

銘傳大學服務學習社團認證作業要點

Ming Chuan University Guidelines for Recognizing Service-Learning in Student Clubs

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第一條 本校前程規劃處為辦理認證型服務學習，特訂定本要點。(本要點依銘傳大學服務學習實施辦法第二條第二款規定訂定之。)

Article 1 These guidelines were established for Recognition-based Service-Learning conducted by Career Planning and Counseling Division. (These guidelines were stipulated in accordance with Article 2 Section 2 of Ming Chuan University Procedures for Service-Learning Implementation.)

第二條 各社團欲舉辦服務學習相關活動時，應在規定期限內先向前程規劃處提出認證申請，認證通過後，所舉辦之服務學習相關活動始得以視為認證型服務學習活動。

Article 2 Clubs planning to hold Service-Learning related activities are required to file an application for Recognition-based Service-Learning at Career Planning and Counseling Division within the designated timeline. The activities will be recognized as Recognition-based Service-Learning only for approved applications.

第三條 服務學習社團認證之申請程序：

一、申請認證之社團(以下簡稱申請者)應填具服務學習社團認證申請書，並檢附下列文件向前程規劃處提出申請。

(一) 社團組織章程。

(二) 社團幹部暨指導老師名冊。

(三) 未來一學期內舉辦服務學習相關活動之計畫 (含擬舉辦之活動內容簡介、合作機構簡介、預定舉辦日期、指導老師)。必要時前程規劃處得要求提供相關說明文件備查。

(四) 其他有助於通過認證之各項文件，如最近一年內舉辦之服務學習相關活動之成果報告。

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，依服務學習社團認證標準進行審核。評審總分十分以上之社團將給予認證標章，總分低於十分以下之社團則未能通過認證。前程規劃處於收到申請書3~5日內，將審核結果以書面通知申請者，並將通過認證之社團公佈於前程規劃處網站上，以供查詢。

Article 3 The application procedure for Recognition-based Service-Learning in clubs:

1. A club that is applying for recognition (referred to as applicant below) must fill out Application Form for Recognition-based Service-Learning for Clubs and apply at Career Planning and Counseling Division with the following documents.

(1) Club organization charter

(2) List of club officers and advisor(s)

(3) Plans to hold Service-Learning related activities within one semester (including brief introduction of the activities and cooperating organizations, as well as date of the activities and supervisors). Career Planning and Counseling Division may request the applicant to provide relevant documents for reference when necessary.

(4) Other documents that might influence evaluation, such as achievement reports related to Service-Learning activities from the past year.

2. Applicants are required to file an application within a month after a new academic year begins; applications filed at other times will not be accepted.
3. Upon receipt of application, a review will be carried out in accordance with the recognition standards for Service-Learning for clubs. Recognition will be granted to clubs that receive a final score exceeding 10 points. Clubs with final score of less than 10 points will not be recognized. A written review result will be sent to the applicant within 3~5 days after the application is sent to Career Planning and Counseling Division. The clubs that have passed will be announced on Career Planning and Counseling Division website for reference.

第四條 服務學習社團認證標準：

- 一、上一學年曾獲得社團評鑑優等之社團，加2分。
- 二、服務性社團，加2分。
- 三、社團曾從事社會服務工作，每次出隊服務加2分。
- 四、社團曾從事校內重大慶典服務工作，每次服務加2分。
- 五、社團組織完備，並依組織章程推行社務：如建置社團網頁、幹部訓練、經驗傳承、社團行事曆、社團獨立帳戶…等，至多加3分。
- 六、社團幹部曾參與志工基礎/特殊教育訓練，1人加2分。
- 七、社團曾參與服務學習成果競賽，每次加3分。
- 八、其他未包含於上述標準之具體說明：如未來將舉辦服務學習相關活動，並有完善計畫者，至多加5分。

Article 4 Recognition standards for Service-Learning in clubs:

1. Two points may be added if the applying clubs have been given an Excellent rating in club evaluations of the previous academic year.
2. Two points may be added to service clubs.
3. Two points will be added for each societal service activity held in the past by the club.

4. Two points will be added for each on-campus service provided by the club during important festivals.
5. A maximum of three points may be added if the applying unit is well organized and promote club affairs in accordance with its organizational procedures, such as establishing website, conducting officer training and handover, setting up club calendar, and club bank account, etc.
6. Two points will be added for each club officer who participates in volunteer programs or special education training.
7. Three points will be added for each service-learning achievement competition in which a club participates.
8. A maximum of five points may be added for other specific descriptions not detailed above, such as Service-Learning activities that will be held in the future that have complete plans.

第五條 通過認證社團展延資格：依當學年社團服務學習表現評分，評分結果達85分以上之社團得展延一學年認證期限，審核標準如下：

- 一、社團幹部至少2位曾參與服務學習辦理之志工教育訓練課程(30%)。
- 二、辦理至少2次以上服務學習相關活動，並依規定時程繳交服務學習時數申請資料(40%)。
- 三、曾參與至少1場前程規劃處辦理之服務學習成果競賽暨發表會(30%)。

Article 5 Previously recognized clubs, that wish to extend their qualification, must go through the Service-Learning performance review, and those clubs which score more than 85 points will have their qualification extended for an additional academic year. The review standards are:

1. At least two club officers have participated in the volunteer training courses held by Service-Learning Section. (30%)

2. Have held more than 2 Service-Learning related activities and have submitted Service-Learning hour application data within the designated timeline. (40%)
3. Have participated in at least one Service-Learning competition and one achievement sharing event held by Career Planning and Counseling Division. (30%)

第六條 通過認證之社團舉辦各項服務學習相關活動須依「銘傳大學認證型服務學習實施要點」之規定辦理。經前程規劃處審核通過後，所舉辦活動之服務時數方得於累計於服務學習時數內，服務學習時數以前程規劃處審核認定之時數為準，公假期間從事之服務時數不予計算。

Article 6 Approved clubs must carry out Service-Learning in accordance with the “Ming Chuan University Procedures for Implementing Recognition-based Service-Learning.” Once approved by the Career Planning and Counseling Division, the service hours related to activities may be added to Service-Learning hours, which will be based on the hours approved by the Career Planning and Counseling Division. Service hours cannot be counted if students apply for official leave.

第七條 通過認證之社團在服務學習服務活動完成後，應於一週內將活動計畫(含參與人員名冊)暨活動成果繳交至前程規劃處備查。各認證社團有義務配合與協助前程規劃處舉辦服務學習成果發表會／活動。

Article 7 After the approved clubs have carried out Service-Learning activities, activity plan (including a list of participants) and results achieved should be sent to Career Planning and Counseling Division for reference within one week . Approved clubs have the responsibility to cooperate with and provide assistance for Service-Learning fair/activities and events held by Career Planning and Counseling Division.

第八條 經認證之社團由前程規劃處統一製作認證標章，有效期限為一年。通過認證之社團可在合法範圍內將本標章公開於明顯之處，供本校同學參考。

Article 8 A unified logo stamp will be provided to approved clubs by Career Planning and Counseling Division with a validity of one year. Approved clubs may publicize the logo in proper places for other students' reference.

第九條 本實施要點經行政會議審議通過報請校長核定後實施，修正時亦同。

Article 9 Upon being approved by University Affairs Committee and the president, these procedures 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. **