

Key points for the implementation of service learning in Asian universities

- 92.05.07 91 學年度第 5 次行政會議通過
- 95.11.15 95 學年度第 2 次行政會議通過修正法規名稱、體例、1、2、3、4、5、6、7、8、9、10、11、12、13、14、15、16、17 點條文
- 96.08.27 96 學年度第 1 次行政會議通過修正法規名稱、體例 11、12、13、14、15、16、17、18、19、20 點條文
- 98.05.12 97 學年度服務學習委員會會議通過
- 98.06.17 97 學年度第 10 次行政會議通過修正第 4、5、6、11、12、14 點條文
- 98.07.02 亞洲秘字第 0980006065 號函發布
- 99.02.05 98 學年度第 1 次服務學習委員會會議通過
- 99.07.14 98 學年度第 12 次行政會議通過修正第 3、7-20 點條文
- 99.07.30 亞洲秘字第 0990007565 號函發布
- 99.09.30 99 學年度第 1 次服務學習委員會會議通過
- 99.12.15 99 學年度第 5 次行政會議通過修正第 6、7 條條文；增訂第 8 條條文；第 9-14 條條次變更
- 100.01.04 亞洲秘字第 1000000033 號函發布
- 100.03.16 99 學年度第 9 次行政會議通過修正第 3 點條文
- 100.04.12 亞洲秘字第 1000004434 號函發布
- 104.01.21 103 學年度第 6 次行政會議通過修正第 1、2、3、4、5、6、7、8 點條文
- 104.02.04 亞洲秘字第 1040001438 號函發布
- 107.09.19 107 學年度第 2 次行政會議通過修正第 2、3、4、6、7 點條文
- 107.10.22 亞洲秘字第 1070014460 號函發布
- 111.05.18 110 學年度第 8 次行政會議通過修正第 4、6 點條文
- 111.05.30 亞洲秘字第 1110007265 號函發布

1. In accordance with the provisions of Chapter 6 of the Service-Learning Measures of the University, these points are set out on the relevant implementation methods such as the organizational responsibilities, implementation content, course regulations, supervision and assessment of service-learning.
2. Service-learning related organizations are as follows:
 - (1) Service-Learning Committee: The planning and decision-making unit for the University to promote the service-learning system. A meeting shall be held once per academic year, and an ad hoc meeting may be convened when necessary.
 - (2) Extracurricular Activities and Service-Learning Unit: It is an administrative unit under the Office of Student Affairs, with a team leader and several staff members, responsible for the promotion and implementation of service-learning activities. The leader of the Extracurricular Activities and Service-Learning Group also serves as the Executive of the Service-Learning Committee Secretary.

- (3) Volunteer Teachers: The Service-Learning Committee may invite qualified teachers from inside and outside the school who share the concept of service-learning and have a passion for teaching to serve as service and learning teachers, so as to strengthen students' life education on a regular basis. The Leader of the Extra-Curricular Activities and Service-Learning Unit is also required to serve as a classroom teacher and concurrently serves as the convener of the Volunteer Teacher Group.
- (4) Student cadres: The extracurricular activities and service-learning group may, according to the needs of the task, recruit outstanding students of the sophomore (inclusive) or above to lead students to conduct service-learning practical courses by means of life-learning grants, and the extracurricular activities and service-learning group shall be the supervision unit of student cadres.)

3. Service-learning related duties are as follows:

(1) Extracurricular activities and service-learning groups:

1. Team leader:

- (1) To undertake the resolutions of the Committee on Service Learning and the guidance of the Office of Student Affairs, and to oversee all matters.
- (2) Planning, coordination and implementation of the service learning system.
- (3) Selection, training, supervision and assessment of service-learning staff.
- (4) Advocate and marketing the concept of service learning.

2. Staff:

- (1) Promotion of service learning activities, document file processing.
- (2) Service-learning administrative affairs.
- (3) Tool management and procurement.
- (4) Organization and deployment of service-learning students.
- (5) Review and handle matters concerning students' leave and service grade calculation.
- (6) Service learning and volunteer service activities and collation of achievements.
- (7) Responsible for the education, training and management of student cadres (team leaders, team leaders, volunteers)
- (8) Preparation, audit and reporting of the funds required for service learning.
- (9) Perform other temporary assignments.

