

義工獎勵實施辦法

Procedures for Encouraging Volunteer Work

93年6月21日學務會議修正通過

100年6月16日學務會議修正通過

103年6月9日學務會議修正通過

Revised and Passed at the Student Affairs Committee Meeting on June 21, 2004

Revised and Passed at the Student Affairs Committee Meeting on June 16, 2011

Revised and Passed at the Student Affairs Committee Meeting on June 9, 2014

第一條 為培養學生建立服務的人生觀，以獎勵本校學生實踐誠、樸、敬、毅之校訓，發揮銘傳人的特質，制定本辦法。

These Procedures were established to cultivate students' sense of public service, encourage students to practice the University motto of Honesty, Sincerity, Humility, and Determination, and display the special characteristics of Ming Chuan.

第二條 本校義工係指在校擔任純義務性之服務工作，不領受酬勞者。

Participants in this program are those who are willing to undertake pure volunteer service at this institution with no monetary reward.

第三條 本校各教學及行政單位，可依工作性質之不同，自行徵選義工。

Each academic and administrative unit at this institution may find their own volunteer workers as the nature of volunteer work can be expected to vary.

第四條 在校擔任義工同學，須於開學兩週內至學務處課指組(或桃園校區學務組)領取義工服務卡，辦理登記列管後送由服務單位簽證逐次統計服務時數，並於學期結束前由課指組依敘獎標準辦理獎勵。

Students who undertake volunteer service should go to the Extracurricular Activities Section of Student Affairs Division (or Student Affairs Section on Taoyuan Campus) within two weeks after the semester has begun, pick up a volunteer service record and register. The file is then sent to the relevant unit where the students' hours will be recorded, and sent back to the Extracurricular Activities Section at the end of the semester so evaluation concerning rewards may be accomplished.

第五條 敘獎標準：

- 一、擔任義工累計四百小時以上者，畢業典禮時頒發榮譽狀乙紙。
- 二、每學期擔任義工六十小時以上者，小功乙次。
- 三、每學期擔任義工四十小時以上者，嘉獎兩次。
- 四、如有特殊表現或重大貢獻者，另案簽核。

Standards for Rewards:

1. Students who have accrued more than 400 hours of volunteer service during their study periods will be presented an Award of Merit upon graduation.
2. Students who do more than 60 hours of volunteer service per semester will be cited for a

2nd Level Merit.

3. Students who do more than 40 hours of volunteer service per semester will be cited for two Recognitions.
4. Those who make other special contributions will have their achievements reviewed as a special case.

第六條 本辦法經學生議會、學務會議通過，校長核定後實施，修正時亦同。

Upon being passed at Student Council and Student Affairs Committee meetings and approved by 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.