

# 國立臺灣師範大學教育實習實施要點修正總說明

依據教育部 110 年 12 月 14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機構辦理教育實習辦法」，擬配合修正「國立臺灣師範大學教育實習實施要點」部分規定，其修正要點如下：

- 一、依據「師資培育之大學及教育實習機構辦理教育實習辦法」第二條修正規定（修正規定第三點第一項）。有關申請抵免修習教育實習之相關規定，另訂定作業要點規範之。（修正規定第三點第二項）
- 二、依據「師資培育之大學及教育實習機構辦理教育實習辦法」第五條修正規定（修正規定第五點第一項）。有關學生提出教育實習申請前有不適合申請或實習期間違反規定，於本要點第二十二條一併規範（修正規定第五點第二項），另配合目前教育實習申請方式調整文字。（修正規定第五點第三項）
- 三、依據「師資培育之大學及教育實習機構辦理教育實習辦法」第九條、第六條修正規定，將「實驗教育機構」納入教育實習機構。（修正規定第七、十點）
- 四、依據「師資培育之大學及教育實習機構辦理教育實習辦法」第二十三條修正規定，將「補救教學」修改為「學習扶助」。（修正規定第十三點）
- 五、依據「師資培育之大學及教育實習機構辦理教育實習辦法」第二十五條修正規定，將申請抵免修習教育實習所需繳納費用納入規定。（修正規定十八點）
- 六、依據「師資培育之大學及教育實習機構辦理教育實習辦法」第十七條修正規定，明定終止實習之情事及後續通報（新增規定第二十二點第三項、第四項）。另新增學生於實習期間除前開終止實習之原因外，須送至實習輔導委員會審查之事項。（新增規定第二十二點第五項第二款）

## 國立臺灣師範大學教育實習實施要點

- 93年3月10日本校92學年度第2學期實習輔導會議審議通過
- 94年3月16日本校93學年度第2學期實習輔導會議修正通過
- 95年3月23日本校94學年度第2學期本校實習輔導會議修正通過
- 100年3月19日本校99學年度第2學期師資培育與就業輔導會議修正通過
- 101年9月26日本校101學年度第1學期師資培育與就業輔導會議修正通過
- 104年4月8日本校103學年度第2學期師資培育與就業輔導會議修正通過
- 105年3月30日本校104學年度第2學期師資培育與就業輔導會議修正通過
- 105年10月12日本校105學年度第1學期師資培育與就業輔導會議修正通過
- 107年10月17日本校107學年度第1學期師資培育與就業輔導會議修正通過
- 109年10月21日本校109學年度第1學期師資培育會議修正通過
- 110年10月20日本校110學年度第1學期師資培育會議修正通過
- 111年3月23日本校110學年度第2學期師資培育會議修正通過

- 一、本要點依「師資培育法」、「師資培育法施行細則」、「師資培育之大學及教育實習機構辦理教育實習辦法」及「高級中等以下學校及幼兒園教師資格考試辦法」訂定之。
- 二、本校設師資培育會議，審議實習輔導重要事項；另成立「教育實習輔導委員會」審議特殊個案與急切事宜。
- 三、本要點用詞，定義如下：
  - (一) 教育實習機構：指提供教育實習之境內、外高級中等以下學校、幼兒園、特殊教育學校(班)、實驗教育學校、實驗教育機構、社區互助教保服務中心、部落互助教保服務中心。
  - (二) 實習指導教師：指本校聘任指導實習學生之教師。
  - (三) 實習輔導教師：指本校聘任輔導實習學生之編制內專任教師。
  - (四) 實習學生：指通過教師資格考試，修習半年全時教育實習之學生。
  - (五) 實習契約：指本校為辦理教育實習，與教育實習機構簽訂之契約。

依師資培育法第二十二條規定申請抵免修習教育實習相關規定，另訂作業要點規範之。

#### 四、教育實習之各項實習規定如下：

- (一) 教學實習：以循序漸進為原則；開學後第一週至第三週以見習為主，第四週起進行教學；其教學實習之時數應為專任教師基本教學節數六分之一以上二分之一以下，惟中等教育之學科、領域、群科為稀有類科者，得彈性處理。
- (二) 導師(級務)實習：以班級經營、輔導學生及親師溝通為主，且以寒、

暑假以外學期期間，每週三個半日為原則。

(三) 行政實習：以認識、協助學校行政事務及全校性活動為主，並以於寒、暑假期間實施為原則；於學期期間實施者，每週以四小時為原則。

(四) 研習活動：以參加校內、外教學、班級經營、學生輔導、教育政策及精進專業知能之研習活動為主；參加時數總計應至少十小時。

五、半年教育實習起訖期間為每年八月起至翌年一月或二月起至七月，學生應於每年八月一日或二月一日向教育實習機構報到，如遇國定假日順延之；實習學生應在同一教育實習機構實習半年，但有下列情形之一者，不受在同一教育實習機構連續實習之限制：

(一) 因重大傷病取得醫院證明，並經本校核准。

(二) 不可歸責於己之事由，並經本校核准。

(三) 申請於境內、外累計半年教育實習，並報經教育部核准。

實習學生進入教育實習機構實習前，應依本校公告方式提出申請，簽訂實習同意書，並應參加本校舉辦之行前說明會。

六、教育實習輔導以下列方式辦理：

(一) 平時輔導：由教育實習機構在該機構給予輔導。

(二) 到校輔導：由本校實習指導教師前往教育實習機構輔導實習學生，並得與教育實習機構首長、實習輔導教師訪談。

(三) 研習活動：由本校辦理返校座談或研習活動，並以每個月一次為原則。

(四) 通訊輔導：由本校編輯實習輔導刊物，提供實習學生參閱。

(五) 諮詢輔導：由本校或其他研習進修機構設置專線電話，提供教育實習諮詢服務。

(六) 成果分享：由本校辦理實習學生教育實習成果發表及心得分享活動。

七、本校實習指導教師之遴選原則如下：

(一) 以本校專任教師為主。

(二) 前款如具有高級中等以下學校、幼兒園、特殊教育學校(班)、實驗教育學校、實驗教育機構、社區互助教保服務中心或部落互助教保服務中心一年以上之教學經驗者，得優先遴選。

