

# 國立成功大學服務學習課程補助及獎勵要點

## NCKU Directions Governing Subsidies and Rewards for Service-Learning Curriculum

98.06.23 97 學年度第 3 次教務會議通過  
Approved at the 3rd meeting of the Academic Affairs Council in the 2008-2009 academic year on June 23, 2009  
99.11.17 99 學年度第 1 次教務會議通過  
Approved at the 1st meeting of the Academic Affairs Council in the 2010-2011 academic year on Nov.17, 2010  
101.05.23 100 學年度第 5 次校務基金管理委員會修訂通過  
Revised and approved at the 5th meeting of the Endowment Fund Management Committee in the 2011-2012 academic year on May 23, 2012  
101.12.05 101 學年度第 2 次校務基金管理委員會修訂通過  
Revised and approved at the 2nd meeting of the Endowment Fund Management Committee in the 2012-2013 academic year on Dec.5, 2012  
110.7.14 第 828 次主管會報修訂通過  
Revised and approved at the 828th Meeting of the Chief Administrators Council on July 14  
114.12.18 114 學年度第 1 次教務會議修正通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the 2025-2026 academic year on Dec. 18, 2025

一、國立成功大學（下稱本校）為邁向頂尖大學及補助、獎勵開設具服務學習內涵之課程，以培育學生具人文關懷、公民服務精神與提升其專業領域之社會責任意識，特訂定本要點。

I. Amid its efforts to become a top-tier university, these Directions are formulated by National Cheng Kung University (NCKU) to provide subsidies and rewards for the establishment of service-learning curriculum designed for students to develop both humanistic concerns and the spirit of public service, as well as to raise their awareness of social responsibility in professional fields.

二、補助及獎勵對象：依據本校服務學習課程開設準則所開設之課程，皆為本要點之對象。

II. Application Eligibility: courses established and offered in accordance with National Cheng Kung University Service-Learning Curriculum Guidelines.

三、申請補助及獎勵之要件如下：

(一)課程需具備服務學習內涵與精神，且課程規劃及實施應包含學習與準備、服務、反思及成果分享(慶賀)等歷程。

(二)實際服務時數應達 8 小時以上。

(三)非首次開設課程，應提出前次所開設之服務學習課程執行成果，包括服務學習卷宗、經費執行率、獲獎紀錄。

開課教師得依前項要件擬定課程計畫書，併同依課程活動所需編列之經費申請表，送服務學習課程推動小組（以下簡稱課程推動小組）審定。

III. Requirements of service-learning courses for subsidies and rewards:

(I) The course shall be designed with the content and spirit of service learning to be conducted in the stages of learning, preparation, service, self-reflection and achievement sharing (celebration).

(II) The course shall be designed with a minimum of eight hours for actual service.

(III) A subsidy and reward application for a service-learning course that was previously established and offered shall be submitted with a report of the related achievements in terms of course implementation, budget execution and awards for the last class, and other relevant documents, such as a class record file.

Applicants shall follow the above rules to complete and submit their course proposals along with a completed budget application form to the Service-Learning Curriculum Promotion Panel (hereinafter the Panel) for approval.

四、補助及獎勵之標準如下：

- (一) 經課程推動小組審查通過之基礎服務學習課程，每門課程授課鐘點數加計 0.5 小時；專業服務學習課程每門課程授課鐘點數加計 1 小時。
- (二) 課程推動小組得視經費預算就申請之課程擇優補助，補助金額每門課程以不超過新臺幣 2 萬元為原則。但經課程推動小組審查通過具有特色課程者，不在此限。
- (三) 課程推動小組得視經費預算情形，就服務學習課程及表現績優之教職員與學生，評審出數名，由校方於適當場合公開獎勵，以資鼓勵。

IV. Criteria for subsidies and rewards are set as follows:

- (I) An instructor proposing a basic service-learning course approved by the Panel will be rewarded with an additional 0.5 teaching hour for the course. An instructor proposing a professional service-learning course approved by the Panel will be rewarded with one additional teaching hour for the course.
- (II) The Panel shall give subsidies to courses in terms of quality within the budget designated for the service-learning curriculum. In principle, a course approved by the Panel will be given a maximum subsidy of NT\$20,000. However, a course with distinctive characteristics approved by the Panel is not subject to the maximum requirement.
- (III) The Panel shall use some of the budget designated for the service-learning curriculum to reward a number of faculty, staff members and students for their outstanding performance in the administration of service-learning courses. Those who are recommended by their departments or offices and approved by the Panel will be commended in a public ceremony held by the University.

五、本要點補助經費項目限鐘點費（外聘、內聘專家）、印刷費、誤餐費、交通費、保險費、臨時工資(補助對象為服務學習教學助理)及雜支等必要之支出。雜支金額不得超過補助款 20%。

V. The expenditure items allowed to be subsidized include hourly-based payment to any invited expert (appointed internally or externally), printing costs, overtime

meal allowances, travel expenses, insurance premiums, temporary work salary (to teaching assistants for service-learning curriculum) and miscellaneous expenditures.

六、本要點補助案之申請，不得與其他政府機關經費來源重複。

VI. An application approved for a subsidy from a government agency in accordance with these Directions shall not receive another subsidy concurrently from any other government agency.

七、課程推動小組審查通過之課程，包含獲加計鐘點時數或經費補助者，應於學期結束後 1 個月內繳交服務學習卷宗（包括成果報告書、協力單位協議書、反思心得報告、服務日誌、活動照片等）；若獲經費補助課程須於期末結束前完成經費核銷，作為評審績優獎勵與下年度補助對象之依據。

VII. Those whose course proposals have been approved by the Panel with a reward of teaching hour addition or a subsidy shall submit a record file of the service-learning course (including a results report, an agreement of collaboration, a student self-reflection experience report, a service-learning journal, and activity photos) within one month after the end of the semester

八、本要點所需經費，由教育部專案計畫經費或校務基金項下支應。

VIII. The budget for the administration of these Directions shall be financed by the designated projects of the Ministry of Education or the NCKU endowment fund.

九、本要點經教務會議及校務基金管理委員會通過後實施，修正時亦同。

IX. These Directions shall be approved by the Academic Affairs Council and the Endowment Fund Management Committee before taking effect. Amendments shall be processed accordingly.

*本要點以中文訂定，據以譯成英文。如有疑義必須解釋時，應以中文為主。 These directions were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.*