

長榮大學永續發展國際學士學位學程
學生生活助學金服務須知
Notice for Chang Jung Christian University
International Program for Sustainable Development
Students with Service Assistantship

2020.06.30 108 學年度第三次學程事務會議審議通過
June 30th, 2020: Approval upon 2017 academic year semester, third Affairs meeting
2022.06.09 110學年度第二學期第4次學程會議修正通過
June 9th, 2022: Approval upon 2022 academic year second semester, fourth Affairs meeting

第一條 本學程為秉持珍古德博士所推動之根與芽精神，鼓勵本學程領有「弱勢境外生生活助學金」學生實踐各類根與芽行動，特訂定本須知。

Article 1 In order to implement the spirit of Roots & Shoots promoted by Dr. Jane Goodall. The International Program for Sustainable Development (hereinafter referred to as “IPSD”) has set up this notice to encourage the IPSD students with assistantships for practicing their Roots & Shoots actions.

第二條 申請資格及支給標準：依據本校「弱勢境外生生活助學金實施辦法」之規定，採每學年申請方式辦理，申請期間為每年 6 月 1 日至 6 月 30 日。

Article 2 The eligibility requirement and the monthly aid will be handled according to the “CJCU Implementation of Service Assistantship for Foreign Students”. The application will be accepted on a year-by-year basis. The application period starts on June 1st and ends on June 30 every year.

第三條 學生生活服務學習形態分為下列形式，學生僅能於院內執行與「根與芽行動」或「校級活動支援」等相關任務，學生可自行選擇合適方案並採個人或團體合作方式執行之，其工作內容及任務如附表 A：

1. 專長型。
2. 企劃型。
3. 任務型。
4. 校務活動支援。
5. 根與芽社團。
6. 領導型。
7. 社區型。
8. 各單位若因特殊業務需要，須符合本須知第一條之規定並提出用人計畫，並經學程會議同意，方可安排人力

Article 3 Forms for students’ service content can be designed as the following; students may choose forms that are suitable for them to carry out individual or team assignments. Refer to Appendix A for the work content and missions:

1. By special skills.
2. By carrying out proposals.
3. By missions.
4. By participating, supporting, and holding the university’s activities.
5. By participating and supporting Roots & Shoots Club activities.

6. Leadership.
7. Community service.
8. For special needs from other units, human resource planning is required and needs to be approved by the IPSD's affair meeting.

第四條 學生執行各項生活服務學習，應遵守督導人員之指導，如有違反者，其處置方式如下：

1. 初次違反，督導口頭警告並註記於當月服務記錄表。
2. 再次違反，由督導於當月註記或書面通知學程辦公室取消當月之生活助學金。
3. 第三次違反者，經督導提報學程調查後得取消其生活助學金資格，並不得再次申請。
4. 特殊情況或針對服務評估與助學金核發有爭議時，由學程主任（或執行長）邀集相關當事人調處並將結果陳報學程會議核備。

Article 4 Supervisors may impose disciplinary measures on students who violate work requirements.

1. For the first time, the supervisor may issue an oral warning to the student and remark the reason on their evaluation form.
2. For the second time, the supervisor should submit a paper notice or student's evaluation with a violation remark to the IPSD's office, the service assistantship will be canceled that month.
3. For the final time, the service assistantship will be revoked after being judged by the IPSD's office.
4. Special cases or controversial issues regarding service performance and assistantship pay need to be approved during the IPSD's affair meeting.

第五條 學生應按月執行服務工作並按月填交「生活助學金服務績效考核表」（如附件B）以取得服務月份之助學金。

Article 5 Students are eligible to assist with service works monthly and submit their evaluation forms to receive the assistantship.

第六條 本辦法經學程事務會議通過公告辦理，修正時亦同。

Article 6 After the notice has been adopted by the IPSD's Affairs meeting, it will be announced and implemented. The same applies to any amendment.