

國立臺灣大學理學院氣候變遷與永續發展國際學位學程

導師工作實施細則

104 年 12 月 21 日 104 學年度第 1 次學程會議通過
106 年 09 月 26 日 106 學年度第 1 次學程會議修正通過

第一條 國立臺灣大學理學院氣候變遷與永續發展國際學位學程（以下簡稱本學程）為落實導師制度，輔導學生養成健全人格，依據「國立臺灣大學導師制實施辦法」特訂定本實施細則。

第二條 本學程之導師工作委員會為導師工作之督導單位，學程主任為當然委員；另由學程主任指派學程教師一人及學生代表一人擔任委員，任期一年。委員會召集人由所指派之學程教師擔任，負責委員會之召開及各項工作之協調。

第三條 導師工作委員會主任委員之職責及工作如下：

- 一、 規劃本學程導師制及師生共同參與之各項活動。
- 二、 召開本學程導師工作委員會會議。
- 三、 定期接受短期導生輔導相關之專業訓練。
- 四、 協助導師於輔導導生遭遇困難時之諮詢或轉介。
- 五、 協助導生緊急事件之通報、聯繫與處理。
- 六、 其他法令規定之事項。

第四條 導師工作委員會任務如下：

- 一、 學程導師制實施細則之訂定及修正。
- 二、 學程導師制度及師生共同參與活動之推展及督導。
- 三、 學程導師選薦方式之訂定。

四、 學程導生活動費之分配及應用。

五、 舉辦學程導師會議。

六、 導生重大獎勵、懲戒案件之提報。

七、 其他法令規定之事項。

第五條 導師職責及工作如下：

一、 安排「導師辦公室」時間，定期與導生聚會，了解導生、增進師生情誼。

二、 輔導導生專業學習與選課規劃、生涯發展及生活適應。

三、 協助導生處理身心、學業或生活上之危急狀況。

四、 導生緊急事件之處理及聯繫。

五、 其他法令規定之事項。

第六條 導師輔導表現優良者，應予獎勵。優良導師評選及獎勵辦法依校方規定辦理。

第七條 本辦法經學程會議通過後，自發布日施行。

International Degree Program in Climate Change and Sustainable Development

Implementation Rules for Advising Operations

(This English translation is for reference purposes only and not a legally definitive translation of the original Chinese texts)

Article 1 The National Taiwan University College of Science International Degree Program in Climate Change and Sustainable Development (hereinafter referred to as ‘the Program’) is to implement the academic advising system, mentor students to develop a sound character, and especially formulate these detailed rules for implementation according to the National Taiwan University Advising System Regulations.

Article 2 The Program’s Advising Committee is the supervising body of advising operations, and the Program Director is an ex officio member. In addition, the course director appoints one program faculty member and one student representative to serve as committee members for a term of one year. The convener of the committee shall be the appointed program faculty member, who is responsible for calling the committee together and coordinating various tasks.

Article 3 The duties and tasks of the Head of the Advising Committee are as follows:

1. Planning of the Program’s advising system
2. Convening of the Program’s Advising Committee meetings
3. Regular receiving of professional training related to short-term mentoring of advisees
4. Aiding of advisors with consultations or referrals when advisees encounter difficulties
5. Assisting of advisees in times of emergency

Article 4 The duties of the Advising Committee are as follows:

1. Formulation and amendment of the rules for implementation of the advising system
2. Promotion and supervision of the Program’s advising system and activities jointly participated by teachers and students
3. Designation of selection and recommendation methods for program advisors
4. Allocation and application of program advisees’ activity fees
5. Holding of program advisor meetings
6. Reporting of advisees’ major awards or disciplinary cases
7. Other matters stipulated by law

Article 5 The duties and tasks of the advisor are as follows:

1. Arrangement of Advising Office Hours, meeting with advisees on a regular basis to better understand them, and promoting camaraderie between teachers and students
2. Counseling of advisees in professional learning, course selection, career development, and adapting to life
3. Assisting of advisees in dealing with critical situations (physical/mental, academic, or life in general)
4. Dealing with and contacting advisees in times of emergency
5. Other matters stipulated by law

Article 6 Advisors who perform well in mentoring their students should be rewarded. The selection and awarding of excellent tutors shall be handled in accordance with school regulations.

Article 7 These rules will be implemented from the date of promulgation after being passed at the Program Affairs Meeting.