in this department should actively participate in relevant knowledge learning activities organized inside and outside the school to enhance their professional knowledge in tutoring.

第六條　為評選及獎勵熱心奉獻、輔導績優之優良導師，本系每學期依據本校
　　　　優良導師評選獎勵辦法，辦理優良導師推薦作業。

Article 6

In order to select and reward excellent tutors who are dedicated and have excellent tutoring performance, the department handles the recommendation of excellent tutors every semester in accordance with the school's selection and reward methods for outstanding tutors.

第七條　本要點經系務會議通過後實施，修正時亦同。

Article 7

These key points shall be implemented after being approved by the departmental meeting, and the same shall apply when revised.