(2) The duties of relevant personnel are as follows:

1. Volunteer teachers:

- (1) Classroom teachers of the Service and Learning Reflection Course, who assist in strengthening students' life education and are supplemented by caring for and counseling students' service participation.
- (2) Assist in advocating service concepts and measures related to this course.

2. Service cadres (1)

Group leader:

- A. Supervise the implementation of service learning activities by each group in the responsible area.
- B. Coach the team leader in the responsible area to effectively perform the work.
- C. Lead the team leader to complete the tasks assigned by the extracurricular activities and service learning group.
- D. Login management of student attendance records.

(2) Squad leader:

- A. Work planning and task division in the area of responsibility.
- B. Leadership and mentoring of students in service activities.
- C. Record and evaluate the attendance and performance of students in the assessment team.
- D. Record and evaluate the attendance and performance of students in the assessment team.
- E. Carry out extracurricular activities and service-learning group related

tasks. 4. Implementation content of service learning:

(1) It is a common compulsory course of the day department of the university, with zero credits in the first and second semesters:

1. The last semester was called "Service and Learning (1) - Practical Course" and "Service and Learning (1)- Lecture".)- 2. The next semester will be called "Service and Learning (II) - Practical Course" and "Service and Learning (II)- Lecture".) (2) The content of the course includes two parts: lectures and practical courses:

1. Lectures: Classroom teaching is adopted to strengthen students' connotations of service learning, volunteer service and life education, service and learning (1)- lectures and lectures are based on the volunteer service law on the basic education training courses for volunteers, and online system is adopted; Service and Learning (II)- Lectures are conducted according to the number of hours specified by the Department of Higher Education of the Ministry of Education, and the special education training courses for volunteers are expected to be urged to understand the meaning of service.

2. Practical lessons:

(1) Service nature: It mainly arranges students to participate in service work on campus, aims to guide students to practice service work, and is also open to apply for diversified services.

(2) Service time: 3 days a week, 30 minutes a day, 1.5 hours of class per week. Groups A and B (Monday to Wednesday for Group A and Wednesday to Friday for Group B; Only the afternoon class Group B is from Tuesday to Thursday) and the actual period is as follows:

A. Morning shift: 07:30~08:00.

B. Afternoon class: 17:10~17:40.

(3) Service grouping: The on-campus service is planned into several service groups according to the characteristics of the school environment and the number of students, and the service content is planned and assigned by the extracurricular activities and service learning team according to actual needs. (3) Implementation methods for multiple service learning:

1. Diversified service learning opportunities for practical students in order to provide service learning. 2. Application requirements for multiple service learning:

(1) Eligibility: Students who took courses in the current semester.

(2) Service units: Organs, institutions, legal persons and other units that can provide volunteer services legally registered by the government, and must be reviewed and approved by the extracurricular activities and service learning team.

(3) Implementation schedule:

A. Application : 1 month before the start of the semester to 1 week after the start of the semester.

B. Announcement of review results: 3 weeks after the start of school. (Posted on the Extracurricular Activities and Service-Learning Group website or bulletin board)

C. Implementation schedule: from the 3rd week to the 15th week of the current semester.

- (4) Hours: 30 hours of service must be completed within the specified implementation period, and the maximum number of service hours per week is 4 hours.
- (5) Application documents: Attach the application form for multi-service learning from Asia University (e.g. Annex 1) (Please go to the Student Affairs Office of Extracurricular Activities and Service-Learning section website - form download area.)

(6) Certification regulations:

A. Within one week after the end of the service, you need to return the certification data and pass the review, and you can log in the results: (A) Proof of multiple service learning hours. (See annex II)

(B) Reflection report on multi-service learning (including at least 4 service photos) (See annex III)

(C) Multiple Service Learning Questionnaire. (See annex IV)

B. The number of multiple service learning hours shall not be duplicated with the internship hours stipulated by each department.

