

國立成功大學服務學習課程實施辦法

NCKU Service-Learning Curriculum Regulations

90.11.20 勞動服務教育推動委員會第二次會議通過
Approved by the 2nd meeting of the Labor Service Education Committee on Nov. 20, 2001

91.03.08 九十學年度第二學期第一次教務會議通過
Approved by the 1st meeting of the Academic Affairs Council in the spring semester of the 2001-02 academic year on March 8, 2002

91.03.20 九十學年度第二次校務會議通過
Approved by the 2nd meeting of the University Affairs Council in the 2001-02 academic year on March 20, 2002

97.12.31 九十七學年度第二次校務會議通過
Approved by the 2nd meeting of the University Affairs Council in the 2008-09 academic year on Dec. 31, 2007

98.04.21 九十七學年度第二次教務會議修訂通過
Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2008-09 academic year on April 21, 2009

98.06.23 九十七學年度第三次教務會議修訂通過
Revised and approved by the 3rd meeting of the Academic Affairs Council in the 2008-09 academic year on June 23, 2009

99.11.17 九十九學年度第一次教務會議修訂通過
Revised and approved by the 1st meeting of the Academic Affairs Council in the 2010-11 academic year on Nov. 17, 2010

100.05.24 九十九學年度第二次教務會議修訂通過
Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2010-11 academic year on May 24, 2011

100.11.22 一百學年度第一次教務會議修訂通過
Revised and approved by the 1st meeting of the academic affairs Council in the 2011-12 academic year on Nov. 11, 2011

104.05.28 一百零三學年度第二次教務會議修訂通過
Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2015-16 academic year on May 28, 2015

104.12.08 一百零四學年度第一次教務會議修訂通過
Revised and approved by the 1st meeting of the Academic Affairs Council in the 2015-16 academic year on Dec. 8, 2015

105.12.15 一百零五學年度第二次教務會議修訂通過
Revised and approved by the 2nd meeting of the Academic Affairs Council in the 2016-17 academic year on Dec. 15, 2016

107.01.18 一百零六學年度第一次教務會議修訂通過
Revised and approved by the 1st meeting of the Academic Affairs Council in the 2017-18 academic year on Jan. 18, 2018

108.05.29 一百零七學年度第二次教務會議修訂通過
Revised and approved by the 1st meeting of the Academic Affairs Council in the 2018-19 academic year on May. 29, 2019

第一條 國立成功大學(以下簡稱為本校)為培育學生人文關懷、公民服務精神與提升其專業領域之社會責任意識，並提供學生從服務中體驗反思之學習經驗，以提升學習效果，特訂定本辦法。

Article 1 These Regulations are established by National Cheng Kung University (NCKU) to govern its implementation of the service-learning curriculum in order for students to develop both humanistic concerns and the spirit of public service, to raise their awareness of social responsibility in professional fields, and to experience self-reflection in the service-learning course.

第二條 凡本校學士班學生應修習服務學習(一)、服務學習(二)及服務學習(三)課程，各課程均為必修零學分，上課時數每學期不得低於十八小時。每門課最低實際服務時數為八小時。
學生於一年級修習服務學習(一)課程；服務學習(二)及(三)課程，則由各教學單位視課程規劃之需要於四年級下學期以前開課。

前項課程，各教學單位得視課程規劃之需要，於上下學期重複開課，並指定該班學生分批選課。

Article 2 NCKU undergraduate students shall complete the three required 0-credit courses of Service-Learning (1), Service-Learning (2), and Service-Learning (3), with a minimum of 18 hours of class attendance in one semester and a minimum of eight hours of actual service participation for each course.

Students are required to complete Service-Learning (1) in their first year of study, and complete Service-Learning (2) and Service-Learning (3) by the beginning of the spring semester of their fourth year, as designated by their department.

Accordingly each department shall establish and offer Service-Learning (2) and Service-Learning (3) scheduled for each semester and assign students from the same-year class to enroll in the designated group-class.

