

國立中興大學服務學習-勞作教育成績考評獎勵辦法

National Chung Hsing University Labor Service- Labor Service Education Evaluation and Reward Regulation

中華民國 88 年 5 月 15 日本校第卅六次校務會議通過
中華民國 90 年 3 月 21 日第二次勞作教育指導委員會修訂
中華民國 94 年 6 月 16 日第六次勞作教育指導委員會修訂
中華民國 101 年 2 月 22 日第十三次勞作教育指導委員會修訂
中華民國 104 年 7 月 1 日第十六次勞作教育指導委員會修訂
Passed by the 6th university council meeting on May 15th, 1999
Amended by the 2nd labor service educational advisory committee on March 21st, 2001
Amended by the 6th labor service educational advisory committee on June 16th, 2005
Amended by the 13th labor service educational advisory committee on February 22nd, 2012
Amended by the 16th labor service educational advisory committee on July 1st, 2015

第一章 總則

Chapter 1 General Principles

第一條 本辦法依據「國立中興大學學生勞作教育實施辦法」第十三條之規定訂定之。

Article 1 This regulation is stipulated according to article 13 of National Chung Hsing University Student Labor Service Education Implementation Regulation.

第二條 本辦法內容包括請假、補作及重修、成績考評及獎勵等項目。

Article 2 This regulation stipulates rules for taking leave, redoing or retaking labor service courses, performance evaluation, merit and encouragements.

第二章 請假、補作及重修

Chapter 2 Application for taking leave, redoing and retaking labor service courses

第三條 請假及缺曠：

- 一、凡不能參與勞作教育者，須依本校學生請假規則辦理請假手續，並送至生涯發展中心登記。
- 二、凡未參與勞作教育，亦未辦理請假者，以曠課論處。
- 三、事假、公假須事先辦理，病假、喪假於假滿後一週內辦理，否則以曠課論處。
- 四、凡參與勞作教育者不得遲到或早退；遲到或早退逾十分鐘（含）以上，累計達三次記錄者，視同曠課一次。

Article 3 Application for leave and absence in class

- I. Students who cannot attend labor service courses should apply for leave according to related regulations and send the application form to Career Development Center.
- II. Students who do not attend labor service courses and do not apply for leave will be regarded as absence of class.
- III. Students who do not apply for leave of personal reasons or leave of official affairs beforehand or who do not apply for sick leave or funeral leave within 1 week after they return to the university will be regarded as absence of class.
- IV. Students should not be late or leave early when attending labor service courses. Those who are late or leave early for more than 10 minutes 3 times will be regarded as absence of class.

第四條 補作與免補作：

- 一、學期中事、病假，合計不得超過十小時，每次須辦理請假手續且補作。
- 二、公假：事前辦理請假手續並附公假證明，免補作。
- 三、喪假：辦理請假須附證明，免補作。
- 四、凡應補作而無故未到補作者，以曠課論處，不予再補作機會。
- 五、補作應在學期結束前完成，未完成者即以曠課論處。
- 六、請事、病假完成補作後，解除缺曠記錄，且補作成績不得超過基本分 80 分。

Article 4 Redo and waiver:

- I. Leave for personal reasons and sick leave should not exceed 10 hours in 1 semester. Students should always apply for leave according to related regulations and redo the labor service after returning.
- II. Leave for official affairs: Students should apply for leave before hand and submit related proof. Those apply for leave for official affairs do not have to redo labor service.

- III. Funeral leave: Students who take funeral leave do not have to redo labor service but should submit related proof.
- IV. Students who should redo labor service but do not perform service without reasons will be regarded as absence in class and cannot redo the service.
- V. Students should redo service before the end of the semester. Those who do not finish will be regarded as absence in class.
- VI. Records of absence in class will be deleted after redoing the service. Grade for those who redo service should not exceed 80.

