

致理科技大學教師輔導與管教學生辦法

Guidelines for Teachers' Guidance and Discipline of Students at Chihlee University of Technology

104.08.28 104 學年度第 1 次校務會議通過

110.01.07 109 學年度第 3 次校務會議通過

第 1 條 為輔導與管教學生，導引其適性發展，並培養健全人格，依教師法第 32 條及教育部發布「學校訂定教師輔導與管教學生辦法注意事項」之規定，訂定本辦法。

Article 1 These guidelines guide teachers in directing students' appropriate development and cultivating healthy personalities. They are enacted following Article 32 of the Teachers' Act and the Ministry of Education's "Notices for Schools To Enable The Guidelines for Teachers' Guidance and Discipline of Students."

第 2 條 本校教師輔導與管教學生悉依本辦法之規定，本辦法未規定者，適用政府及本校相關法令之規定。

Article 2: The teacher's guidance and discipline of students at the university shall comply with these guidelines. Matters not covered herein shall adhere to relevant government and university regulations.

第 3 條 教師輔導與管教學生應符合下列目的：

Article 3 The teacher's guidance and discipline of students shall aim to achieve the following objectives:

一、鼓勵學生優良表現，培養學生自尊尊人、自治自律之處世態度。

1. Encourage exemplary behavior and foster self-respect, respect for others, self-governance, and self-discipline.

二、導引學生身心發展，激發個人潛能，培養健全人格。

2. Guide students' physical and mental development, stimulate individual potential and nurture healthy personalities.

三、養成學生良好生活習慣，建立符合社會規範之行為。

3. Cultivate good living habits and establish behavior in line with societal norms.

四、確保教學及學校教育活動之正常進行。

4. Ensure the smooth conduct of teaching and educational activities at the university.

第 4 條 教師輔導與管教學生時，應依下列原則處理：

Article 4 The teacher's guidance and discipline of students shall adhere to the following principles:

一、重視學生人格尊嚴。

1. Respect the dignity of the student.

二、重視學生個別差異。

2. Recognize individual differences among students.

三、配合學生心智發展需求。

3. Address the developmental needs of students.

四、維護學生受教權益。

4. Protect students' right to education.

五、發揮教育愛心與耐心。

5. Demonstrate educational care and patience.

六、啟發學生反省與自制能力。

6. Inspire students to reflect and develop self-control.

七、不因個人或少數人錯誤而懲罰全體學生。

7. Avoid punishing all students for the mistakes of individuals or a few.

第 5 條 凡經學校安排之教育活動，教師應負起輔導與管教之責任。

Article 5 Teachers are responsible for guiding and disciplining students during all educational activities arranged by the university.

第 6 條 教師應參加輔導知能進修或研習，以增進輔導專業知能。

Article 6 Teachers shall participate in professional development or training sessions to enhance their guidance capabilities.

第 7 條 教師應對學生實施生活、學習、生涯、心理與健康等各種輔導；前項輔導需具特殊專業能力者，得請學生輔導中心或其他相關單位協助。

Article 7 Teachers shall guide students in areas such as daily life, learning, career planning, psychology, and health. For cases requiring specialized expertise, assistance from the Student Counseling Center or other related units may be sought.

第 8 條 學生如有干擾或妨礙教學活動正常進行，違反校規、社會規範或法律，或從事有害身心健康之行為者，教師應予適當輔導與管教。該輔導與管教措施無效時，應舉證移請學生事務處或其他相關單位處理。

Article 8 The teachers shall provide appropriate guidance and discipline to students who disrupt or interfere with teaching activities, violate university regulations, societal norms, or laws, or engage in harmful behavior. If such measures prove ineffective, evidence shall be provided for referral to the Office of Student Affairs or other relevant units.

第 9 條 學生如有下列行為，非立即施予強制力而不能制止、排除或防範危害者，教師得採取必要強制措施：

Article 9 In cases where a student exhibits behaviors that pose an immediate threat to safety and cannot be addressed without the use of force, Teachers may take necessary measures:

一、有自我傷害行為或自傷之虞者。

1. Self-harming behaviors or the risk thereof.

二、有攻擊他人、毀損公物或他人物品行為或為該等行為之虞者。

2. Behaviors of attacking others, damaging public property, or private belongings, or the risk thereof.

三、其他正在危害校園安全或個人生命、身體、自由或財產之行為者。

3. Other actions posing an immediate danger to campus safety, or to individual life, body, freedom, or property.

第 10 條 教師管教學生，應適度給予學生陳述意見之機會，以了解學生行為動機與目的，並明示其違規之行為與管教之理由。

Article 10 When disciplining students, Teachers shall provide students with opportunities to explain their actions, aiming to understand their motivations and clarify the misconduct and reasons for the disciplinary actions.