八、實習指導教師每人指導實習學生人數以不超過十二人為原則，指導實習學生四人得酌計授課時數一小時(按指導人數比例計算)，每週最多以三小時計。

為鼓勵本校專任教師擔任教育實習指導工作，教育實習指導鐘點費之支領，不計入授課時數計算，若應授時數不足時得抵充之。前往教育實習機構輔導時，並得酌支差旅費。

九、本校實習指導教師職責如下：

- (一) 指導實習學生擬訂教育實習計畫。
- (二) 溝通協調實習學生與本校及教育實習機構間之意見。
- (三) 對每位實習學生進行到校輔導不得少於二次。
- (四) 觀察實習學生教學實習，並給予回饋意見。
- (五) 主持或參與實習學生返校座談。
- (六) 評閱實習學生之教學演示、實習檔案、及整體表現。
- (七) 評定實習學生之教育實習成績。
- (八) 輔導實習學生參加教師甄試。
- (九) 其他有關實習學生之輔導事項。

十、本校遴選自各主管機關選定後公告於全國教育實習資訊平臺之教育實習機構，簽訂實習契約。教育實習機構應備下列條件。但實驗教育學校、**實驗教育機構**、教育實習之學科、領域、群科為稀有類科或教育實習機構位於境外者，得不受下列第一款至第三款規定之限制：

- (一) 行政組織健全。
- (二) 具有足夠合格師資。
- (三) 軟硬體設施、設備充足。
- (四) 辦學績效良好。

**前項實驗教育機構位於境內者，其各教育階段學生之總人數應超過三十人且最近一次評鑑結果為通過。**

十一、實習輔導教師應為具有三年以上教學年資之編制內專任教師，並符合下列條件之一：

- (一) 能結合理論及教學實務經驗，示範有效教學技巧。
- (二) 對實習學生具有輔導能力，適時給予協助及指導。
- (三) 了解教育實習機構行政事務。

實習輔導教師應依實習契約及實習計畫進行實習輔導；每人每學期以輔導實習學生一人為限。但教育實習之學科、領域、群科為稀有類科或教育實習機構位於偏遠地區、偏鄉地區及境外者，其輔導實習學生人數，

不在此限。

十二、實習輔導教師職責如下：

- (一) 輔導實習學生從事教學實習及導師（級務）實習。
- (二) 協調提供實習學生行政實習及研習活動。
- (三) 輔導實習學生環境適應與心理調適問題。
- (四) 評量實習學生之教學演示、實習檔案及整體表現。
- (五) 對實習學生有關之其他協助及輔導。
- (六) 參與師資培育之大學及主管機關辦理之實習輔導教師研習相關活動。

十三、實習學生之各項教育實習活動應有專任教師在場指導，實習學生不得從事下列事項：

- (一) 單獨擔任交通導護。
- (二) 單獨帶學生參加校外活動。
- (三) 單獨照顧身心障礙學生。
- (四) 代理導師職務或行政職務。
- (五) 擔任專職工作。

經本校同意後，實習學生得於教育實習期間，配合教育實習機構進行下列教學活動：

- (一) 擔任高級中等以下學校學習扶助、社團活動指導、監考或其他教學活動。
- (二) 擔任高級中等以下學校未滿三個月之代課及幼兒園未滿三個月之代理教保服務。

前項教學活動，每週累計總節（時）數最高為十節（時），前項第二款代課或教保服務，每月最高為二十節（時）；上開節（時）數，均不得計入第四條節（時）數及日數。

前項教學活動，以實習學生之教育實習機構辦理者為限。

十四、全時教育實習，指實習學生應於教育實習機構日間辦公時間內全程修習教育實習，不得進修、兼職或從事其他業務。

前項全時教育實習期間之請假別，依各教育實習機構教職人員請假規定辦理。

實習學生請假八小時，以一日計算；應請假而未請假者，以二倍時數計算。請假累計超過四十日者，應終止教育實習。

教育實習機構應通知本校實習學生請假異常情形，俾據以辦理教育實習成績評量及追蹤輔導。

十五、擔任實習指導教師、實習輔導教師或參與成績評定者，為實習學生之配偶、前配偶、四親等內之血親或三親等內之姻親或曾有此關係者，應自行迴避。

十六、教育實習成績之評定於實習結束當月十五日之前完成，採三階段進行。

(一)「教學演示」：為形成性評定，由實習指導教師、實習輔導教師及具三年以上教學經驗之編制內專任教師或退休教師共同評定。

(二)「實習檔案」：為形成性評定，由實習指導教師及實習輔導教師共同評定。

(三)「整體表現」：為總結性評定，由實習指導教師及實習輔導教師進行評定。

前項成績評定項目之細項指標為優良或通過達六成以上者為及格；其成績評定項目之細項與評定及通過基準，由中央主管機關定之。

前二項評定結果，提教育實習機構之教育實習輔導小組審查後，送本校指導教師決定之。

教育實習成績之評量由本校及教育實習機構為之，成績不及格者，得重新申請修習教育實習，並應繳交教育實習輔導費。在原教育實習機構重新實習，以一次為限。

十七、實習學生對教育實習終止、實習成績評定結果不服者，得向本校提起申訴，其申訴應自收受通知之次日起三十日內，備具理由提出；本校應作成申訴決定，並通知實習學生。

十八、申請參加半年全時之教育實習課程及依師資培育法第二十二條規定申請任教年資抵免修習教育實習者，應於申請時繳交四學分之教育實習輔導費，倘教育實習輔導地點為境外教育實習機構者，其收取教育實習輔導費，最高不得逾前項費額之三倍。實習開始三個月內終止實習者，得依本校教育實習輔導費退費標準按比例退費。