第三條 服務學習課程如下：

一、服務學習（一）：為使學生學習服務之精神、愛護環境、培植生活之態度，課程以維護學校公共空間環境整潔為原則，亦可發展具教學單位特色之教育行動方案。

二、服務學習（二）：以校內外具服務性內涵之工作為原則，如同儕課業輔導、參與系學會、營隊、院系招生宣導或志工團體辦理之活動。亦得從事公共空間之清潔維護工作或發展具教學單位特色之教育行動方案。

三、服務學習（三）：課程以融入教學單位專業性之服務為原則。亦可規劃至校外社區服務或具人文關懷之弱勢、非營利機關團體服務或各國中小課業輔導或與本校學生社團結合或選修校內行政單位開設之服務學習課程。

通識教育中心或各教學單位亦可開設融入服務學習內涵之通識課程或專業課程，該課程除原規定授課時數外，須另規劃至少 8 小時之實際服務。惟該課程之授課內涵實際服務時數已達課程時數 1/2 以上者，不在此限。

Article 3 Service-Learning courses are designed as follows:

1. Service-Learning (1): This course is designed with an action project based on the distinct characteristic of the department. This course may also be designed in principle for students to engage in the maintenance of environmental cleanness and hygiene at public spaces on the campus of

NCKU. It aims to inspire and motivate students to learn a service spirit, protect the environment, and foster a socially desirable attitude towards life.

2. Service-Learning (2): This course is designed for students to engage in service-oriented activities on and off campus, such as peer tutorship, serving as a staffer for a departmental student association or a student camp organization, an NCKU admission-related promotion campaign, or a volunteer program. It may also be designed as a course for the maintenance of environmental cleanness and hygiene at public spaces, or as a course featuring an action project based on the distinct characteristic of the department.
3. Service-Learning (3): This course is designed for students to engage in any activities of professional services related to their major. It may be designed as a course in association with an off-campus community service program, a campaign held by any charitable organization for the disadvantaged or any non-profit institution with humanistic concerns, a tutoring program for elementary or junior high students, or an NCKU student club service. Meanwhile, students are allowed to complete a service program designated by an NCKU administrative office for Service-Learning (3).

The General Education Center or any department may establish and offer courses designed with service-learning contents and hours of class attendance required for one semester, plus a minimum of eight hours of actual service participation for each course. However, a course designed with the hours of actual service participation exceeding half of its required total hours of class attendance shall not be subject to this rule.

第四條 為執行服務學習課程，應成立服務學習課程推動小組，以負責相關工作之策劃、推動等事宜，其設置要點另訂之。

Article 4 A panel shall be established to plan and push for the effective implementation of the service-learning curriculum. The establishment of the Service-Learning Curriculum Promotion Panel will be regulated in a separate text.

第五條 凡具融入服務學習內涵之課程性質者，須依規定之格式，將計畫書循行政程序，送服務學習課程推動小組審核通過始得開課。

各教學單位負責任課老師或導師參與督導，其督導工作之教學鐘點數比照實習課程計算。為鼓勵老師規劃第一項之課程，其獎勵要點另訂之。

Article 5 A proposal for the establishment of a service-learning course shall be written in the designated format and submitted to the Service-Learning Curriculum Promotion Panel for approval before the course is offered.

The calculation of teaching hours for an instructor or class advisor responsible for a service-learning course shall be equivalent to the calculation of teaching hours for those teaching a laboratory course. To encourage faculty members to make course proposals for Service-Learning (1), NCKU shall establish a set of regulations governing the related rewards, which will be written in a separate text.

第六條 學生以選修所屬教學單位所規劃之服務學習課程為原則，亦得經教學單位主管同意後選修其他教學、行政單位或社團所開之課程。

Article 6 In principle, students shall enroll in the service-learning courses established by the department offering their major. However, with approval by the department chair, students may enroll in any service-learning courses offered by other departments, administrative offices or student societies.

