國立高雄餐旅大學特殊教育方案

National Kaohsiung University of Hospitality and Tourism Special Education Program

105 年 11 月 10 日本校 105 學年度第 1 學期學生諮商輔導暨特殊教育推行委員會會議審議通過

Approved by the Student Counseling and Special Education Committee in the 1st Semester of the 2016 Academic Year on November 10, 2016

110 年 07 月 05 日本校 109 學年度第 2 學期特殊教育推行委員會會議修正通過

Amended and approved by the Special Education Committee in the 2nd Semester of the 2019 Academic Year on July 5, 2021

113 年 06 月 05 日本校 112 學年度第 2 學期特殊教育推行委員會會議修正通過

Amended and approved by the Special Education Committee in the 2nd Semester of the 2023 Academic Year on June 5, 2024

115 年 06 月 03 日本校 114 學年度第 2 學期特殊教育推行委員會會議修正通過

Amended and approved by the Special Education Committee in the 2nd Semester of the 2025 Academic Year on June 3, 2026

壹、依據

I. Legal Basis

依據特殊教育法第三十五條、特殊教育法施行細則第十一、十二條及教育部補助大專校院招收及輔導特殊教育學生實施要點，訂定本方案。

This Program is established in accordance with Article 35 of the Special Education Act, Articles 11 and 12 of the Enforcement Rules of the Special Education Act, and the Ministry of Education's Directions Governing Subsidies for Universities and Colleges Recruiting and Supporting Students with Disabilities.

貳、目的

II. Purpose

落實特殊教育推動工作並規劃辦理相關支持服務，保障特殊教育學生權益，促進本校特殊教育學生在校學習得以發揮潛能，於畢業後有良好生涯發展，繼而回饋社會。

This Program aims to implement special education services and provide comprehensive support for students with disabilities, safeguard their rights and interests, facilitate their learning and personal development during their studies, and enhance their career development after graduation so that they may contribute to society.

參、服務對象

III. Eligible Participants

本方案所稱之特殊教育學生，係指本校已登入於教育部特殊教育通報網之新生，或領有教育部特殊教育學生鑑定及就學輔導會所核發之有效期限內特殊教育鑑定證明書之學生。

The term "students with disabilities" in this Program refers to students who are registered in the Ministry of Education's Special Education Information Network or who possess a valid Special Education Student Identification Certificate issued by the Ministry of Education's Committee for Identification and Placement of Students with Disabilities.

肆、特殊教育支持服務

IV. Special Education Support Services

一、特殊教育支持服務項目包含：同儕服務、課業輔導、特教獎助學金、輔具申請、物理環境調整、相關專業團隊服務、轉銜及就業服務等相關服務。

1. Special education support services include peer support, academic tutoring, scholarships and grants, assistive device application services, physical environment accommodations, related professional services, transition services, career counseling, and other relevant support services.

二、根據特殊教育學生個別狀況及需求，擬定個別化支持服務計畫(ISP)，提供生活、學業、心理、社會適應、就業轉銜等各項服務，以協助在學適應及成長。

2. Based on each student's individual needs, an Individualized Support Plan (ISP) shall be developed to provide services in daily living, academic learning, psychological counseling, social adaptation, and career transition, thereby assisting students in successfully adapting to university life and achieving personal growth.

伍、人力支援及行政支持

V. Human Resources and Administrative Support

一、成立本校學生諮商輔導暨特殊教育推行委員會，審議並推動本校特殊教育方案。

1. The University shall establish the Student Counseling and Special Education Committee to review and promote the University's Special Education Program.

二、學生事務處諮商輔導組特殊教育學生資源中心為特殊教育學生輔導工作負責單位，結合全校跨處室、院系所科，提供相關人力支援及行政支持，共同執行本校特殊教育方案。

2. The Special Education Resource Center under the Counseling Section of the Office of Student Affairs shall serve as the primary unit responsible for coordinating support services for students with disabilities. The Center shall collaborate with administrative offices, colleges, departments, graduate institutes, and academic programs to provide necessary human resources and administrative support in implementing this Program.

