

# 臺北基督學院學生學習輔導辦法

## Guidelines for Academic Guidance

104.10.5 104 學年度第 2 次系務會議通過  
Approved by the second session of the CLAD meeting  
in the first semester of the Academic Year 2015/2016  
on Oct 5, 2015

104.10.8 第二次教務會議通過

- 第一條 臺北基督學院（以下簡稱本校）為提升學生整體學習成效，提供學生適切之輔導與協助機會，特訂定本辦法。
- Article 1 Christ's College Taipei (below referred to as CCT) has formulated these guidelines to enhance overall academic performance and provide students with appropriate guidance and assistance.
- 第二條 本學習輔導對象如下：
- 一、期中預警輔導：經本校教師於校務系統中登錄學習成效不佳達二科（含）以上者。教務處於每學期第 9 週通知全校教師應於第 11 週前於本校校務系統登錄當學期學習成效不佳之學生；並應於第 12 週前通知學生本人、導師及家長。
  - 二、學業平均成績不及格輔導：前一學期 GPA 平均未達 1.0 或平均分數未達 60 分之學生。教務處每學期初彙整前一學期 GPA 平均未達 1.0 或平均分數未達 60 分以上之學生名單，通知學生本人、學生家長、博雅學系、相關主修與學務處。
- Article 2 Who qualifies for special advisory notification:
1. Students who are failing 2 or more courses at midterm. Every semester AAO will notify all instructors in the 9<sup>th</sup> week that before the 11<sup>th</sup> week teachers must notify the AAO of students who are failing. The AAO will notify students, their parents/guardians, related majors, and class advisors before the 12th week.
  2. Students whose GPA for the previous semester is below 1.0 (or whose average grade is 60 or below). At the beginning of every semester, the AAO will compile a list of students whose GPA for the previous semester is below 1.0 (or whose average grade is 60 or below). The office will notify the students, their parents/guardians, CLAD, related majors, class advisors, and the Student Affairs and Ministry Office (SAMO).
- 第三條 各導師應對名單上之學生進行晤談，瞭解其學習成效不佳原因，以進行後續輔導。
- Article 3 Each class advisor will conduct interviews with students whose names appear on the above list to gain a better understanding of the reasons for their poor performance.
- 第四條 本辦法之學習輔導實施方式如下：
- 一、導師須定期與學生進行約談，瞭解學生學習狀況，並提供相關輔導後，填寫線上輔導期中預警學生學習成效不佳調查表，調查結果繳交主修及學系主管核備。

二、導師將定期與授課教師就須輔導學生的學習表現交換心得，掌握其課堂學習進度，並提供適時的協助。

三、導師得依實際需求，甄選學生擔任輔導助教，協助進行學習輔導工作。

Article 4 Academic guidance will be implemented as follows:

1. Class advisors will communicate with students on a regular basis to get a better understanding of their current situation and provide necessary guidance; all activities need to be recorded on the CAIS.
2. Class advisors will communicate with instructors to monitor the academic performance and academic progress of these students and provide assistance if necessary.
3. Class advisors may select students to serve as guidance assistants in accordance with actual needs to aid them in their academic counseling work.

第五條 博雅學系須於每學期末，評估名單上學生之輔導成效，將結果提送教務處備查。

Article 5 CLAD will evaluate the results of guidance activities for students on the list at the end of each semester and forward the results to AAO for reference purposes.

第六條 本辦法經教務會議通過，陳請校長核定後公布實施，修正時亦同。

Article 6 These guidelines and all amendments will be implemented upon ratification by the Academic Affairs meeting and approval by the President.