第七條服務學習課程抵免或免修規定如下：

- 一、學生若修習兩門以上之服務學習（三）課程，修課前經教學單位主管同意，得抵免服務學習（二）課程。
- 二、學生於寒暑假或課餘時間，從事志工服務而取得政府機關或立案之慈善、醫療等機構開立至少 18 小時以上時數證明，或修習融入服務學習內涵之通識課程或專業課程及格且實際服務時數至少 8 小時以上者，經教學單位主管同意後，得申請免修服務學習課程。相關免修規定，由各教學單位自行訂定。
- 三、身心障礙之學生，其服務學習課程，由教學單位依實際狀況作適當調整。但情狀況特殊，經教學單位主管同意者，得予免修。

Article 7 Service-learning course waivers or exemptions shall be regulated as follows:

1. Students who plan to take or have completed a second course for Service Learning (3) may apply for a waiver of Service-Learning (1) or (2) with approval of the department chair prior to course enrollment.
2. Students who have received a certificate of a minimum of 18 working hours from a volunteer program for a government-run or government-registered charity or medical institution during a winter or summer break or on extracurricular occasions, or those who have completed a service-learning oriented general knowledge or specialized course with a minimum of eight hours of actual service participation may apply for equivalent course waiver,

which shall be approved by the department chair. All departments shall formulate regulations governing the waiver accreditation of service-learning hours.

3. Adjustments should be made to the implementation of the service-learning courses by the department for physically and mentally challenged students. With approval by the chair under special circumstances, a physically and mentally challenged student may be exempted from the service-learning courses.

第八條 服務學習課程考評方式，依出席狀況、工作態度及工作成果認定之，優良(90分以上)、通過(60-89分)、不通過(59分以下)三級評定之。不通過者，必須重修；全部通過者，始得畢業。

Article 8 Students will be evaluated on the three levels of Good (over 90 points), Pass (60-89 points) and Fail (59 or fewer points) for the service-learning courses based on their attendance, work attitude and performance. Fail indicates a course failure and thus a need to reenroll in the course. Students shall complete all the courses before they are allowed to graduate from NCKU.

第九條 各教學單位規劃開設服務學習課程須安排助教，協助任課老師做日常考察並予記錄，做為學期成績核算之依據。

Article 9 Each department shall assign an assistant to help the instructor keep records as a basis for final grade evaluation.

第十條 學生因故不能出席服務學習課程者，須依規定以書面請假方式向教學單位辦理請假手續；未經請假或請假未准而缺席者，以曠課論。

Article 10 Students who fail to attend a service-learning class for any reason shall submit an application for absence to the department. Absence from class without approval by the department shall be considered as truancy.

第十一條 凡請假者除公假外，其他請假時數均需於當學期內補足服務學習時數，否則以曠課論。

Article 11 Students who are absent from a service-learning class on an approved leave, except those on an official leave, shall complete the hours required for the course within the enrolled semester.

第十二條 學生修習服務學習課程而曠課時數逾全學期上課時數九分之一，該

學期成績以不通過評定之。

Article 12 Students with hours of truancy exceeding one-ninth of the total hours required for a service-learning courses shall be evaluated as having failed the course.

第十三條 各教學單位得推薦表現優異之教職員及學生，經服務學習課程推動小組評選通過後，由校方於適當場合公開獎勵，以資鼓勵。

Article 13 All departments offering service-learning courses may recommend their students, faculty or staff members as candidates for recognition of their outstanding performance in a service-learning course. Those who are recommended and approved by the Service-Learning Promotion Panel will be commended in a public ceremony held by the University.

第十四條 本校學生於申請校內各項獎學金與工讀時，服務學習課程成績得列為審查條件之一。服務學習課程成績優良者得優先申請工讀。

Article 14 The grade of a service-learning course may be listed as one of the requirements for applications submitted by students for scholarships or part-time working positions. Those with a good course grade may be given a priority consideration for part-time working positions.

第十五條 教師參與服務學習課程之成果得列入教師評量。

Article 16 The performance of instructors involved in a service-learning course may be listed as one of the criteria for teacher evaluation.

第十六條 各研究所亦得參照本辦法辦理之。

Article 16 All graduate institutes may refer to these regulations to administer the relevant affairs.

第十七條 本辦法如有未盡事宜，得由推動小組另訂規定或依本校相關規定辦理。

Article 17 Any matters that are not covered herein shall be regulated by the Service-Learning Promotion Panel or administered according to relevant regulations.

第十八條 本辦法經教務會議通過後實施，修正時亦同。

Article 18 These regulations shall be approved by the Academic Affairs Council before taking effect. Any amendments shall be processed accordingly.

本辦法以中文訂定，據以譯成英文。如有疑義必須解釋時，應以中文為主。

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.