三、各處室、院系所科執行相關工作說明如下：

3. The responsibilities of each administrative and academic unit are as follows:

1. 學務處諮商輔導組及特教學生資源中心：

1. Counseling Section and Special Education Resource Center, Office of Student Affairs:

(1) 協助特殊教育學生完成提報鑑定、畢業轉銜等工作。

(1) Assist students with disability identification procedures and graduation transition services.

(2) 各項特殊教育支持服務申請。

(2) Process applications for various special education support services.

(3) 提供心理諮商輔導服務。

(3) Provide psychological counseling services.

(4) 辦理學生輔導及特殊教育宣導與增能活動。

(4) Organize student counseling activities, special education awareness programs, and professional development workshops.

(5) 提供社福資源。

(5) Provide referrals to social welfare resources.

2. 學務處生活輔導組：提供教育部特殊教育學生就學費用減免、請假協助相關事宜。

2. Student Assistance Division, Office of Student Affairs: Provide assistance with Ministry of Education tuition and fee reductions for students with disabilities and leave-of-absence procedures.

3. 學務處課外活動指導組：協助校外獎助學金申請。

3. Extracurricular Activities Division, Office of Student Affairs: Assist students in applying for off-campus scholarships and financial aid.

4. 學務處住宿輔導組：保障特殊教育學生住宿資格、特殊住宿需求協助與關懷。

4. Student Housing Division, Office of Student Affairs: Ensure housing eligibility for students with disabilities and provide assistance and care regarding special housing needs.

5. 體育與健康中心：提供特殊教育學生體育課適性教學與學生相關健康諮詢、照顧及追蹤、緊急傷病處理或轉介治療指導。

5. Physical Education and Health Center: Provide adaptive physical education instruction, health consultation, health care and follow-up services, emergency medical treatment, and referrals for medical care when necessary.

6. 軍訓室：提供特殊教育學生賃居資訊、糾紛調解和緊急事件支援與處理。

6. Military Training Office: Provide information on off-campus housing, mediation of housing-related disputes, and assistance in handling emergency situations.

7. 教務處：與各系所討論身心障礙招生名額，協助特殊教育學生處理註冊、選課、轉系及學分抵免等事宜，並提供特殊教育學生適當之試場環境、考試輔具、試題(卷)調整、作答方式調整及其他必要之服務。

7. Office of Academic Affairs: Coordinate disability admission quotas with academic departments; assist students with registration, course selection, transfer applications, and credit transfers; and provide appropriate examination accommodations, including accessible testing environments, assistive devices, modified examination papers, alternative response methods, and other necessary services.

8. 總務處：規劃、調查及執行校園無障礙環境改善。

8. Office of General Affairs: Plan, assess, and implement improvements to the University's accessible campus environment.

9. 圖書資訊館：建置學校無障礙網頁。

9. Library and Information Center: Develop and maintain accessible University web pages.

10. 研發處：提供特殊教育學生實習與就業輔導及相關資訊。

10. Office of Research and Development: Provide internship opportunities, career counseling, and employment-related information for students with disabilities.

11. 語文中心：協助特殊教育學生語文學習與能力檢測等相關適性需求。

11. Language Center: Provide appropriate language learning support and language proficiency assessment accommodations for students with disabilities.

12. 通識教育中心：提供特殊教育學生通識課程適性教學。

12. General Education Center: Provide appropriate instructional accommodations in general education courses.

13. 院系所科及國際處(境外生)：

13. Colleges, Departments, Graduate Institutes, Academic Programs, and (for international students) the Office of International Affairs:

(1) 協助辦理特殊教育學生個別化支持計畫會議，邀請相關人員參與。

(1) Assist in organizing Individualized Support Plan (ISP) meetings and invite relevant personnel to participate.

(2) 瞭解與關注特殊教育學生狀況，並依學生個別需求適時提供相關合理協助，如：替代性課程評量調整、參與課程活動的支持措施等。

(2) Understand and monitor students' needs and provide reasonable accommodations based on individual circumstances, such as alternative assessment methods and support measures for participation in classroom activities.

