

國立成功大學海外國際短期志工服務學習補助要點

Directions for the National Cheng Kung University Overseas Short-Term Volunteer Service Learning Grant

97年4月16日第37次推動總中心會議通過
Approved in the 37th Promotion Headquarter Meeting on April 16, 2008
99年2月1日第62次推動總中心會議修訂通過
Amended in the 62nd Promotion Headquarter Meeting on February 1, 2010
100年10月5日第77次推動總中心會議修訂通過
Amended in the 77th Promotion Headquarter Meeting on October 5, 2011
107年5月16日校務基金管理委員會106學年第4次會議通過
Approved in the 4th University Endowment Fund Management Committee Meeting in the 2017
academic year on May 16, 2018

一、國立成功大學(以下簡稱本校)為提升本校生之服務熱誠，並拓展學生之國際視野，特訂定本要點。

1. National Cheng Kung University (hereinafter “the University”) has enacted these directions to enhance the service enthusiasm of the University’s students and expand their international perspective.

二、本項經費來源如下：

- (一) 教育部補助款
- (二) 政府機關其他補助款。
- (三) 其他捐贈收入。
- (四) 校務基金。

2. The funding sources for this grant are as follows:

- (1) Subsidies from the Ministry of Education.
- (2) Other subsidies from government agencies.
- (3) Other donation income.
- (4) The University’s endowment fund.

三、申請資格：本校在學學生。

3. Eligibility: Students currently studying at the University.

四、服務機構：國內外政府認可國際性非營利團體組織，國外社區、學校等相關服務性機構組織。

4. Service organizations: International nonprofit organizations recognized by domestic and foreign governments, as well as foreign communities, schools, and other related service organizations.

五、申請人應提具下列文件，經系、所、學院初核後，再送國際事務處(以下簡稱本處)複核：

- (一) 申請表。
- (二) 歷年在學中文成績單。
- (三) 外國語言成績證明(赴大陸地區者，可免繳)。
- (四) 計畫書：計畫書內容需包含緣起、服務目的、前往服務國家或地區、服務時間及項目、實施方式等事項說明。
- (五) 服務機構同意函。
- (六) 參與國內外志工學習服務經驗證明(無者免附)。
- (七) 海外保險證明。

申請文件不齊或不符合規定者，不予受理。審查完畢後，文件恕不奉還。

5. Applicants shall submit the following documents to their respective department, institute, and college for preliminary review, after which the documents are to be sent to the Office of International Affairs (hereinafter “the Office”) for secondary review:

- (1) Application form.
- (2) Chinese transcripts from all previous years.
- (3) Certificates of foreign language results (students traveling to mainland China are not required to submit these).
- (4) Service plan, which includes explanation details such as introduction, service purpose, service country or region, service period and items, and implementation.
- (5) Letter of consent from the service organization.
- (6) Certificates demonstrating participation in domestic and foreign volunteer service learning (students who have not participated in such activities are not required to submit these).
- (7) Overseas insurance certificate.

Applications with incomplete documents or that do not meet the stipulated requirements shall not be accepted. Documents are not returned after the review.

六、審核原則及補助項目標準：

- (一) 有國內志工服務經驗與修有本校服務學習3課程者，可優先甄選得國際短期志工服務學習補助。
- (二) 海外服務學習時間至少連續兩週以上。

(三) 獲核定補助者，補助項目及標準如下：

1. 機票費：

(1) 亞洲地區：新臺幣(下同)2萬元為上限；大陸地區以1萬元為上限。

(2) 亞洲以外地區：3萬元為上限。

2. 生活費：每週1500元，補助期間至多3個月。

(四) 同一學位期間，以申請補助一次為限。

弱勢學生得視志工性質給予優先考慮。

本要點補助金額與名額，得視當年度預算情形調整之。

6. Review principles and subsidy items and standards:

(1) Students with domestic and foreign volunteer service experience and who have taken three courses in service learning are given precedence for the international short-term volunteer service learning grant.

(2) Students with a minimum of 2 consecutive weeks of overseas service learning experience.

(3) Students whose applications are approved are eligible for the following subsidies and standards:

i. Airfares:

(i) Asia: A maximum of NT\$20,000 (a maximum of NT\$10,000 for mainland China).

(ii) Outside of Asia: A maximum of NT\$30,000.

ii. Living expenses: NT\$1,500 per week for up to 3 months.

(4) Students are limited to one grant application within the duration of their degree.

Disadvantaged students shall be given precedence based on the nature of the volunteer service.

The subsidy amount and applicant quota shall be adjusted according to the yearly budget.

七、申請期限：各申請補助案須於出國前一個月送達本處，以利審查。

7. Application period: Each application must be submitted to the Office for review 1 month before the applicant is scheduled to travel abroad.

八、審查程序：

(一) 初審：由申請人之系、所、學院針對申請資格及相關申請表件進行初步審核，初核通過者，於申請表上簽章認可，再交本處複審。

(二) 複審：本處依據申請人資格、計畫書內容及應繳文件進行複審，陳請校長核定。

8. Review procedure:

(1) Preliminary review: The applicants' department, institute, and college shall conduct a preliminary review of the application qualifications and relevant application forms. A signature of approval shall be signed on application forms that pass the preliminary review, after which they shall be submitted to the Office for secondary review.

(2) Secondary review: The Office shall conduct a secondary review based on the applicants' qualifications, content of the service plan, and submitted documents, after which they are sent to the President for approval.

九、生活費於回國前撥付補助款，機票費於回國後檢據核銷。

9. Grants for students' living expenses shall be distributed before they return to Taiwan, and airfares shall be written off after students return to Taiwan.

十、獲核定補助者，如有變更服務機構、變更行程或取消行程等情事，應事先報請本處同意，未經同意任意變更者，追繳全部補助費用。

10. In the event of changes in students' service organizations and changes to or cancellation of their itinerary, students whose applications have been approved shall inform the Office in advance to seek approval. Those who fail to do so shall be required to return all their subsidies.

十一、同時領有其他單位與本處之部份補助者，其補助項目不得重複，違者取消資格並追繳補助費用。

11. If students receive subsidies from other units, those other subsidies must not overlap with those received from the Office. Offenders will lose their qualifications and shall be required to return all their subsidies.

十二、獲核定補助者，應於回國後一個月內（同一會計年度內）繳交出國報告書及經費核銷相關文件。必要時，得以英文公開發表出國期間之心得感想。

12. Students whose applications are approved shall submit a report on their overseas volunteer service as well as relevant documents for their expenses to be written within 1 month of their return to Taiwan (within the same fiscal year). Students may publicly share their experience abroad in English when necessary.

十三、本要點如有未盡事宜，悉依相關法令規定及本處公告辦理。

13. Matters not mentioned herein shall be handled in accordance with the relevant regulations and announcements of the Office.

十四、本要點經主管會報及校務基金管理委員會通過後實施，修正時亦同。惟如修正未涉及經費動支，免送校務基金管理委員會審議。

14. These directions shall be implemented following their approval in a supervisor meeting and University Endowment Fund Management Committee meeting. The same applies to any amendments; however, amendments are not required to be reviewed by the University Endowment Fund Committee if they do not involve financial expenses.