十九、任教年資減免，應與其修畢師資職前教育證明書或證明及通過教師資格考試所載同一師資類科、學科、領域、群科相符。本要點依「師資培育之大學及教育實習機構辦理教育實習辦法」規定，申請以其任教年資

抵免教育實習者，應檢附任教年資任三學期表現良好之證明文件、教學演示及格證明、服務證明或離職證明，向本校申請。

二十、實習學生參加半年之教育實習期間，得比照參加政府機關主辦之訓練，申請延期徵集入營。因故終止實習者，應儘速通知本校或戶籍所在地直轄市（縣）市政府役政單位。

二十一、實習學生應自費參加本校學生團體保險。已辦理其他保險拒絕加保者，應與本校簽署切結書。本校將以書面通知學生家屬。

二十二、實習學生申請教育實習時，倘有下列情形之一，不受理教育實習申請：

- (一) 犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決確定。
- (二) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。
- (三) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有情節重大之性騷擾或性霸凌行為。
- (四) 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經本校性別平等教育委員會或中央主管機關確認，有不得參加教育實習之必要。

倘實習學生於實習期間發生違反性別平等教育法情形，經調查屬實，惟屬情節輕微，經性別平等教育委員會決議後續輔導機制後，送本校教育實習輔導委員會審議。

實習學生於實習期間有下列情形之一者，應終止教育實習：

- (一) 請假累計超過四十日。
- (二) 經有期徒刑、拘役以上刑之執行、易服勞役或易服社會勞動。但宣告緩刑或執行易科罰金，不在此限。
- (三) 依毒品危害防制條例施予觀察、勒戒、強制戒治。
- (四) 經司法機關執行拘留、拘提、羈押、留置或管收。
- (五) 動員戡亂時期終止後，犯內亂、外患罪，經有罪判決確定。
- (六) 服公務，因貪污行為經有罪判決確定。
- (七) 犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決確定。
- (八) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。

- (九) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有情節重大之性騷擾或性霸凌行為。
- (十) 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經本校性別平等教育委員會或教育部確認，有應終止實習之必要。
- (十一) 經各級社政主管機關依兒童及少年福利與權益保障法第九十七條規定處罰，並經本校或教育部確認，有應終止實習之必要。
- (十二) 行為違反相關法規，經本校或教育部查證屬實，有應終止實習之必要。
- (十三) 受監護或輔助宣告，尚未撤銷。

實習學生在實際執行教學實習過程中有前項第七款至第十款情形之一者，本校應適用或準用涉性別事件之學校不適任人員通報資訊蒐集及查詢處理利用辦法及不適任教育人員之通報資訊蒐集及查詢處理利用辦法辦理通報。

倘實習學生於實習期間發生下列情事，提至本校教育實習輔導委員會審議：

- (一) 違反性別平等教育法等情形，經調查屬實，惟屬情節輕微，經性別平等教育委員會決議已完成後續輔導機制。
- (二) 經教育實習機構或實習指導教師提出，實習學生行為違反相關法規致嚴重影響教育實習。

