

文藻外語大學外國學生獎學金受獎生服務時數管理要點

Wenzao Ursuline University of Languages

Guidelines for International Student Scholarship Recipients' Service Hours

108年10月29日國際暨兩岸合作發展委員會會議通過
Approved at the International and Cross-strait Cooperation Committee Meeting
on October 29, 2019

108年11月18日校長核定通過
Ratified by the President on November 18, 2019

- 一、本要點依據「文藻外語大學外國學生獎學金作業要點」之第四條、第五條規定訂定之。
1. Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Guidelines for International Student Scholarship Recipients' Service Hours (hereinafter referred to as “the Guidelines”) according to Articles 4 and 5 of the Guidelines for International Student Scholarships.
- 二、服務時數認可範圍包括：
- (一) 提供本校各教學及行政單位之服務。
 - (二) 提供本校各類型計畫之服務。
 - (三) 擔任本校專任或專案教師之教學助理（需完成校內教學助理培訓課程）。
2. Scope of Service Hours:
 - (1) Provide service for any teaching and administrative unit at any level of the University.
 - (2) Provide service for any project of the University.
 - (3) Serve as a full-time or contract faculty member's teaching assistant (Teaching Assistant Training courses are required).
- 三、受獎生需先填寫申請表格，由服務單位主管或指導老師核章，並於每月底至國際暨兩岸合作處境外學生事務組完成時數認列（第一學期結算至1月31日止；第二學期結算至7月31日止）。前述認列之服務時數，不得額外領取任何形式之工讀薪酬或抵免學分及課程。
3. A scholarship recipient shall fill out a form and ask for approval from the supervisor of the unit to which the recipient provides service. The recipient shall submit the form to the Section of Overseas Student Affairs under the Office of International and Cross-strait Cooperation

by the end of every month for recognition of service hours (service hours may be accumulated until January 31st for the fall semester and July 31st for the spring semester, respectively). No part-time payment in any form or course credit waiver will be provided for recognized service.

四、受獎生需於每學期末前完成當學期規定之服務時數，未完成者則無法續領次一學期之獎學金。惟當學期於校外實習、赴海外姊妹校交換，或有特殊狀況無法於當學期完成時數者，經系（所）同意後不在此限。

4. A scholarship recipient shall complete the required service hours by the end of each semester. A scholarship for the following semester may not be granted if the required service hours have not been completed in the current semester. This Article does not apply to students who fail to complete the required hours of services because of participation in external internship/overseas exchange programs or special circumstances in the current semester, and who have already obtained approval from the responsible department/graduate institute.

五、本要點經國際暨兩岸合作發展委員會會議通過，陳請校長核定後實施，修正時亦同。

5. The Guidelines become effective after being approved at the Executive Meeting of the Office of International and Cross-strait Cooperation and ratified by the President. Amendments must follow the same procedure.