

建國科技大學學生發展中心設置辦法

中華民國一〇〇年六月十五日校務會議初訂

中華民國一〇〇年七月十五日訂定

中華民國一〇三年三月十五日修定

第一條 本校為辦理全校學生證照彙整、校外實習、職業生涯發展、畢業生追蹤、校友服務等業務，並透過學校輔導與協助在校學生未來職業生涯規劃；積極開拓學生就業機會、輔導應屆畢業生就業、應屆畢業生升學與就業輔導資料庫之建立；提升學生升學與就業競爭力，導引學生順利進入職場就業為目的。依據本校組織規程第九條規定，特訂定「建國科技大學學生發展中心設置辦法」（以下簡稱本辦法）。

第二條 本校學生發展中心(以下簡稱本中心)置中心主任一人，綜理中心業務，由校長聘請副教授以上教師兼任。

第三條 本中心分設職涯發展與校外實習組及實習就業暨校友服務組二組，各置組長一人，由校長聘請本校副教授以上教師或職級相當之職員擔任，承辦各組業務；並得置職員若干人，協辦各項業務。各組職掌如下：

一、 職涯發展與校外實習組

- (一) 辦理全國技能檢定與專業證照輔導事宜。辦理證照檢定考試之行政管理業務，包括即測即評(勞委會丙級)、勞委會乙級檢定、電腦證照、專業國際證照、其他專業證照等。
- (二) 辦理證照檢定輔導開班之行政管理業務。
- (三) 督導各教學單位建立學生的證照資料庫，並連結到學生的e-Portfolio學習歷程檔案，藉此督導在校生在畢業前能取得電腦、專業、外語、社服等四張證照之目標。
- (四) 辦理校外實習之行政管理業務。
- (五) 實施並檢討校外實習辦法，使能透過流程管理，有效達成校外實習課程的教學目標。
- (六) 辦理其他與職涯輔導與校外實習相關事項或上級臨時交辦事項。

二、 實習就業暨校友服務組

- (一) 辦理學生實習就業暨校友各項業務。
- (二) 辦理畢業生就業與實習輔導相關業務。
- (三) 辦理在校生就業與實習輔導相關業務。
- (四) 統籌辦理校友與校友會聯絡事宜。
- (五) 辦理就業職能診斷(UCAN)、在校生職涯輔導講座、企業說明會及校園徵才系列活動。
- (六) 結合四輔合一與UCAN就業職能網路平台，強化學生實習就業與

職能性向診斷輔導效能。

(七)辦理其他有益提升學生實習與就業之相關活動或上級臨時交辦事項。

第四條 本中心開會時由學生發展中心主任擔任主席，每學期舉行會議一次，必要時得召開臨時會議。

第五條 本中心得因應業務需要設置相關委員會，其設置要點另訂之。

第六條 本中心所需經費，依本校規定編列預算支應。

第七條 本辦法如有未盡事宜，悉依照教育部及本校校務章則辦理。

第八條 本辦法經校務會議通過，陳請校長核定後公布實施，修正時亦同。

Regulations for CTU Student Development Center

- I. For conducting the students' practical skills improvement, off-campus internships, career development, alumni services, and so on, Chienkuo Technology University (CTU) thus makes the "Regulations for Establishing Student Development Center in Chienkuo Technology University" (the Regulation), according to the Rule Number 9 of Organization of School Regulation.
- II. The Student Development Center (the Center) has one Chairperson; holding associate professor position or above, who manages all work of the Center. This position is delegated by the President.
- III. The Center is divided in to two teams: 1. Career Development and Off-campus Internships, and 2. Occupation Obtaining Counseling and Alumni Services, with one team-leader for each, and is delegated by the President from the list of faculty holding the position of associate professor or above, who are in charge of all the work of their team. Each team may have several staff members to assist the work. The teams are in charge of:
 - (1) Career Development and Off-campus Practical Training
 - (A) Conducting nationwide technical ability tests. Engaging the administrative work for certificate tests, including evaluation-on-the-test (Level C, Council of Labor Affairs), Level B Test of Council of Labor Affairs, Certificate of Computer Application, Professional International Certificate, and other professional certification.
 - (B) Conducting administrative work for Certificate-related courses.
 - (C) Inspecting all the data banks established by academic departments, and linking the learning process of students' e-Portfolios in order to assist the students in acquiring 4 certificates including: computer, professional, foreign language and social service.
 - (D) Conducting administrative management of off-campus internships.
 - (E) Conducting and reviewing the regulations for off-campus internships in order to efficiently meet the objectives of off-campus internship courses via the course **flouting management**.
 - (F) Conducting other career-counseling and off-campus practical training associated affairs or other provisional works.
 - (2) Teams of occupational counseling and alumni service.
 - (A) Conducting counsel for the students and the alumni for obtaining an occupation.

- (B) Managing and interconnecting the Alumni and the Alumni Association.
- (C) Engaging whatever means can help the students and the alumni obtain jobs, or whatever will improve alumni services or other provisional works.