二十三、本要點未規定事項，悉依相關法令規定辦理。

二十四、本要點經師資培育會議審議通過，陳請校長核定後實施，修正時亦同。

# 國立臺灣師範大學教育實習實施要點

## 部分規定修正對照表

| 修正規定   | 現行規定  | 說明  |
|--|---|---|
| <p><u>三、本要點用詞，定義如下：</u></p> <p><u>(一) 教育實習機構：指提供教育實習之境內、外高級中等以下學校、幼兒園、特殊教育學校(班)、實驗教育學校、實驗教育機構、社區互助教保服務中心、部落互助教保服務中心。</u></p> <p><u>(二) 實習指導教師：指本校聘任指導實習學生之教師。</u></p> <p><u>(三) 實習輔導教師：指本校聘任輔導實習學生之編制內專任教師。</u></p> <p><u>(四) 實習學生：指通過教師資格考試，修習半年全時教育實習之學生。</u></p> <p><u>(五) 實習契約：指本校為辦理教育實習，與教育實習機構簽訂之契約。</u><br/>依師資培育法第二十二條規定申請抵免修習教育實習相關規定，另訂作業要點規範之。</p> | <p>三、本要點所稱「實習學生」，係指依「師資培育之大學及教育實習機構辦理教育實習辦法」第二條之規定，通過教師資格考試，修習半年全時教育實習之本校學生。</p> <p>取得修畢師資職前教育證明書或證明，並具學士以上學位，且通過教師資格考試者，始得申請修習教育實習。惟前項符合「師資培育之大學及教育實習機構辦理教育實習辦法」以任教年資抵免教育實習者，不在此限。</p>   | <p>一、依據教育部 110 年 12 月 14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機構辦理教育實習辦法」第二條修訂之。</p> <p>二、有關抵免修習教育實習相關規定，已於 111 年 2 月 14 日發布「國立臺灣師範大學辦理師資生任教年資抵免修習教育實習作業要點」。</p>              |
| <p><u>五、半年教育實習起訖期間為每年八月起至翌年一月或二月起至七月，學生應於每年八月一日或二月一日向教育實習機構報到，如遇國定假日順延之；實習學生應在同一教育實習機構實習半年，但有下列情形之一者，不受在同一教育實習機構連續實習之限制：</u></p> <p><u>(一) 因重大傷病取得醫院證明，並經本校核准。</u></p> <p><u>(二) 不可歸責於己之事由，並經本校核准。</u></p> <p><u>(三) 申請於境內、外累計半年教育實習，並報經教育部核准。</u><br/>實習學生進入教育實習機構實習前，應依本校公告方式提出申請，簽訂實習同意書，並應參加本校舉辦之行前說明會。</p>  | <p>五、實習學生應在同一教育實習機構實習半年；以每年八月一日至翌年一月卅一日或二月一日至七月卅一日為起訖期間。實習學生應於每年八月一日前或二月一日前向教育實習機構報到。</p> <p>實習學生因重大傷病並取得醫院證明或不可歸責於己之事由，經教育實習機構及本校核准者，得不受前項在同一教育實習機構實習之限制。</p> <p>實習學生於申請參加教育實習前有不適合實習，或實習期間未按規定從事教育實習、實習表現不佳，經教育實習機構及本校召開教</p> | <p>一、依據教育部 110 年 12 月 14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機構辦理教育實習辦法」第五條修訂之。</p> <p>二、有關學生提出教育實習申請前有不適合申請或實習期間違反規定，於第二十二條一併規範，爰刪除第二項文字。</p> <p>三、配合目前教育實習申請方式修改第三項文字。</p> |

| 修正規定  | 現行規定   | 說明  |
|---|--|---|
|   | <p><u>育實習輔導委員會審議通過者，得不受理其申請參加教育實習或終止其教育實習；未輔導改善前，本校得不受理實習學生申請或回復參加教育實習。</u></p> <p>實習學生進入教育實習機構實習前，應與本校簽訂實習同意書，並應參加本校舉辦之行前說明會。<u>申請方式依本校輔導實習學生至特約實習學校實習作業要點辦理，本作業要點另訂之。</u></p>                            |   |
| <p>七、本校實習指導教師之遴選原則如下：</p> <p>(一) 以本校專任教師為主。</p> <p>(二) 前款如具有高級中等以下學校、幼兒園、特殊教育學校(班)、<u>實驗教育學校、<b>實驗教育機構</b></u>、社區互助教保服務中心或部落互助教保服務中心一年以上之教學經驗者，得優先遴選。</p>   | <p>七、本校實習指導教師之遴選原則如下：</p> <p>(一) 以本校專任教師為主。</p> <p>(二) 前款如具有高級中等以下學校、幼兒園、特殊教育學校(班)、實驗教育學校、社區互助教保服務中心或部落互助教保服務中心一年以上之教學經驗者，得優先遴選。</p>   | <p>依據教育部 110 年 12 月 14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機構辦理教育實習辦法」第九條修訂之。</p>  |
| <p>十、本校遴選自各主管機關選定後公告於全國教育實習資訊平臺之教育實習機構，簽訂實習契約。教育實習機構應備下列條件。但<u>實驗教育學校、<b>實驗教育機構</b></u>、教育實習之學科、領域、群科為稀有類科或教育實習機構位於境外者，得不受下列第一款至第三款規定之限制：</p> <p>(一) 行政組織健全。</p> <p>(二) 具有足夠合格師資。</p> <p>(三) 軟硬體設施、設備充足。</p> <p>(四) 辦學績效良好。</p> <p><u>前項實驗教育機構位於境內者，其各教育階段學生之總人數應超過三十人且最近一次評鑑結果為通過。</u></p> | <p>十、本校遴選自各主管機關選定後公告於全國教育實習資訊平臺之教育實習機構，簽訂實習契約。教育實習機構應備下列條件。但實驗教育學校、教育實習之學科、領域、群科為稀有類科或教育實習機構位於境外者，得不受下列第一款至第三款規定之限制：</p> <p>(一) 行政組織健全。</p> <p>(二) 具有足夠合格師資。</p> <p>(三) 軟硬體設施、設備充足。</p> <p>(四) 辦學績效良好。</p> | <p>依據教育部 110 年 12 月 14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機構辦理教育實習辦法」第六條修正條文。</p> |
| <p>十三、實習學生之各項教育實習活</p>  | <p>十三、實習學生之各項教育實習</p>  | <p>依據教育部 110 年 12 月</p>   |

