

學生社團指（輔）導老師遴聘辦法

Procedures for Nominating Student Club Advisor

98年6月8日學務會議修正通過

100年6月16日學務會議修正通過

103年6月9日學務會議修正通過

104年06月15日學務會議修正通過

Revised and passed at the Student Affairs Committee Meeting on June 8, 2009

Revised and Passed at the Student Affairs Committee Meeting on June 16, 2011

Revised and Passed at the Student Affairs Committee Meeting on June 9, 2014

Revised and Passed at the Student Affairs Committee Meeting on June 15, 2015

第一條 為增進學生知識技能，陶冶高尚品德，鼓勵正當課外活動，培養處事及領導能力，特依據「學生社團組織及活動輔導辦法」第十三條之規定，制定本辦法。

These procedures were established to improve students' knowledge and technology skills, foster their moral characters, encourage healthy and regulated extracurricular activities and cultivate their interpersonal and leadership skills in accordance with Article 13 of "Procedures for Organizing and Managing Student Clubs."

第二條 社團指（輔）導老師之聘請，於每學年開學前，聘請學校內、外學有專精之老師擔任，以校內老師為優先，若無合適人選再聘請校外老師，各系所主管為該系所學會當然指導老師，得另設輔導老師。

The appointment of student club advisors is conducted prior to the beginning of every academic year. Eligible faculty members will be prioritized for the advisor appointment; off-campus professionals will be considered if no other suitable candidate is found. The department Chair or Director of a program is the ex-officio advisor of the department association; a consultant may be appointed as needed.

第三條 每位指導老師以指導一個社團為原則，如因特殊需要至多二個社團為限。

In principle, each student club advisor coaches one student club, up to a maximum of 2 student clubs if a special need arises.

第四條 校外指導老師資格應符合以下條件之一：

- 一、具符合社團性質相關學士學位以上者。
- 二、具特殊專長或卓越之成就，並能提出合法書面證明或具體事蹟說明者。

Club advisors from outside should meet at least one of the following conditions:

1. Has bachelor degree or above in field relevant to the club.
2. Has specialities or outstanding achievements with legal certificates or concrete evidence as proof.

第五條 社團指（輔）導老師除專業指導外，其職責為：

- 一、確立社團正確宗旨，輔導學生正確社團知識與觀念，以樹立優良校風。
- 二、指導擬定各項社團活動與教學計畫，協助學生推展各項處理社團事務事項。

三、出席社團會議指導學生活動進行。

四、出席每學年之社團指（輔）導老師座談會，並協助學校處理有關社團活動之特殊問題與重大事件。

五、指導學生社團參加校內外各項競賽活動。

六、社團參加校外活動，負責督導學生活動之安全與紀律。

Duties of student club advisor are as follows:

1. To establish the mission of the student club, provide students with correct knowledge and concepts, and nurture fine university spirit.
2. To coach students to draft club activity and instruction plans and assist students in promoting all kinds of relevant activities.
3. To attend club events and provide guidance.
4. To attend the student club advisor seminar each academic year and assist the university to handle special cases and major incidents regarding student club activities.
5. To coach the student club for on-campus and off-campus competitions.
6. To accompany the student club to attend off-campus activities and supervise safety matters and student behavior.

第六條 各社團以聘請一位指導老師為原則，每社團核發一份指導老師費，於每學期末發給新台幣四千五百元整，輔導老師為義務性質，不支領指導費。

但有下列情形之一者，不核發指導老師費：

(一)社團評鑑成績不及格者。

(二)未繳交社團輔導工作表。

In principle, each student club has one advisor appointed. An amount of 4,500 NTD will be issued for one advisor at the end of the semester. As consultants provide voluntary service, no advising fee will be issued.

The advising fee will not be issued under either of the following circumstances:

(1) Not earning a passing score on club evaluation.

(2) Not submitting club advising journal.

第七條 指導老師新聘、續聘聘任流程：

- 一、聘請案由各社團向學務處課指組檢具相關資料申請，經學務處務會議通過，陳請學校核聘，聘期一年，得續聘之。

The appointment procedures for student club advisors:

The appointment application should be submitted to Extracurricular Activities Section of Student Affairs Division by student clubs along with relevant documents. The application will be reviewed and passed at a meeting of Student Affairs Division and reported to the University for approval and official appointment. The contract is valid for one year; such period may be extended when necessary.

第八條 社團指（輔）導老師輔導學生熱誠負責，認真盡責，而有具體良好績效者，經簽請校長於社團指（輔）導老師座談會予以獎勵表揚，甄選辦法另定之。

Through a nominating process, student club advisors/consultants who are dedicated to their duties, for whom there is actual evidence of outstanding performance, will be commended during the Student Club Advisor Seminar. The guidelines for nomination will be established separately.

第九條 社團指（輔）導老師學期中因故不能繼續指導、不適任情形或因其他原因，不能依本校規定執行職責時，應由社團檢具相關資料敘明事實，簽請學務長審查後，陳請校長核定解聘之。

Should the student club advisor not be able to fulfill his or her duties, is deemed not competent for the position, or for other reasons, the student club is required to provide relevant documents and state the facts, and submit this to Dean of Student Affairs for review and reporting to the president for dismissal of that advisor.

第十條 本辦法經學生議會、學務會議通過，校長核定後實施，修正時亦同。

Upon being passed at the Student Council, Student Affairs Committee Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.