

## The Asian University Service-Learning Approach

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第 5、6、9、11、12、13、16、17 條條文  
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99.06.11 98 學年度第 5 次校務會議通過修正第 3 章第 5、6、7 條條文  
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100.02.15 99 學年度第 2 次服務學習委員會會議通過  
100.04.15 99 學年度第 3 次校務會議通過修正第 1 章第 1 條、第 3 章第 5、6、7 條條文；新增第 4 章  
9-12 條；第 5-7 章章次變更；條次變更  
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101.11.06 101 學年度第 1 次校務會議通過修正第 4 章第 9 條、第 5 章第 12、20 條條文；刪除第 4 章  
12 條；  
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104.04.22 103 學年度第 3 次校務會議通過修正第 10、11、12 條條文  
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104.10.15 104 學年度第 1 次校務會議通過修正第 5、6、16、19 條條文  
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107.09.18 107 學年度第 1 次校務會議通過修正第 4、5、7、8、10、12、13、20 條條文

### Chapter 1 General Provisions

Article 1 In order to enhance students' humanistic care spirit and implement the concept of service learning, the school hereby encourages students' all-round and balanced development of body, mind and soul based on the ideals of love education and whole-person education, cultivates students' good living habits, enthusiastic service spirit, and the ability to manage themselves to complete tasks, provides students with a reflective learning experience from service, stimulates diligent and responsible conduct, and lays the foundation for future self-achievement and service to the society, and implements the "Service Learning System". All matters relating to the service and learning of our students shall be handled in accordance with the provisions of these Measures.

Article 2 Cultivate students' sense of community through the practice of service-learning; From the four cycles of service learning preparation, service, reflection and celebration, students understand the true meaning of service learning, and then promote the development of civil society.

## Chapter 2: Organization and Implementation of Service-Learning

Article 3 In order to effectively guide students to participate in service-learning activities and provide necessary advice, the Principal may appoint a number of faculty members to form a "Service-Learning Committee" to decide on major policies for the service-learning system. The composition and functions of the "Service-Learning Committee" are set out separately.

Article 4 The University has set up an extracurricular activities and service-learning team under the Office of Student Affairs, which can cultivate students' enthusiasm, implement the spirit of self-management and train service methods

All units cooperate with the planning of extracurricular activities and service-learning team, and guide students to serve as such.

## Chapter: 3 Service Learning Methods

Article 5 The nature of service learning in this school is divided into four items:

1. Basic service learning: It is a common compulsory course of this school, and its course content is mainly to arrange students to participate in campus environment maintenance and volunteer training courses, and other service work Supplement.

2. Advanced Service Learning: The extracurricular activities and service-learning team may select outstanding students to assist in the implementation of service-learning activities through scholarships and bursaries.

3. Volunteer Service Learning: In order to strengthen the spirit of promoting service learning, each semester may be handled according to the situation "Volunteering" activities encourage teachers and students to participate together. 4. Service-Learning Integration Courses: Professional or liberal arts courses integrated into service-learning are offered by various departments and general education centres, teaching, service program planning, implementation, reflection and achievement reporting.

Article 6 The implementation targets of service learning are as follows:

1. Basic Service Learning: Students of the Day Department of the University (including first-year freshmen, non-enrolled transfer students and repeat students) are required to take the "(Service and Learning (I) and (2))" courses, with zero credits in the first and second semesters, and those who fail to pass the course need to take it again.)
2. Advanced Service Learning: Students of the University Continuing Education Department, sophomores or master's and doctoral students with excellent performance in basic service learning, who take the "Advanced Service Learning" course, are zero credits, and can apply to serve as life study students of service learning in various academic or administrative units.

3. Volunteer Service Learning: All teachers and students of the school can participate in volunteer service activities. 4. Integration of service-learning into the curriculum: by all departments and general education centres according to the needs of curriculum planning

No additional graduation credits will be added, and appropriate courses will be selected from the existing curriculum structure and integrated into the connotation of "service learning" for our students to study.

Article 7 Except for the "Service-Learning Integration Curriculum" offered by all departments and the General Education Centre according to the needs of curriculum planning, the extracurricular activities and service-learning team may arrange students to implement service-learning courses collectively or individually, depending on the students' work and rest time, the nature of the service and the actual situation.

Article 8 If an off-campus unit or a neighboring community needs the service learning service or support of the school, the extracurricular activities and service learning team will plan students to handle it in the form of "community service" according to the actual situation.