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|---|--|---|
| <p>動應有專任教師在場指導，實習學生不得從事下列事項：</p> <p>(一) 單獨擔任交通導護。<br/> (二) 單獨帶學生參加校外活動。<br/> (三) 單獨照顧身心障礙學生。<br/> (四) 代理導師職務或行政職務。<br/> (五) 擔任專職工作。</p> <p>經本校同意後，實習學生得於教育實習期間，配合教育實習機構進行下列教學活動：</p> <p>(一) 擔任高級中等以下學校<b>學習扶助</b>、社團活動指導、監考或其他教學活動。<br/> (二) 擔任高級中等以下學校未滿三個月之代課及幼兒園未滿三個月之代理教保服務。</p> <p>前項教學活動，每週累計總節(時)數最高為十節(時)，前項第二款代課或教保服務，每月最高為二十節(時)；上開節(時)數，均不得計入第四條節(時)數及日數。</p> <p>前項教學活動，以實習學生之教育實習機構辦理者為限。</p> | <p>活動應有專任教師在場指導，實習學生不得從事下列事項：</p> <p>(一) 單獨擔任交通導護。<br/> (二) 單獨帶學生參加校外活動。<br/> (三) 單獨照顧身心障礙學生。<br/> (四) 代理導師職務或行政職務。<br/> (五) 擔任專職工作。</p> <p>經本校同意後，實習學生得於教育實習期間，配合教育實習機構進行下列教學活動：</p> <p>(一) 擔任高級中等以下學校<b>補救教學</b>、社團活動指導、監考或其他教學活動。<br/> (二) 擔任高級中等以下學校未滿三個月之代課及幼兒園未滿三個月之代理教保服務。</p> <p>前項教學活動，每週累計總節(時)數最高為十節(時)，前項第二款代課或教保服務，每月最高為二十節(時)；上開節(時)數，均不得計入第四條節(時)數及日數。</p> <p>前項教學活動，以實習學生之教育實習機構辦理者為限。</p> | <p>14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機構辦理教育實習辦法」第二十三條修正條文。</p>                  |
| <p>十八、申請參加半年全時之教育實習課程及依<b>師資培育法第二十二條規定申請任教年資抵免修習教育實習者</b>，應於申請時繳交四學分之教育實習輔導費，<b>倘教育實習輔導地點為境外教育實習機構者，其收取教育實習輔導費，最高不得逾前項費額之三倍。</b>實習開始三個月內終止實習者，得依本校教育實習輔導費退費標準按比例退費。</p>   | <p>十八、申請參加半年全時之教育實習課程，應於申請時繳交四學分之教育實習輔導費。實習開始三個月內終止實習者，得依本校教育實習輔導費退費標準按比例退費。</p>   | <p>依據教育部 110 年 12 月 14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機構辦理教育實習辦法」第二十五條修正條文。</p> |
| <p>二十二、實習學生申請教育實習時，倘有下列情形之一，不受理教育實習申請：</p> <p>(一) 犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決確定。</p>  | <p>二十二、實習學生申請教育實習時，倘有下列情形之一，不受理教育實習申請：</p> <p>(一) 犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決</p>  | <p>一、 依據教育部 110 年 12 月 14 日臺教師(四)字第 1100163881A 號令發布「師資培育之大學及教育實習機</p>                  |

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| <p>(二) 經<u>本校</u>或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。</p> <p>(三) 經<u>本校</u>或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有情節重大之性騷擾或性霸凌行為。</p> <p>(四) 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經<u>本校</u>性別平等教育委員會或<u>教育部</u>確認，有不得參加教育實習之必要。</p> <p>倘實習學生於實習期間發生違反性別平等教育法情形，經調查屬實，惟屬情節輕微，經性別平等教育委員會決議後續輔導機制後，送本校教育實習輔導委員會審議。</p> <p>實習學生於實習期間有下列情形之一者，應終止教育實習：</p> <p><u>(一) 請假累計超過四十日。</u></p> <p><u>(二) 經有期徒刑、拘役以上刑之執行、易服勞役或易服社會勞動。但宣告緩刑或執行易科罰金，不在此限。</u></p> <p><u>(三) 依毒品危害防制條例施予觀察、勒戒、強制戒治。</u></p> <p><u>(四) 經司法機關執行拘留、拘提、羈押、留置或管收。</u></p> <p><u>(五) 動員戡亂時期終止後，犯內亂、外患罪，經有罪判決確定。</u></p> <p><u>(六) 服公務，因貪污行為經有罪判決確定。</u></p> <p><u>(七) 犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決確定。</u></p> | <p>確定。</p> <p>(二) 經<u>師資培育之大學</u>或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。</p> <p>(三) 經<u>師資培育之大學</u>或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有情節重大之性騷擾或性霸凌行為。</p> <p>(四) 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經<u>師資培育之大學</u>性別平等教育委員會或<u>中央主管機關</u>確認，有不得參加教育實習之必要。</p> <p>倘實習學生屬違反性別平等教育法情節輕微者且已經性別平等委員會確認完成後續輔導機制，其教育實習申請送由本校教育實習輔導委會審議。</p> <p><u>實習學生如於實習期間涉及前項各款情形之一，於高級中等以下學校及幼兒園教師資格考試前發現者，撤銷其應考資格；考試時發現者，予以扣考，已應考之科目均不予計分；考試後榜示前發現者，不予計分；考試通過後發現者，撤銷其考試通過資格；已發給教師證書者，撤銷其教師證書；其涉及刑事責任者，移送司法機</u></p> | <p>構辦理教育實習辦法」第十七條修正條文。</p> <p>二、 新增學生於實習期間除前開須終止實習之原因外，須送至實習輔導委員會審查之事項。</p> |

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| <p><u>(八) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。</u></p> <p><u>(九) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有情節重大之性騷擾或性霸凌行為。</u></p> <p><u>(十) 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經本校性別平等教育委員會或教育部確認，有應終止實習之必要。</u></p> <p><u>(十一) 經各級社政主管機關依兒童及少年福利與權益保障法第九十七條規定處罰，並經本校或教育部確認，有應終止實習之必要。</u></p> <p><u>(十二) 行為違反相關法規，經本校或教育部查證屬實，有應終止實習之必要。</u></p> <p><u>(十三) 受監護或輔助宣告，尚未撤銷。</u></p> <p><u>實習學生在實際執行教學實習過程中有前項第七款至第十款情形之一者，本校應適用或準用涉性別事件之學校不適任人員通報資訊蒐集及查詢處理利用辦法及不適任教育人員之通報資訊蒐集及查詢處理利用辦法辦理通報。</u></p> <p><u>倘實習學生於實習期間發生下列情事，提至本校教育實習輔導委員會審議：</u></p> <p><u>(一) 違反性別平等教育法等情形，經調查屬實，惟屬情節輕微，經性別平等教育委員會決議已完成後續輔導機制。</u></p> <p><u>(二) 經教育實習機構或實習指</u></p> | <p><u>關辦理。</u></p> <p>倘實習學生於實習期間發生違反性別平等教育法情形，經調查屬實，惟屬情節輕微，經性別平等教育委員會決議後續輔導機制後，送本校教育實習輔導委員會審議。</p> |    |

