

銘傳大學服務學習免實作服務實施要點

Ming Chuan University Guidelines for Service-Learning Waiver

中華民國98年6月22日行政會議通過
中華民國102年10月31日法規會議審查通過
中華民國103年6月9日行政會議通過
Passed at the University Affairs Committee Meeting on June 22, 2009
Passed at the Regulation Committee Meeting on October 31, 2013
Passed at the University Affairs Committee Meeting on June 9, 2014

第一條 依據「銘傳大學服務學習實施辦法」第五條規定：特殊學生得依個人狀況申請調整服務學習方式實施，制定本實施要點。

Article 1 These guidelines are established in accordance with Article 5 of “Ming Chuan University Procedures for Implementing Service-Learning,” which specifies that students classified as special cases may file applications to adjust Service-Learning methods based on their individual situations.

第二條 特殊學生認定條件：本校學生符合下列任一情況者，得提出證明文件申請免於從事實作服務。

- 一、身心障礙學生經公立醫院開立證明，證實無法從事課程型或認證型服務學習之實作服務。
- 二、轉／復學生已完成服務學習實作服務，持有證明文件。
- 三、本校學生因遭遇意外或其他因素，經提出相關證明文件，足以證實無法從事課程型或認證型服務學習之實作服務。

Article 2 Determination of special student: Students who meet one of the following conditions may apply for service waiver with certifying documents.

1. Disabled students with certifying documents issued by a national hospital verifying the student is not able to take part in course-based or recognition-based Service-Learning.
2. Transfer/ returning students who have already completed service and hold certifying documents.
3. Student with certifying documents verifying he/she is not able to take part in

course-based or recognition-based Service-Learning due to accident or other reasons.

第三條 申請程序：

- 一、申請者應填具「銘傳大學服務學習免從事實作服務申請表」(如附件一)，並依申請條件檢附相關文件向前程規劃處提出申請。
- 二、申請者應於每學年開學後一個月內提出申請，其他時間概不受理。
- 三、前程規劃處於收到申請書後，依認定條件進行審核。必要時，前程規劃處得召開會議審議申請人之資格。
- 四、前程規劃處於收到申請書三十日內，須將審核結果以書面通知申請者。

Article 3 Application procedures:

1. Applicants must fill out the “Ming Chuan University Service-Learning Waiver Application Form” (as attachment 1), attach related documents and file the application with the Career Planning and Counseling Division.
2. Applicants are requested to file the application within one month of the beginning of the academic year; late applications will not be accepted.
3. Review process will be carried out by Career Planning and Counseling Division upon receiving the application form. Career Planning and Counseling Division may hold meetings to review applicants' qualifications when necessary.
4. Review results will be sent to applicants within 30 days of receiving their application form.

第四條 服務學習時數抵免原則：

- 一、經前程規劃處審核通過免於從事實作服務者，仍須完成一場服務學習專題講座及參加一場服務學習成果發表／分享會。

二、轉學生曾於原學校修畢服務學習相關課程，須於入學時提出申請課程抵免。若原學校實作服務時數低於十六小時者，得申請抵免已完成之時數，並繼續完成不足之時數，亦須完成一場服務學習專題講座及參加一場服務學習成果發表／分享會。

Article 4 Service-Learning hour waiver principle:

1. Students who are granted a service waiver by the Career Planning and Counseling Division are still required to finish one Service-Learning seminar and an achievement presentation/sharing meeting.
2. Transfer students who have completed a Service-Learning course in their former universities must apply for course waiver when enter Ming Chuan University. If the service in the former university is less than 16 hours, students can only apply to waive the completed hours and have to complete the remainder. Moreover, students are required to finish one Service-Learning seminar and an achievement presentations/sharing meetings.

第五條 本實施要點經行政會議通過，校長核定後實施，修正時亦同。

Article 5 Upon being approved by University Affairs Committee and the president, these guidelines were announced and implemented. Any revision must follow the same procedure.

**In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail. **