3. If a student participating in multiple service learning has illegal acts or substitutes for service in the name of others, if it is verified to be true, the student will not pass the subject in that semester and need to be retaken, and it will be strictly punished in accordance with the reward and punishment measures of the university.

4. If the information filled in by students applying for multiple service learning is found to be false and untrue, appropriate punishment will be imposed in accordance with relevant regulations and this course will be repeated.

5.Regulations on course study:

(1) Lectures: If you are unable to attend the scheduled volunteer training course as scheduled for any reason, you are required to attend the designated supplementary training on another day.

(2) Practical lessons:

1. If a student is unable to attend for any reason, he/she shall go through the leave procedures in accordance with the rules of the school.
 2. Late arrival to class shall be regarded as late arrival or absenteeism according to the actual time regulations.
 3. The total number of days of non-attendance in each semester (meaning "days of personal leave" + "sick days" + "+days of absence) is greater than the number of days that should be attended in that semester $>1/2$, the semester's grade is calculated as a zero score. (Note: Official leave and bereavement leave are not included in the calculation)
6. Supervision and assessment:

(1) Lectures: Students are required to complete basic training and special training in volunteer service in accordance with the Volunteer Service Law before graduation.

(2) Practical class: The total semester grade is evaluated according to the number of times students should arrive//be late/absent, the number of leave (including sick leave and personal leave) and the weighted sum of practical attitude, punctuality, cooperation spirit/ cooperation, experience report and other weights.)

(3) Semester : those who have completed the prescribed number of teaching hours and achieved more than 60 points in practical courses are considered to be passed (grades will be indicated by "passing or P) (fail (the grade will be indicated as "Fail or F") will need) repeated.

(4) Students in the Day Division of the University are required to complete the "Service and Learning ((1) and (2))" (including lectures and(practical courses))) courses before graduation.)

(5) Basic Service Learning strictly prohibits students from engaging in alternative behaviors, and once it is found that the relevant students' grades in the semester will be calculated as zero points.

(6) Those who have excellent academic performance in basic service will be rewarded by the school with a meritorious service medal (certificate)

(7) Service learning achievements may be included as a priority reference for students to apply for life study grants, various scholarships and grants, and to serve as various autonomous cadres or candidates.

(8) Credit provisions:

1. "Practical Lessons": If you have completed a similar course at another school and have passed the grades, you can apply for credit.
2. "Lectures": Those who have received the "Basic Training Completion Certificate", "Special Training Completion Certificate" or "Volunteer Service Record Book" issued by other operating units in and outside the school can apply for credit.
3. Students with special disabilities who cannot be credited from the "practical class" course after being signed and verified by the department to which they belong can be credited to the "practical class".

(9) Suspension application work: It will be handled in accordance with the suspension announcement of the Academic Affairs Office.

(10) Retaking application : will be handled according to the announcement of the Extracurricular Activities and Service-Learning Section at the "beginning of the previous semester" of the "Semester to be repeated"; The relevant regulations for summer retraining will be stipulated separately.

7. The principles of service learning funding and administrative management are as follows:

- (1) The source of funds for service learning of the University shall be mainly administrative funds, supplemented by other sponsorship, donations, contributions, funds, etc., and earmarked funds as the principle.
- (2) If student leaders voluntarily donate their bursaries, in addition to receiving certificates of appreciation or souvenirs, they will be rewarded in accordance with the relevant student reward and punishment measures of the school, and the school shall record them in the transcript with good deeds.
- (3) Donors are presented with certificates of appreciation, but must not ask the university to make any commitment, otherwise the sponsorship will be declined.
- (4) All administrative and administrative support, equipment supply and other work related to service learning shall be handled by the extracurricular activities and service learning team in accordance with the administrative procedures of the school, and relevant departments are requested to support and cooperate.

8. These Implementation Points shall be adopted by the Executive Council and promulgated for implementation after approval by the President, and the same shall apply when amended.