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| <u>導教師提出，實習學生行為違反相關法規致嚴重影響教育實習。</u> |      |    |

## **The Implementation Guideline of Educational Practicum at National Taiwan Normal University**

On March 10, 2004, it was approved at the Practicum Guidance Meeting at the second semester of the 2003 academic year.

On March 16, 2005, it was amended at the Practicum Guidance Meeting at the second semester of the 2004 academic year.

On March 23, 2006, it was amended at the Practicum Guidance Meeting at the second semester of the 2005 academic year.

On March 19, 2011, it was approved at Teacher Education and Employment Guidance Meeting at the second semester of the 2010 academic year.

On September 26, 2012, it was approved at Teacher Education and Employment Guidance Meeting at the first semester of the 2012 academic year.

On April 8, 2015, it was approved at Teacher Education and Employment Guidance Meeting at the second semester of the 2014 academic year.

On March 30, 2016, it was approved at Teacher Education and Employment Guidance Meeting at the second semester of the 2015 academic year.

On October 12, 2016, it was approved at the Teacher Education and Employment Guidance Meeting at the first semester of 2016 academic year

On October 17, 2018, it was approved at the Teacher Education and Employment Guidance Meeting at the first semester of the 2018 academic year.

October 21, 2020, the amendment was approved at the Teacher Education Meeting at the first semester of the 2020 academic year.

October 20, 2021, the amendment was approved at the Teacher Education Meeting at the the first semester of the 2021 academic year.

On March 23, 2011, the amendment was approved at the Teacher Education Meeting at the second semester of the 2010 academic year.

1. This guideline is in accordance with the "Teacher Education Act", the "Implementation Guideline of Teacher Education", the "Regulation of Teacher Education for Educational University and Education Practice Institutions", and the "Regulation of Qualification Examination for Teacher below senior secondary schools and preschools".
2. The school forms the Teacher Education Meeting to review important matters of practicum, and forms "Educational Practicum Guidance Committee to review special cases and urgent matters.

3. The terminology used in this guideline are defined as follows:

(1) Educational Practice Institution: it refers to domestic and foreign schools below senior secondary schools and preschools, experimental education school, experimental education institution, community teaching assistant center, tribal teaching assistant center.

(2) Practice advisor: it refers to the teacher appointed by the school to guide the teacher students.

(3) Practice mentor: it refers to the full-time teachers in the school to mentor practice students.

(4) Practice student: it refers to practice students who have passed the teacher qualification examination and enroll full-time educational practice for half a year.

(5) Practice contract: it refers to the contract signed by the school with educational practice institutions for the purpose of conducting educational practice.

According to the provisions of the Article 22 of the Teacher Education Act and the relevant regulations, applying for credit for educational practices shall be regulated separately.

4. The provisions of the educational practices are as follows:

(1) Teaching Practice: based on the principle of step-by-step. The first week to the third week is mainly for teaching observation, and teaching starts from the fourth week. The number of hours of teaching practice should be more than one-sixth but less than one-half of a full-time teacher's teaching sessions. If the subjects, fields, and group subjects of secondary education are rare, the teaching practice is flexible.

(2) Practices for homeroom teacher: it is mainly to focus on class management, mentoring practice students and parent-teacher communication. It is three half days per week as the principle during the semester other than summer vacation.

(3) Administrative practice: it is mainly to understand and assist school administrative affairs and school-wide activities. It is to be practiced during winter and summer vacations, and four hours per week during semester as the principle.

(4) Study activities: it is mainly to participate in on-campus and off-campus teaching, class management, student counseling, education policy and study activities for improving professional knowledge and skills. The total number of participation hours should be at least ten hours.

5. The half-year educational practice starts from August each year to January or February to July of the following year. Practice students should report to the educational practice institution on August 1 or February 1 each year. In case of a national holiday, the practice will be postponed to the next day. Practice students should practice in the same educational practice institution for half a year. If there are any circumstances below, the practice is not subject to the restriction of continuous practice in the same educational practice institution:

(1) Obtaining a medical certificate of serious injury and illness and it has been approved by the

school.

(2) For any reasons not attributable to the student self and approved by the school.

(3) Conducting a six-month educational practice at domestic and overseas institution, and it has been approved by the Ministry of Education.

Practice students should submit an application for educational practice according to the announcement, sign the consent form, and should attend the pre-practice briefing session held by the school.

6. Educational practice coaching is in the following ways:

(1) General guidance: guidance is provided by the educational practice institution at the institution.

(2) On-campus guidance: The advisor of the school will go to the educational practice institution to guide the practice students and may interview the head of the educational practice institution and the practice mentor if it is necessary.

(3) Study activities: The school will organize the back-to-school discussion or study activities on a monthly basis.

(4) Communication guidance: The school publishes guidance publications for educational practice students.

(5) Consultation: The school or other practice institutions will set up a hotline to provide consultation for educational practice.

