

# 國立成功大學服務學習課程推動小組設置要點

## National Cheng Kung University Directions for the Establishment of the Service-Learning Curriculum Promotion Panel

98.06.23九十七學年度第三次教務會議通過  
Approved at 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通過  
Approved at the 1st meeting of the Academic Affairs Council in the 2010-11 academic year on Nov. 17, 2010  
104.12.08一百零四學年度第一次教務會議修訂通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the 2015-16 academic year on Dec. 8, 2015  
108.12.11一百零八學年度第一次教務會議修訂通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the 2019-20 academic year on Dec. 11, 2019  
114.12.18一百一十四學年度第一次教務會議修正通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the 2025-26 academic year on Dec. 18, 2025

一、國立成功大學（下稱本校）為推動服務學習課程，依據本校服務學習課程開設準則規定，設本校服務學習課程推動小組（下稱本小組），以負責相關工作之策劃、推動及課程審查等事宜。

I. To promote service-learning courses, National Cheng Kung University (NCKU) has established the Service-Learning Curriculum Promotion Panel (hereafter the Panel) in accordance with National Cheng Kung University Service-Learning Curriculum Guidelines. The Panel shall be responsible for the administration of affairs with regard to curriculum planning, promotion and review.

二、本小組任務：

- (一)訂定服務學習執行策略及相關法規。
- (二)審議服務學習相關課程。
- (三)規劃、辦理師資培訓及教學助理訓練。
- (四)規劃、辦理服務學習推廣活動。
- (五)檢討及評估服務學習執行成效，並提出改進策略。
- (六)評選服務學習成效優良之教師、學生及行政人員。
- (七)規劃與整合校內外之相關資源，並開拓校內外接受服務之對象。

II. The duties of the Panel are as follows:

1. To establish implementation strategies and related regulations for service learning.
2. To review service-learning courses.
3. To plan and organize training programs for instructors and teaching assistants.
4. To plan and organize service-learning promotion campaigns.
5. To review and evaluate the executive efficiency of service learning courses, with proposals of strategies for improvement.

6. To evaluate and select instructors, students and administration staff for excellent performance in service learning.
7. To organize and integrate related internal and external resources, and expand the range of service recipients internally and externally.

三、本小組置召集人一人，由教務長兼任之。

III. The Panel shall have one convener, a post filled by the Vice President for Academic Affairs.

四、本小組置委員十至十五人，除召集人外，其餘委員由教務長遴聘本校教師五至十二人、校外學者專家一至二人、本校學生會推薦之學生代表一至二人組成。委員均為無給職，任期一年，得連任。

本小組置秘書一人，襄助處理本小組行政事務，由教務處課務組組長兼任之。

IV. The Panel consists of ten to fifteen members, including the convener, five to twelve NCKU instructors appointed by the Vice President for Academic Affairs, one to two scholars or specialists appointed extramurally, and one to two student representatives recommended by the NCKU Student Association. Panel members shall serve one-year term of office without remuneration and may be reappointed. The Panel shall have one secretary, a post filled by the Chief of Curriculum Division, to manage its administrative affairs.

五、本小組視運作採任務編組，下設課程推動、師資培訓、活動推動與資源規劃等四組，各組工作推動項目及負責執行單位如下：

(一)課程推動組：負責全校服務學習之正規課程發展規劃、獎勵及評鑑，由教務處執行。

(二)師資培訓組：負責全校服務學習課程師資與教學助理培訓之規劃、訓練及教學反應意見調查，由教務處及人文社會科學中心執行。

(三)活動推動組：負責課外活動業務整體規劃、執行，以及支援、建立活動推廣模式，由學務處執行。

(四)資源規劃組：負責校內可投入服務學習資源之整合，以及拓展校內外接受服務之對象，由學務處及人文社會科學中心執行。

V. The Panel operates with four task-oriented groups respectively for curriculum promotion, instructor training, activity promotion, and resource planning. The work projects and responsible units for each group are as follows:

(I) Curriculum promotion: This group is responsible for the development of the formal curriculum, giving awards and evaluation, which shall be administered by the Office of Academic Affairs.

- (II) Instructor training: This group is responsible for the organization and implementation of training programs for instructors and teaching assistants and evaluation of teaching performance, which shall be administered by the Office of Academic Affairs and the Research Center for Humanities and Social Sciences.
- (III) Activity promotion: This group is responsible for the planning and implementation of extracurricular activities while supporting and establishing promotion patterns, which shall be administered by the Office of Student Affairs.
- (IV) Resource planning: This group is responsible for the integration of potential service-learning resources as well as expanding the range of service recipients, which shall be administered by the Office of Student Affairs and the Research Center for Humanities and Social Sciences.

六、本小組委員會議由召集人召集，每學期至少召開乙次，必要時得召開臨時會議。會議召開時，得邀請有關單位人員列席。本校教師若因故無法出席會議時，得委請相同學院教師代理出席會議。

VI. The convener of the Panel shall convene at least one meeting every semester and extraordinary meetings when necessary. The Committee may invite delegates of relevant units to attend its meeting to facilitate its discussion of relevant matters. Should NCKU instructors fail to attend a committee meeting for any reason, a delegate from the same college shall be assigned to attend in their place.

七、本要點經教務會議通過後實施，修正時亦同。

VII. These Directions shall be approved by the Academic Affairs Council before taking effect. Amendments shall be processed accordingly.

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