

**國立成功大學教務處學生課業輔導與諮詢實施要點**  
**NCKU Directions for the Establishment of the Extracurricular Tutorials Program**  
**by the Office of Academic Affairs**

102年9月11日 第751次主管會報通過  
Approved by the 751st meeting of chief administrators on Sep.11, 2013

102年9月27日 102學年度第1次校務基金管理委員會修正  
Revised and approved by the 1st meeting of chief NCKU Endowment Funds Management Committee in the 2013-14 academic year on Sep.27, 2013

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Approved by the 828th meeting of chief administrators on Jul.14, 2021

- 一、國立成功大學教務處（以下簡稱本處）為因應學生課業需求，協助解決課業學習困難，精進學習成效，提供學生課業輔導與諮詢服務，特訂定本要點。
1. These Directions are formulated by the Office of Academic Affairs (hereinafter, the Office), National Cheng Kung University for the establishment of academic tutorials and counseling services in response to the needs of students to solve their study problems and improve their learning effectiveness.
- 二、學生課業輔導與諮詢（以下簡稱課輔）採下列方式進行：
- （一）個別課輔：以一對一方式進行。學生可線上預約或課輔時間內至現場登記，以線上預約者為優先。
- （二）團體課輔：由學生自行組成五人至十二人學習小組，於學習日兩週前線上預約，經本處同意後安排之。
- 前項線上預約以一個月內時段為限，如有異動，應於預約時段 24 小時前，以電子郵件(EMAIL)通知本處教學發展中心；每學期取消次數逾五次，或無故缺席逾二次者，暫停預約資格六個月。
2. The extracurricular tutorials program (the Program, hereinafter) shall be conducted in the following ways:
- (1) Individual tutorials: Students may register online or onsite for one-on-one tutorial sessions, with priority given to online registration.
- (2) Group tutorials: Students may form a group of five to 12 and register online for group tutorial sessions two weeks in advance, which shall be approved and arranged by the Office. The online reservation shall be subject to a maximum duration of one month. Applicants shall inform the Office of any changes 24 hours before the scheduled session. Those who have cancelled more than five scheduled sessions or who have been absent from more than two scheduled sessions will be disqualified from registering for a period of six months.
- 三、課輔作業方式如下：
- （一）課輔時間：除寒暑假及國定假日外，每週一至週五晚間 18 時至 22 時。課輔每次以不超過一小時為原則，每人一週至多兩次。
- （二）課輔地點：由本處教學發展中心指定。
- （三）課輔科目：全校性基礎科目及各院系認定之科目。
- 本處教學發展中心於期中考前三週公告課輔科目時間表及相關注意事項。
3. Program operation and administration:
- (1) Session schedule:
- Tutorial sessions are scheduled for the period of 18:00 to 22:00 every day from Monday through Friday, except the winter/summer break and national holidays. In principle, each session lasts for a maximum of one hour, while each student is allowed a maximum of two

sessions per week.

(2) Session venue:

Venues will be assigned by the Center for Teaching and Learning Development (the Center).

(3) Subjects:

The subjects include NCKU basic courses and those designated by each department/college. The Center will publish the schedule for tutorial sessions and relevant information three weeks before the week of midterm examinations.

四、課業輔導與諮詢員（以下簡稱課輔員）分為一般課輔員與外語課輔員兩類，須具有下列資格之一者：

（一）成績優異之碩、博士班研究生，經指導教授推薦者。

（二）大學部三、四年級書卷獎得獎學生，或經系所主管、授課教師推薦者。

外語課輔員須具備解決外籍生及僑生課業問題之能力。

4. Session tutors are classified into general tutors and foreign language tutors, appointed from students with the following qualifications:

(1) Academically outstanding graduate students recommended by their thesis/dissertation advisors.

(2) Undergraduate students who are recipients of *NCKU Book Prizes* for outstanding academic performance, or those recommended by their department chairs, graduate institute directors or instructors.

Foreign language tutors shall possess the ability to help international students or overseas compatriot students solve their academic problems.

五、符合前點資格之學生得於本處教學發展中心公告期間內，檢具下列表件提出申請，審核後聘任之：

（一）課業輔導員申請表。

（二）成績單影本。

（三）申請外語課輔員者，須附外語能力檢定證明。

（四）其他有利證明（如獎狀或證書）。

5. Students who meet the qualifications specified in Article Four may submit their applications during the designated period published by the Center with relevant documents, as follows, which shall be reviewed and approved prior to the administration of appointments.