(6) Experience sharing: The school organizes the activities for educational practice students to share the results of educational practice and experience.

7. The selection principle of the educational practice advisors are as follows:

(1) The advisors are mainly full-time teachers of the school.

(2) Those with more than 1 year teaching experience in secondary schools and below, pre-school, special education schools (classes), experimental education school, experimental education institution, community teaching assistant center will be given priority for selection.

8. The advisor shall guide no more than 12 practice students. The teaching hour is calculated as an hour for 4 practice students (according to the ratio to the number of practice students), and the maximum teaching hours is three hours per week.

In order to encourage the full-time teachers of the school to serve as educational practice advisor, the hourly rates for educational practice guidance will not be counted in the teaching hours. When visiting an educational practice institution for guidance, the advisors may apply reimbursement for the costs of transportation.

9. The responsibilities of the educational practice advisors are as follows:

(1) Guiding practice students to develop educational practice plans.

(2) Communicating and coordinating the opinions between the practice students, the school and educational practice institutions.

(3) There shall be no less than two times on-campus guidance for each student.

(4) Observing the teaching practice of the practice students and giving feedback.

(5) Hosting or participating in the discussion for back-to-school conference.

(6) Reviewing the teaching demonstrations, practice files, and overall performance of the practice students.

(7) Evaluating the educational practice achievements of practice students.

(8) Guiding the practice students to participate in the teacher selection examination.

(9) Coaching other matters related to guidance of practice students.

10. The school selects the educational practice institutions after the announcement on the National Educational Practice Information Platform and signs the practice contract with educational practice institutions. The institutions shall meet the requirements as below. Experimental education schools, experimental education institutions, rare subjects, disciplines, fields, and group subjects of educational practice, foreign education institutions may not be subject to the restrictions in item 1 to 3:

(1) The administrative organization is sound.

(2) There are enough qualified teachers.

(3) Sufficient hardware and software facilities and equipment.

(4) Good performance.

If the experimental educational institutions at home domestic, the total number of practice students at each educational grade shall exceed 30 and shall pass the latest evaluation.

11. Education practice mentor should be full-time teachers with more than three years of teaching experience and meet one of the following requirements:

(1) Demonstrating effective teaching skills by combining theory and practical teaching experience.

(2) Having the ability to provide guidance to practice students, and provide timely assistance and guidance.

(3) Familiar with the administrative affairs at the educational practice institutions.

Education practice mentors shall provide guidance in accordance with the guidance contract and the education practice plan. It is limit to one student per semester. If the subject, field, or group subject of educational practice is rare or the educational practice institution is located in remote areas, rural areas or overseas, it is not the limit to the number of practice students.

12. The responsibilities of the mentor at the education practice institution are as follows:

(1) Guiding practice students to engage in teaching practice and homeroom teacher practice.

- (2) Coordinating and providing administrative practice and study activities for practice students.
- (3) Guiding practice students on environmental adaptation and psychological adjustment.
- (4) Evaluating the teaching demonstrations, practice files and overall performance of the practice students.
- (5) Other assistance and guidance for practice students.
- (6) Participating in teacher training and activities related to educational practice mentor training conducted by the competent authority.

13. The practice students shall not do the activities alone as following and shall be guided by a full-time teacher

- (1) Acting as a traffic guide alone.
- (2) Taking students to participate in off-campus activities alone.
- (3) Taking care of students with disabilities alone.
- (4) Acting as a mentor or administrative officer.
- (5) Working as a full-time teacher.

With the approval of the school, the practice students may cooperate with the educational practice institution to carry out the following teaching activities during the education practice period:

- (1) Serving as learning assistance, community activity guidance, invigilation or other teaching activities in schools below senior schools
- (2) Serving as a substitute teacher for schools below secondary schools for less than three months and for pre-school for less than three months.

For the teaching activities in the items mentioned above, the cumulative teaching sessions (hours) per week is up to ten sessions (hours), and the maximum number of sessions (hours) per month for the substitute lessons or education assistance in item 2 mentioned above is twenty sessions (hours). It shall not be counted into the number of sessions (hours) or days in item 4.

The teaching activities referred are limited to organized by the educational practice institution of the practice students.

14. Full-time educational practice means that practice students shall conduct the educational practice during the daytime office hours of the educational practice institution, and shall not pursue further studies, part-time jobs or engage in other businesses.

The types of leave requests during the full-time educational practice shall be in accordance with the leave requests for the teaching staff of the educational practice institution.

Practice students who ask for leave for eight hours are counted as one day. Those who should ask for leave but do not ask for leave are counted as double the number of leave hours. If the

accumulated leave exceeds 40 days, the educational practice shall be terminated.

The educational practice institution shall notify the school the abnormal situation of the student's request for leave, so as the school will conduct the assessment on the educational practice performance and follow-up counseling.

15. Those who serve as practice advisors, practice mentors, or participate in assessment are the spouses, ex-spouses, fourth-degree relatives, three-degree relatives in-laws of the practice student, or those who have had such a relationship mentioned above should recuse oneself to avoid conflicts of interest.

16. The assessment of educational practice results shall be completed before the 15th day of the last month of the practice and shall be carried out in three stages.

(1) "Teaching Demonstration": It is a formative assessment, which is jointly assessed by practice advisors, practice mentors, and full-time teachers or retired teachers with more than three years of teaching experience.

(2) "Practice File": For formative evaluation, the practice advisors and the practice mentors jointly evaluate.

(3) "Overall performance": It is a summative assessment, which is assessed by practice advisors and the practice mentors.

The detailed indicators of the performance assessment in items mentioned above are excellent or pass over 60% are regarded as pass. The details of the performance assessment and the qualification criteria shall be determined by the central authority.

