

National Chengchi University Executive Regulations for Service Learning and Practical Courses

Approved by the 597th Administrative Meeting on Oct 5 2005

Approved by the 136th University Council Meeting on Nov 19 2005

Article 3 was amended and approved by the 138th University Council Meeting on April 15 2006

Articles 2, 3,4,7,8 and 9 were amended and approved by the first provisional Administrative Meeting
in academic year 2005 on Jun 14 2006

Chapter 1 General Provision

Article 1 National Chengchi University (hereinafter referred to as “the University”) established these regulations to enhance the school motto of love and sincerity, cultivating the responsible, diligence, service and devoted spirit of students, and the virtue of mutual cooperation.

Chapter 2 Execution and Management

Article 2 The name of the University’s service course is “Service Learning and Practical Course” (hereinafter referred to as “the Course”). This is a required 2-semester course with zero credit. Bachelor’s students of the University shall study the Course for 2 semesters any time during the first to the fourth year of study. The total number of hours shall not be less than 18. The same subject shall be taken again.

Article 3 Two types of course curriculum:

1. Courses—

Academic or administrative units shall design, plan and offer courses on labor service, professional service or social charitable service for students to select from.

2. Certification—

The Department of Student Affairs shall certify based on student participation in services or organizations within or outside of the University. The Department of Student Affairs shall establish guidelines for certification courses separately.

Article 4 The courses planned by academic or administrative units shall submit the course proposal including the course mission, objectives, activity scope, progress or certification scope to the course committee and Academic Affairs Meeting for approval before the commencement of the course. The instructor of courses planned by administrative units in accordance with the regulations in the precedent paragraph shall be full-time or part-time faculty of the University. Funds required by the Course shall be paid for by the mentor’s budget of the Department of Student Affairs.

Article 5 The course instructors shall supervise the Course directly and receive one hour of hourly wage per week. However, this may not be counted as part of the basic teaching hours of the University’s faculty.

Article 6 The service nature of physically and mentally challenged students shall be adjusted by the academic units appropriately according to actual conditions.

Article 7 Faculty and staff of the University have the obligation and responsibility to promote and provide counseling for students taking the Course.

Article 8 Academic or administrative units must pay attention to students' safety when planning the Course. The University shall provide the required safety facilities.

Chapter 3 Results Assessment

Article 9 A team leader shall lead the courses offered by academic units. The academic unit shall invite and appoint doctoral and master's students who are recipients of research grants to serve as the team leader and assist the course instructor in planning, execution, daily supervision (including leave of absence or absence without leave) and recording to serve as the basis for calculating semester results. Departments with only undergraduate classes shall appoint teaching assistants to serve as the team leader; The team leaders' expenses for subjects that are less than the minimum number of subsidized teaching assistants and academic units offering the Course shall be paid for by the relevant budget of the Department of Student Affairs.。

Article 10 Course instructors shall assess the results based on the student's work attitude, work accomplishments, with reference to the records of the team leader. Results shall be graded as "pass" or "fail". Persons who fail must study again. Those who pass all courses may graduate.

Article 11 Excluding official holidays, other absences shall be made up for with the same hours in the same semester. Those hours not made up shall be considered absence without leave. The result of persons absent without leave for more than 3 hours shall be assessed a grade of "fail" and must retake the course.

Chapter 4 Rewards

Article 12 The units of the University may list the results of the Course as one of the review criteria for those applying for grants and part-time positions at the University.

Article 13 The units offering the Course may recommend outstanding students and instructors to receive awards or commendations on appropriate occasions.

Chapter 5 Supplementary Provision

Article 14 These regulations and any amendments shall be approved by the Administrative Meeting and shall become effective after promulgation by the University Council Meeting.