

Yuan Ze University Implementation Guidelines for Assistants for Students with Special Educational Needs

Approved by:

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November 5, 2024 (113-01 Special Education Promotion Committee)

Article 1: Purpose In accordance with the "Implementation Guidelines for Subsidizing Higher Education Institutions in Assisting Students with Disabilities" issued by the Ministry of Education, these guidelines, referred to as the "Yuan Ze University Implementation Guidelines for Assistants for Students with Special Educational Needs," are established.

Article 2: Objective The objective of these guidelines is to provide necessary assistance to students with special educational needs in their daily life and academic pursuits, facilitating their gradual adaptation to campus life and fostering their ability to live independently.

Article 3: Scope of Services The scope of services provided by assistants for students with special educational needs includes assisting students in their learning and campus adaptation, with services tailored to the specific needs of their disabilities.

Article 4: Eligibility for Application Students must meet the following conditions to be eligible:

1. Be currently enrolled students.
2. Be identified as students with special educational needs by the Ministry of Education's Special Education Student Identification and Counseling Committee (referred to as the Identification and Counseling Committee), with disabilities that necessitate the assistance of an assistant, and possess a valid special education student identification certificate.

Article 5: Definition of Assistants Assistants referred to in these guidelines include:

1. Vision Assistants
2. Real-time Captioning Assistants
3. Life Assistants
4. Other Assistants

Article 6: Application and Review Procedures

1. Application Conditions and Required Documents: (a) Applicants must complete the "Assistant Application Form" (Attachment 1). (b) Applicants for Vision Assistants, Real-time Captioning Assistants, or other assistants must attach their current semester schedule. (c) Applicants for Life Assistants must attach their current semester schedule and a life plan (Attachment 2). If recommending a candidate, a pre-service training completion certificate for Life Assistants must be attached. Applicants must undergo a

needs assessment arranged by the Resource Classroom to ensure appropriate services for the semester.

(d) Applicants must reapply if their needs change.

2. Preliminary Review: The Resource Classroom counselors will verify the special education needs based on the applicant's individualized support plan and attached documents. Incomplete applications must be supplemented within the specified period; late submissions will not be accepted.
3. Secondary Review: The Resource Classroom counselors will convene a secondary review meeting (inviting relevant professionals, department teachers, or students if necessary) to discuss and review the applications. Results will be notified to applicants via email.

Article 7: Principles for Hiring Assistants

1. Vision Assistants, Real-time Captioning Assistants, and Other Assistants: (a) Real-time Captioning Assistants must be certified through internal or external training programs. Vision Assistants and other assistants are selected based on their ability to meet the special needs of students. (b) Assistants must attend a pre-service orientation by the Resource Classroom and submit attendance records, receipts, and service records as required.
2. Life Assistants: (a) Life Assistants hired by the university must meet one of the following qualifications as per Article 9 of the "Regulations for the Establishment of Special Education Units and Resource Classrooms and the Employment of Special Education Personnel in Higher Education Institutions":
 1. Qualified personnel as defined by the "Regulations for the Training and Management of Service Personnel for Persons with Disabilities."
 2. Certified personnel who have completed pre-service training for teacher assistants or special education student assistants and have at least two years of experience in secondary or higher education institutions.
 3. If not meeting the above qualifications, completion of a 2-hour pre-service training course provided by the Resource Classroom and submission of the training certificate for review. (b) Qualified personnel as defined by the "Regulations for the Training and Management of Service Personnel for Persons with Disabilities" must meet one of the following:
 4. Hold a certificate of completion for relevant life care service training.
 5. Be qualified as a childcare worker, trainer, or care worker.
 6. Hold a technician certificate for care workers or childcare workers.
 7. Graduated from a nursing or care-related program at a high school (vocational) or higher institution. (c) If no candidate is recommended by the applicant, the Resource Classroom may assist in recruiting from relevant institutions or personnel. (d) Assistants are hired by the Resource Center, which is responsible for their employment, dismissal, and work assignments. Hours are allocated based on the annual budget.

Article 8: Service Hours for Assistants The service hours allocated to assistants each semester must comply with the following:

1. Vision Assistants: Limited to one-third of the weekly course hours.
2. Real-time Captioning Assistants: Limited to actual classroom hours as per the attached schedule.
3. Life Assistants: Limited to 30 hours per week.

4. Other Assistants: Allocated based on actual needs.

Article 9: Funding Source Funding is provided by the "Ministry of Education Subsidy Program for Counseling Students with Disabilities in Higher Education Institutions" and the "Ministry of Education Program for Recruiting Students with Disabilities in Higher Education Institutions."

Article 10: Supplementary Provisions Any matters not covered by these guidelines shall be handled in accordance with relevant government laws and regulations.

Article 11: Approval and Amendments These guidelines are approved by the Special Education Promotion Committee. Amendments follow the same procedure.

The English version is provided for reference purposes only. In the event of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.