The assessment results of the two items mentioned above shall be submitted to the school's advisors for decision after reviewed by the educational practice guidance group of the educational practice institution.

The assessment of educational practice results is conducted by the school and educational practice institutions. Those who fail the assessment may re-apply for educational practice and should pay the educational practicum tuition fee. It is limit to re-practice once at the original educational practice institution.

17. Practice students who are dissatisfied with the termination of the educational practice and the results of the assessment of the practice results may file an appeal to the school. The appeal should be filed within 30 days from the day after receiving the notice with reasons; the school should make a decision on the appeal and notify the practice students.

18. Apply for a half-year full-time educational practice course and comply with the provisions of Article 22 of the Teacher Education Act.

Applicants who apply for an educational practice shall pay 4 credits of educational practicum tuition at the time of application. If the educational practice institution is overseas, the educational practicum tuition shall not exceed the three times of the tuition mentioned above. Termination of the practice within three months of the start of the practice, the applicants may

request refunds on a prorated basis according to the school's educational practicum tuition refund standard.

19. The exemption of teaching years should be consistent with the same teacher's subject, field and group subject as stated in the certificate or the certificate of previous education institution and passing the teacher qualification examination. This guideline is in accordance with the "Regulations on the Educational Practice by Universities and Educational Practice Institutions for Teacher Education".

Applicants who are exempted as educational practice should submit their application to the school by attaching the certificate of excellent performance in three semesters of teaching experience, teaching demonstration certificate, service certificate or resignation certificate.

20. During the half-year educational practice period, practices may apply for an extension due to recruitment or admission to the mandatory military service. Those who terminate the practice for any reasons shall notify the school or the municipal (county) authorities where their household registration is located as soon as possible.

21. Practice students should participate in the student insurance of the school at their own expense. Those who have already applied for other insurances and refuse student insurance should sign a consent letter with the school. The school will notify the families of the students in writing.

22. The application for an educational practice will not be accepted if the practice student is under any of the following circumstances:

(1) Committing the crime of the Article 2 Item 1 of the Sexual Assault Crime Prevention Act, and the conviction is affirmed.

(2) Committing sexual assault, and the offense is affirmed by the gender equality education committee of the school or the educational practice institution or the relevant committee constituted according to law

(3) Sexual harassment or sexual bullying has been confirmed through investigation by the school or the Gender Equality Education Committee of the educational practice institution or the relevant committee formed by law.

(4) Those who are sentenced by the Child and Youth Sexual Exploitation Prevention Act or sentenced by Article 20 or Article 25 of the Sexual Harassment Prevention Act, which has been confirmed by the Gender Equality Education Committee of the school or the central authority, are not allowed to participate in educational practice if necessary.

If a practice student violates the Gender Equity Education Act during the practice, which has been confirmed after investigation, but the circumstances are minor. After the Gender Equality Education Committee has decided on the follow-up guidance, it will be sent to the school's Education Practice Guidance Committee for consideration.

Practice students who have one of the following circumstances during the practice shall

terminate the educational practice:

- (1) The accumulated leave exceeds 40 days.
- (2) Those who have been sentenced to fixed-term imprisonment, criminal detention, labor service, community service, except the suspended sentence or fine.
- (3) Observing, rehabilitating, and compulsory rehabilitating in accordance with the Narcotics Hazard Prevention Act.
- (4) Detained, arrested, custodied, or managed by judicial authority.
- (5) Committing the crime of civil unrest or foreign aggression after the period of national mobilization, and the conviction is affirmed.
- (6) Convicted by a verdict of corruption when serving official duties
- (7) Committing the crime of the Article 2 Item 1 of the Sexual Assault Crime Prevention Act, and conviction is affirmed.
- (8) Committing sexual assault, and the offense is affirmed by the gender equality education committee of the school or the educational practice institution or the relevant committee constituted according to law.
- (9) Sexual harassment or sexual bullying has been confirmed through investigation by the school or the Gender Equality Education Committee of the educational practice institution or the relevant committee formed by law.
- (10) Those who are sentenced under the Child and Youth Sexual Exploitation Prevention Act or Article 20 or Article 25 of the Sexual Harassment Prevention Act, which has been confirmed by the Gender Equality Education Committee of the school or the central authority, and it is necessary to terminate the practice.
- (11) After being sentenced by the authorities at all levels in accordance with Article 97 of the Protection of Children and Youths Welfare and Rights Act and confirmed by the school or the Ministry of Education, it is necessary to terminate the practice.
- (12) Violating relevant laws and regulations, which are confirmed by the school or the Ministry of Education, and it is necessary to terminate the practice.
- (13) The declaration of guardianship or assistance has not been revoked.

If a practice student with the situations in item 7 to 10 mentioned above during practice, the school shall apply the use of information collection, inquiry, processing and utilization for incompetent personnel of the school related to gender-related incidents.

If a practice student with following incidents during the practice, it will be submitted to the school's Educational Practice Guidance Committee for decision:

- (1) Violation of the Gender Equality Education Act, etc., which are confirmed after investigation, but the circumstances are minor, and the follow-up counseling has been completed after the resolution of the Gender Equality Education Committee.

(2) It is proposed by the educational practice institution or the practice mentors that the practice student's behavior violates the relevant laws and regulations and seriously affects the educational practice.

23. Matters not stipulated in this guideline shall be handled in accordance with relevant laws and regulations.

24. This guideline has been reviewed and approved by the Teacher Education Meeting, and it shall be implemented after the approval by the principal of the university, and the same process for amendment.