

# 文藻外語大學學生社團指導老師聘任辦法

## Regulations Governing the Appointment of Student Organization Advisors in Wenzao Ursuline University of Languages

民國108年11月5日行政會議通過  
Approved at the Administrative Meeting on November 5, 2019  
民國108年12月01日經校長核定通過  
Ratified by the President on December 1, 2019

第一條 文藻外語大學（以下簡稱本校），為強化社團輔導功能，健全社團發展及提昇社團活動品質，特訂定本辦法（以下簡稱本辦法）。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Regulations Governing the Appointment of Student Organization Advisors (hereinafter referred to as “the Regulations”) to improve guidance provided by student organizations and encourage their solid development and activity quality.

第二條 指導老師聘任程序及資格：

- 一、社團指導老師之聘任，得視各社團實際需求，並於法令依據範圍內，敦請校內外學有專精之人士擔任。
- 二、每學年開學前或指導老師異動時，由社團負責人提出聘任申請並繳交社團指導老師相關資料，經學生事務處彙整名單送交人事室進行查核，審核通過後，由校長聘任之。
- 三、社團指導老師聘期為一學年，得連續聘任之。
- 四、目前就讀本校之學生，不得擔任社團指導老師。

Article 2 Appointment Procedure and Eligibility:

1. An internal or external expert shall be invited to serve as the advisor of a student organization based on its actual needs according to regulations.
2. The leader of a student organization shall submit an advisor application and relevant documents before the new academic year begins or when the advisor is changed. The Office of Students Affairs collects information and submits the advisor list to the Personnel Office for review. If the review is passed, the President will appoint the advisor.
3. An advisor serves for a term of one academic year and may be reappointed.
4. A current student of the University is not allowed to serve as an advisor.

第三條 社團指導老師除專業指導外，並應協助下列事項：

Article 3 In addition to professional instruction, an advisor shall support the following affairs:

- 一、輔導學生建立正確的社團知識與觀念。
  1. Guiding students to learn the correct knowledge and concepts of student organizations
- 二、協助社團推展社務及解決社團運作之問題。
  2. Supporting student organizations to handle affairs and solve operational issues

三、督導社團經費運作。

3. Supervising the use of the budget

四、指導社團申辦活動並出席學生社團活動。

4. Instructing student organizations to apply for organizing activities and attend these activities

五、陪同社團參加校內外各項活動，維護學生安全與紀律；指導老師無法親自帶隊，得由指導老師推薦或指派適當人員代理。

5. Attending internal or external activities with student organizations to ensure student safety and discipline; recommending or assigning a person to attend activities with said organizations if the advisor himself/herself is unavailable

六、檢核社團日誌填寫狀況，並簽名確認。

6. Reviewing and signing the student organization log for confirmation

七、協助學校處理有關社團活動之特殊問題與重大事件。

7. Supporting the University to handle special and serious issues of student organizations

八、出席社團指導老師相關會議。

8. Attending meetings for advisors

九、應遵守教師倫理相關規範。

9. Complying with the code of ethics

第四條 指導老師鐘點費及指導津貼發放原則：

Article 4 Hourly wage and allowance are paid according to the following rules:

一、社團指導老師鐘點費核發及補助標準如附表一、附表二，並由社團依指導老師實際出席指導狀況填報，不足部份由社團自行籌支，逾時未填報鐘點費用由社團自行支付。

1. The standards for hourly wage payment and subsidy are specified in Attachments 1 and 2. Each organization shall document its advisor's attendance and actual instruction for payment application. Excess wage shall be covered by the responsible student organization. A student organization is required to pay the advisor by itself if the application for hourly wage is submitted late.

二、社團如因師資需求申請額外鐘點費補助，將視社團實際狀況及表現綜合評定後，另案簽核執行。

2. If a student organization needs to request additional subsidy for hourly wage to meet teaching needs, it will be handled separately depending on its situation and overall performance.

三、單一社團指導老師僅限輔導兩個不同屬性之社團，其輔導時間不得為同一時段，鐘點費另計。

3. One advisor can only serve for two different types of student organizations, and guidance cannot be provided at the same time. His/her hourly wage will be calculated respectively.

四、非經校內正式聘任之社團指導老師不得支領鐘點費。

4. An advisor who is not formally appointed by the University cannot receive an hourly wage.

第五條 社團指導老師因故無法繼續指導，或因其他原因無法按本校規定執行職責時，得由社團另聘之。新聘指導老師須通過校內審查程序或由指導老師自行申請並繳交警察刑事紀錄證明正本以完成聘任程序。

Article 5 When an advisor can no longer teach or fulfill his/her duties according to the rules of the University due to some reasons, the student organization may appoint a new advisor. The newly appointed advisor is required to pass the internal review or actively make a request and submit the original of the Police Criminal Record Certificate to complete the appointment procedure.

第六條 社團指導老師指導同一社團滿 5 年，將配合年度研習或集會公開表揚。

Article 6 An advisor will be rewarded at an annual workshop or meeting for serving the same student organization for five years.

第七條 本辦法經行政會議通過後，陳請校長核定後施行，修正時亦同。

Article 7 The Regulations become effective after being approved at the Administrative Meeting and ratified by the President. Amendments must follow the same procedure.