

中國醫藥大學北港分部書院導師制度運作規則

China Medical University Beigang Campus College Mentor System Operational Guidelines

中華民國 108 年 1 月 23 日北港分部行政會議通過

中華民國 113 年 8 月 29 日修正

一、目的

Purpose

為提升教育品質，實踐本校「仁、慎、勤、誠」校訓，強化導師制度及落實學生輔導，以培養自主學習與健全人格，爰依實際需要訂定本規則。

In order to improve educational quality, fulfill the university motto of 'Benevolence, Prudence, Diligence, and Integrity,' strengthen the mentoring system, and implement student counseling to foster independent learning and well-rounded personalities, China Medical University (hereinafter referred to as the University) establishes these operational guidelines based on practical needs.

二、背景

Background

鑒於部分一年級學生於北港分部就讀，爰設立「北港書院導師」制度，供學生就醫療及生涯相關議題，洽詢附設醫院導師協助。

Given that some first-year students study at the Beigang Campus, this guideline establishes the 'Beigang College Mentor' system, which allows students to seek assistance from college mentors at the affiliated hospital for medical and career-related issues.

三、導師遴聘

Appointment of Mentors

書院導師依科別遴聘，原則上以附設北港醫院相關單位同仁為主，協助學生處理突發醫療與生涯規劃事宜。

College mentors are appointed based on departmental expertise, primarily involving colleagues from relevant departments of the Beigang Hospital, to provide emergency medical and career planning assistance.

四、導師職責

Mentor Responsibilities

導師應主動關懷學生，並依學生時間安排活動與會面。

Mentors are responsible for student guidance and should proactively contact students and arrange activities according to their schedules.

五、經費核銷

Expense Reimbursement

導師舉辦餐敘分享活動之餐費補助，依現行規定辦理，活動主辦人須負責經費申請與報帳，並繳交活動心得、出席紀錄、活動照片與合法單據。

Meal subsidies for faculty-student experience-sharing sessions are processed in accordance with current school regulations. The event organizer is responsible for budget application and reimbursement, and must submit a report on the session outcomes, an attendance sheet, activity photos, and legal receipts.

六、活動規劃

Activity Planning

導師得於不影響上課時間原則下，與學生協調地點與時間，自主規劃活動，並依活動規劃向學校申請補助。

Provided that they do not interfere with student class schedules, mentors may organize activities at times and locations agreed upon with the students. Budget applications may be submitted to the university based on the activity plan.

七、場地使用

Facility Usage

導師於不影響教學及學生活動原則下，得依規定使用本校多功能球場、體育館、烘焙教室及卡拉 OK 教室等場地。

Without affecting teaching or student activities, mentors may use university facilities such as the multi-purpose court, gym, baking classroom, and karaoke room in accordance with relevant regulations.

八、施行

Implementation

本規則經北港分部行政會議通過後施行，修正時亦同。

These guidelines shall take effect following approval by the Beigang Campus Administrative Meeting. Amendments shall follow the same process.