#### Chapter 4: Integration of Service-Learning into the Curriculum

Article 9 When teachers of all departments and general education centres offer "service-learning integration courses", they shall submit the "service-learning connotation course (including evaluation method)", which shall be submitted to the "service-learning committee" for review after being consolidated by the Academic Affairs Office, and if approved, and submitted to the curriculum committee of the department or school (general education center) for deliberation and approval.) The Sending Curriculum Committee may start the course for reference (format as attached below)

Article 10 The "Service-Learning Integration Course" approved by the "Service-Learning Committee" may apply for the service-learning subsidy according to the annual subsidy amount of the Deep Cultivation Plan, unless there are special needs to be approved by the project. The scope of use of funds shall be limited to the following items: 1. Transportation expenses and insurance fees to the service and learning sites. 2. Expenses for publication of results, production and photocopying of closing reports. 3. Expenses for goods related to service-learning teaching courses. Teachers who have been approved by the Service-Learning Committee for service-learning integration programmes may apply for funding subsidies, and if they are not approved by the curriculum committees at all levels, the curriculum committees at all levels shall notify them the subsidy of the Service-Learning Committee should be abolished.

Article 11 The "Service Learning Integration Course" shall include at least four weeks of service learning in addition to classroom teaching make.

Chapter 5 Assessment and Punishment of Volunteer Teachers, Service-Learning Integration Curriculum Teachers, and Students Article 12 All departments, general education centers and academic affairs offices may recommend volunteer teachers,

service-learning integrated curriculum teachers and students with outstanding performance, and after being selected and approved by the Service-Learning Committee, they will be publicly praised at the Service Learning Recognition Conference every year, and the commendation awards are as follows :

1. Service Teaching Excellence Award: Teachers who rank first in the evaluation score outside the curriculum achievement report will be awarded a Medal of Excellence and a gift, and will be awarded a bonus according to the annual budget of the Deep Cultivation Project.
2. Service Teaching Excellence Award: Teachers who ranked second in the evaluation score outside the curriculum achievement report will be awarded a distinguished medal and a gift, and will be awarded a bonus according to the annual budget of the Deep Cultivation Project.
3. Service Teaching Excellence Award: Teachers who rank third in the evaluation score outside the course achievement report will be awarded a merit medal and a gift, and will be awarded a bonus according to the annual budget of the Deep Cultivation Plan.
4. Excellent works in service teaching: Teachers who ranked fourth and fifth in the evaluation score of the course achievement report will be awarded a medal and a gift.
5. Volunteer teachers or service learning integration course teachers in any semester of the academic year will be issued with a certificate of appreciation and a gift.
6. Students with excellent service learning performance in the current academic year will be given a certificate and a gift.

Article 13 The extracurricular activities and service-learning team may invite the teaching staff of the University to supervise the Service-Learning Activities and Performance Assessment. Service-Learning performance assessment indicators are set separately by the extracurricular activities and service-learning team unit.

Article 14 Students who are unable to attend service-learning courses for any reason shall apply for leave, and the leave requirements shall be set out separately.

Article 15 In the absence of a student taking basic service-learning courses, the total score of the service-learning semester shall be increased or decreased according to the circumstances, and the standards shall be set separately.

Article 16 For students with excellent performance in service studies, the University shall issue a meritorious service medal (certificate) or a substantial award of scholarships and grants.

Article 17 When students apply for various awards () inside and outside the university, their service learning achievements may be the key items for examination and evaluation.

## Chapter 6 Funding and Implementation

Article 18 All faculty and staff of the University have the obligation and responsibility to assist in promoting service-learning.

Article 19 The source of funds for service learning of the University shall be raised by means of scholarships and grants, administrative funds, sponsorship donations or funds allocated by the school. Donors will receive a certificate of appreciation or souvenir, but must not ask the university to make any commitment, otherwise the school may decline the sponsorship.

Article 20 The extracurricular activities and service-learning team shall separately formulate the implementation requirements for service-learning in terms of organizational duties, implementation content, curriculum regulations, student grouping and rotation, supervision and assessment, and other relevant implementation methods

Point planning.

#### Chapter VII Supplementary Provisions

Article 21 These Measures shall be adopted by the School Council and promulgated for implementation after approval by the Principal of Chen, and the same shall apply when amended.