第 11 條 教師因實施輔導與管教學生所獲得之個人或家庭資料，未經當事人以書面同意不得對外公開或洩漏。但其他法令另有規定者，不在此限。

Article 11 Personal or family information obtained through Teachers' guidance and discipline shall not be disclosed or leaked without written consent from the individual, except as required by other legal provisions.

第 12 條 教師輔導與管教學生，不得因學生之性別、能力、成績、宗教、種族、黨派、地域、家庭背景、身心障礙、或犯罪紀錄等，而為差別或歧視待遇。

Article 12 Teachers' guidance and discipline of students shall not involve discrimination or differential treatment based on gender, ability, academic performance, religion, race, political affiliation, region, family background, disability, or criminal record.

第 13 條 教師應秉客觀、平和、懇切之態度，對涉及爭議之學生為適當勸導，並對爭議事件為公正合理處置，學生如有不當行為應依第 8 條規定處理。

Article 13 Teachers shall adopt an objective, calm, and sincere attitude in advising students involved in disputes and handle contentious issues fairly and appropriately. In cases of misconduct, the provisions of Article 8 shall apply.

第 14 條 教師或學校知悉學生涉及兒童及少年保護、家庭暴力、性侵害及校園性騷擾事件，應於知悉事件 24 小時內依法進行責任通報（113 專線），並進行校園安全事件通報，啟動危機處理機制。

學校通報前項事件時，應以密件處理，並注意維護相關當事人之秘密及隱私，不得洩漏或公開，對於通報人之身分資料應予以保密，以維護學生個人及相關人員隱私。

Article 14 If teachers or the university becomes aware of incidents involving child and youth protection, domestic violence, sexual assault, or campus sexual harassment, they shall

report the matter within 24 hours in accordance with legal obligations (via hotline 113) and activate the campus safety crisis management mechanism. Reports shall be treated as confidential, safeguarding the privacy of those involved, and ensuring the confidentiality of reporters' identities.

第 15 條 教師兼任導師工作者，除本辦法外，另依本校導師制度實施辦法之規定辦理。

Article 15 Teachers serving as advisors shall, in addition to these regulations, comply with the provisions of the university's advisor system implementation regulations.

第 16 條 教師輔導與管教學生得視學生行為之優劣事蹟，依照本校學生獎懲辦法之規定，建請給予獎勵或懲罰。

Article 16 Teachers' guidance and discipline of students shall be aligned with the university's Student Rewards and Penalties Regulations, recommending rewards or punishments based on the students' behavior.

第 17 條 學生因重大違規事件經處分後，教師應予追蹤輔導，必要時得會同學生事務處生活輔導組、學生輔導中心及進修部學生事務組共同協助學生改過遷善。對於需長期輔導者，得要求家長配合並洽請社會輔導或醫療機構協助處理。

Article 17 The teachers shall provide follow-up guidance for students disciplined for major violations. If necessary, they may collaborate with the Office of Student Affairs, the Student Counseling Center, and the Continuing Education Division to assist the student in reforming. Parental cooperation and support from social counseling or medical institutions may be requested for cases requiring long-term guidance.

第 18 條 學生對於教師或學校有關其個人之輔導與管教措施，認為違法或不當致損害其權益者，得自收受處分書起 10 日內以書面向本校學生申訴評議委員會提出申訴。

Article 18 Students who believe that guidance or disciplinary measures imposed by Teachers or the university are unlawful or improper and infringe on their rights may file an appeal in writing to the university's Student Appeal Review Committee within ten days of receiving the decision.

第 19 條 教師若有不當管教或處罰學生之行為，學校應按情節輕重，依教師法或相關規定處理之。

Article 19 If Teachers engage in improper disciplinary actions or punishment of students, the university shall address the issue based on the severity of the situation in accordance with the Teacher Education Act or relevant regulations.

第 20 條 本辦法於教師以外之教育人員準用之，所稱教育人員包括兼任教師、教官及行政人員等。

Article 20 These regulations apply to educational personnel other than Teachers', including part-

time instructors, military instructors, and administrative staff.

第 21 條 本辦法經校務會議通過，陳請校長核定後實施，修正時亦同。

Article 21 These regulations shall be implemented following approval by the University Affairs Council and the president of the university. The same procedure shall apply to any amendments.