

文藻外語大學畢業生流向調查及回饋機制實施要點

Implementation Guidelines for Post-Graduation Development Survey and Feedback Mechanism of Wenzao Ursuline University of Languages

民國 105 年 05 月 31 日行政會議通過
Approved at the Administrative Meeting on May 31, 2016
民國 105 年 6 月 30 日校長核定通過
Ratified by the President on June 30, 2016

- 一、文藻外語大學（以下簡稱本校）為提升本校校務經營與學生學習成效，進行「畢業生流向調查」，蒐集相關意見，並將意見分析結果回饋相關單位，促使了解產業需求，作為辦學品質改善機制之參考，特訂定「文藻外語大學畢業生流向調查實施要點」（以下簡稱本要點）。本校於應追蹤之畢業生流向調查如下：
 1. Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Implementation Guidelines for Post-Graduation Development Survey and Feedback Mechanism (hereinafter referred to as “the Guidelines”) to conduct the Post-Graduation Development Survey for improving operations management and learning outcomes, collecting relevant opinions, analyzing opinions to provide feedback to the units involved, and understanding industrial needs for teaching quality improvement reference. The University shall conduct the following post-graduation development surveys:
- 二、本校應追蹤之畢業生流向調查如下：
 - (一) 應屆畢業生流向調查。
 - (二) 畢業滿 1 年、3 年、5 年學生流向調查。
2. The University shall conduct the following post-graduation development surveys:
 - (1) Fresh graduates’ development survey
 - (2) 1/3/5-year graduates’ development survey
- 三、學務處生涯發展中心為本要點執行及總彙整單位。負責規劃相關調查事項，協助科系（所）完成流向追蹤調查，並負責後續資料檢核、呈報教育部、統計資料分析等工作。
3. The Career Development Center under the Office of Student Affairs is in charge of enforcing the Guidelines and collecting information. The Center shall carry out tasks regarding surveys, support departments (graduate institutes) to conduct post-graduation development surveys, review and check information collected, report to the Ministry of Education, analyze statistics, etc.
- 四、本校各科系（所）應配合工作事項如下：
 - (一) 應屆畢業生流向調查：
 1. 各科系（所）應協助校務基本資料庫畢業生流向調查之填報工作。
 2. 各科系（所）負責統籌該科系（所）應屆畢業生流向調查，由該學年度擔任畢業班導師協助調查該班有關畢業生之升學、留學、就業、服兵役等流向資料。
 3. 各科系（所）得視單位特色、研究、教學需求，增設各科系（所）「畢業生畢業後流向調查」之個別問卷。
 4. 各科系（所）調查之各班級有效問卷回收率至少需達 9 成。
4. Each department (graduate institute) is in charge of the following matters:
 - (1) Fresh graduates’ development survey:
 1. Support filling in post-graduation development survey of the Base DataBase of Higher Technological and Vocational Education.
 2. Conduct fresh graduates’ development survey; the homeroom teacher of graduating

students shall support collecting development information, including pursuit of higher education, studying abroad, employment, and fulfilling military service.

3. Prepare special questionnaires based on its features, research and teaching needs for post-graduation development survey.

4. At least 90% of the valid response rate of each class shall be achieved.

(二) 畢業滿1年、3年、5年學生流向追蹤調查：

1. 各科系（所）負責統籌該科系（所）畢業滿1年、3年、5年學生流向調查，由該學年度擔任畢業班導師協助調查該班畢業生之流向資料。

2. 各科系（所）擔任該學年度畢業班之導師，協助通知學生上網進行流向調查資料之填寫，或以電訪的方式進行調查。

3. 各科系（所）調查之各班級有效問卷回收率至少需達7成。

(2) 1/3/5-year graduates' development survey:

1. Conduct 1/3/5-year graduates' development survey; the then homeroom teacher of each class shall support collecting development information.

2. The then homeroom teacher of each class shall help inform graduates to complete the post-graduation development survey over the internet or by telephone.

3. At least 70% of the valid response rate of each class shall be achieved.

五、若該導師已離職，應由該科系（所）指派其他教師接任該工作。

5. If the then homeroom teacher has resigned, the department (graduate institute) in charge shall assign another teacher to fill in the role of supporting surveys.

六、調查結果與回饋機制：

(一) 各科系（所）依各項調查分析結果，據以擬定課程改善計畫，並提交各級課程委員或科系（所）務課程等相關會議審核。

(二) 本調查結果亦提供其他相關單位參考，作為研議學生選課、課程改善、及職涯規劃等策略制訂之依據。

6. Survey results and feedback mechanism:

(1) Each department (graduate institute) shall develop a curriculum improvement plan based on a survey analysis, and submit the plan to the Curriculum Committee at the corresponding level or the Department (Graduate Institute) Curriculum Committee for review and approval.

(2) Survey results are provided as reference to other units in order to build a strategy development basis for course selection, curriculum improvement and career planning.

七、本實施要點經行政會議通過，陳請校長核定後公告施行，修正時亦同。

7. The Guidelines become effective after being approved at the Administrative Meeting and ratified by the President. Amendments must follow the same procedure.