(1) Tutor application form.

(2) A photocopy of transcript.

(3) Foreign language proficiency certificate(s) required for foreign language tutors.

(4) Other relevant certificates (such as achievement certificates).

六、課輔員待遇如下：

（一）一般課輔員：以實際工作時數核實支給，博士班時薪新臺幣肆佰元整，碩士生時薪新臺幣參佰伍拾元整，大學部時薪新臺幣參佰元整。

（二）外語課輔員：依前款時薪標準 1.5 倍計算。

6. Payments to tutors:

(1) General tutors: Tutors are paid by the hour, with NT\$400 for a doctoral student, NT\$350 for a master's degree program student, and NT\$300 for an undergraduate student.

(2) Foreign language tutors: Tutors are paid by the hour, with 1.5 times the amount set for students on corresponding programs working as general tutors.

七、課輔員應遵守事項如下：

（一）提供學生課業輔導及諮詢，但非代為完成課程作業。

（二）每週至少值班 2 小時，每次不得連續超過 4 小時；得視課輔情況調整時數。

- (三) 每次課輔結束後，填寫「課業輔導紀錄表」；每學期結束後一週內，繳交課輔心得乙篇（含相關資料，如紀錄、歷程、改善建議等）。
- (四) 輪值課輔時不得遲到、早退或自行中途離開。若因故無法前來，應於預定值班時間前 48 小時通知本處教學發展中心。
- (五) 參與本處教學發展中心相關培訓課程。
- (六) 協助本處教學發展中心推展各項研習及宣傳活動。
- (七) 本校其他相關規範。

7. Tutors shall observe the following rules:

- (1) Tutors are required to provide students with academic consultations, not to take their place to complete their assignments.
- (2) Each tutor shall work on duty in the assigned office for a minimum of two hours per week with a maximum attendance of four hours on each duty. Each tutor may adjust their working hours to meet the demands of various situations.
- (3) Tutors shall complete a tutorial record at the end of each session and submit a tutorial experience report (records, tutorial progress profiles and recommendations) one week before the end of each semester.
- (4) Tutors are not allowed a late arrival for or an early departure from a scheduled office duty. Those who may be unable to work on duty for any reason shall inform the Center 48 hours before the scheduled office duty.
- (5) Tutors shall participate in relevant training programs organized by the Center.
- (6) Tutors shall help the Center launch various workshop programs and promotional activities.
- (7) Tutors shall follow any relevant regulations established by NCKU.

八、課輔員之獎懲：

- (一) 本處每學期遴選表現績優之課輔員，頒發「榮譽課輔員服務證書」以資獎勵，並為優先續聘之參考。
- (二) 每學期累積請假逾三次，或無故缺席逾二次者，停止課輔員資格一學期。
- (三) 如遭輔導學生投訴兩次以上，且查證屬實者，取消其資格。
- (四) 違反本要點規定情節重大者，取消其資格。

8. Rewards and Penalties:

- (1) The Office shall elect outstanding tutors every semester who will be awarded with a *Certificate of Honorable Tutor* every semester and a priority to be reappointed for the next semester.
- (2) As a result of more than three approved leaves of absence or more than two unexcused ones, tutors shall be disqualified from being reappointed for one semester.
- (3) Tutors whose misconduct has been reported and confirmed by their students shall be disqualified as tutors.
- (4) Tutors who have violated any rules in these Directions to a severe extent shall be disqualified as tutors.

九、本要點實施所需經費由教育部專案計畫經費或校務基金自籌款項下支應。

9. The Program shall be funded by Projects of the Ministry of Education or the NCKU Endowment Funds.

十、各院系(所)得比照本要點辦理各院系(所)課輔作業。

10. All departments, graduate institutes and colleges shall administer their tutorial affairs according to these Directions.

十一、本要點經主管會報及校務基金管理委員會通過後實施，修正時亦同。

11. These Directions shall be approved by the meeting of chief administrators and the NCKU

Endowment Fund Management Committee before taking effects. Any amendments shall be processed accordingly.

*These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.*