(3) 導師透過落實班週會召開、導生聯誼、賃居訪視，及關懷出缺勤狀況、操行與期中成績預警等，掌握特殊教育學生在班級之情形，並即時提供特殊教育學生在校所需的課業學習、人際與生活適應之協助。

(3) Academic advisors shall monitor students' attendance, conduct, midterm academic performance, and overall campus adjustment through class meetings, advisor-student activities, and off-campus housing visits, while providing timely assistance with academic learning, interpersonal relationships, and daily life adjustment.

陸、空間及環境規劃

VI. Facilities and Environmental Planning

一、於諮商輔導組及特教學生資源中心設置課輔空間，提供特殊教育學生課業加強輔導使用。

1. The Counseling Section and the Special Education Resource Center shall provide designated spaces for academic tutoring and learning support.

二、每年定期透過特殊教育相關會議進行校內無障礙環境檢討，逐步改善並維護本校特殊教育生之學習與生活環境，營造友善的無障礙校園環境。

2. The University shall regularly review campus accessibility through special education-related meetings and continuously improve and maintain accessible learning and living environments, thereby fostering an inclusive and barrier-free campus.

柒、辦理期程

VII. Implementation Schedule

一、特殊教育工作計畫、個別化支持服務計畫(ISP)、生涯轉銜計畫(ITP)以學年為執行單位，各項特教支持服務以年度為執行單位，並定期追蹤執行狀況。

1. The Special Education Work Plan, Individualized Support Plans (ISP), and Individualized Transition Plans (ITP) shall be implemented on an academic-year basis, while various support services shall be implemented annually with regular follow-up and evaluation.

二、新生入學後視學生實際需求召開個別化支持計畫或轉銜會議，由本校諮輔組特教學生資源中心邀請學生及相關師長參與，並於每學期依照學生適應情形進行檢討與調整。

2. Based on students' actual needs after enrollment, Individualized Support Plan meetings or transition meetings shall be convened by the Special Education Resource Center. Students and relevant faculty members shall be invited to participate, and the plans shall be reviewed and revised each semester according to students' adjustment and support needs.

捌、經費來源

VIII. Funding Sources

一、教育部補助大專校院輔導身心障礙學生工作計畫經費：依據教育部補助大專校院招收及輔導身心障礙學生實施要點，由學生事務處諮商輔導組統籌申請補助及執行。

1. Ministry of Education Subsidy for Supporting Students with Disabilities in Universities and Colleges: Funding shall be applied for and administered by the Counseling Section of the Office of Student Affairs in accordance with the Ministry of Education's Directions Governing Subsidies for Universities and Colleges Recruiting and Supporting Students with Disabilities.

二、校園無障礙改善計畫補助經費：由總務處提報改善計畫，經教育部核定後執行。

2. Campus Accessibility Improvement Grants: The Office of General Affairs shall submit campus accessibility improvement proposals, which shall be implemented upon approval by the Ministry of Education.

玖、預期成效

IX. Expected Outcomes

一、建置跨單位良好合作與溝通機制，共同為特殊教育學生輔導工作努力。

1. Establish an effective cross-unit collaboration and communication mechanism to enhance support for students with disabilities.

二、滿足本校特殊教育學生在校學習及生活之各項需求，以適應校園生活，提升學習效能。

2. Meet the academic and daily living needs of students with disabilities, promote successful campus adjustment, and improve learning outcomes.

三、建置完善硬體環境及良好互動氛圍，營造友善無障礙校園。

3. Develop comprehensive accessible facilities and foster an inclusive campus environment.

拾、附則

X. Supplementary Provisions

本方案如有未盡事宜，悉依本校相關法令規定辦理。

Any matters not covered in this Program shall be handled in accordance with relevant University regulations and applicable laws.

拾壹、實施與修正

XI. Implementation

本方案經學生輔導暨特殊教育推行委員會通過，陳請校長核定後實施，修正時亦同。

This Program shall be implemented upon approval by the Student Counseling and Special Education Committee and authorization by the President of the University. The same procedure shall apply to any amendments.

本規章負責單位：學生事務處特殊教育學生資源中心

Office Responsible for These Regulations: Special Education Resource Center, Office of Student Affairs