第五條 重修及延修：

- 一、每學期曠課累計三次（含）以上者，必須重修。
- 二、學期中缺曠與事、病假合計超過十小時（含）以上需重修。
- 三、學期勞作教育不及格者（含補作後仍不及格者），該學期勞作教育須全部重修。
- 四、因住院或傷殘須長期休養（連續請假）者，得申請延修。
- 五、重修、延修者須以完整學期為基準，前修學期已勞作之時數不予併計。

Article 5 Retake or postpone:

- I. Students who are absent in class for more than 3 times should retake the labor service course.
- II. Students who are absent in class and take personal or sick leaves for more than 10 hours should retake the labor service course.
- III. Students who fail in the labor service course (including students who fail after redo) should retake all labor service courses.
- IV. Students who are hospitalized or are injured and need long term rest (should take continuous leaves) shall postpone taking the labor service course.
- V. Hours of labor service courses are calculated on semester basis and are not accumulative. The hours of labor service courses taken in previous courses should not be calculated in the current semester.

第三章 成績考評

Chapter 3 Evaluation

第六條 成績評量：

- 一、勞作學生個人評量基本分為 80 分。
- 二、勞作教育成績評量表，分列三項『守時性（0 分至負 10 分）、合作精神（正 10 分至負 15 分）、工作表現（正 10 分至負 15 分）』，各項得依表現加減分，併基本分計算即為該週之得分，學期平均得分減去缺曠之扣分，為初評成績。勞作導師得依學生表現予以加減分，即為學期成績。

Article 6 Evaluation:

- I. Basic grade for every student is 80.
- II. Evaluation is based on three aspects: punctuality (0 to -10), ability to collaborate with others (10 to -15), job performance (10 to -15). Scores of the evaluation will be added to basic grade as weekly grade. Deducted points of absence in class will be added to weekly average grade to get initial evaluation grade. Advisors of labor service course shall add or deduct points based on students' performance to initial evaluation grade to get final grade for the semester.

第七條 遲到、早退、缺曠扣分評量：

- 一、勞作教育每缺曠課一次，扣學期總分 8 分。累計三次（含）以上，該學期成績不予評分。
- 二、遲到、早退者，在「守時性」欄應為零至負十分。

Article 7 Deduction for students who are late, absent in class or leave early:

- I. 8 points will be deducted to final grade for every absence in class. Students who are absent in class for more than three times will get 0 on final grade.
- II. Students who are late or leave early will get 0 to -10 on punctuality.

第八條 成績登錄：

- 一、評量表初評由勞作小組長依組員勞作實況填註，複評由勞作導師視該生實際表現予以加減分後完成評量作業。

二、勞作教育學期成績由勞作教育導師每學期配合於期中考週及期末考前一週各評量一次。勞作教育成績評量表經導師簽章後，於期末考前送學務處生涯發展中心彙整登錄。

Article 8 Registration of grade points:

- I. Initial evaluation grade form will be filled out by labor service team leader. Final grade will be decided and filled out by labor service advisor based on the students' performance.
- II. Labor service advisor will evaluate students' performance during the week of mid-term exam and 1 week before final exam. After the advisor signing the labor service evaluation form, it should be sent to Career Development Center of the Department of Student Affairs for grade point registration.

第四章 獎勵

Chapter 4 Merits and rewards

第九條 為表揚參與勞作教育表現優異之學生，每學期各小組由勞作導師推薦表現優異之學生三名，給予公開表揚並頒發勞作教育績優獎狀。

Article 9 To encourage students who have excellent performance in labor service courses, labor service advisors will recommend three students every semester and award them publicly with a certificate.

第十條 勞作教育成績得為日後申請獎助學金、優秀學生選拔表揚及其他獎勵之參考。

Article 10 The grade of labor service course can be taken into consideration when applying for scholarship, campaign for excellent student or other rewards.

第五章 附則

Chapter 5 Supplementary provisions

第十一條 本辦法由勞作教育指導委員會會議通過後施行，修正時亦同。

Article 11 This regulation is passed and implemented by the meetings of Labor Service Education Committee. Any amendments should be processed accordingly.