

# Yuan Ze University Service Learning Committee Organizational Measures

Ratified at the 4th Administrative Meeting of the academic year on 22 October 2007

Article 1: The University has specially formulated the Service Learning Committee (hereinafter referred to as the Association) in accordance with the service learning plan for colleges and universities formulated by the Ministry of Education, to ensure the quality of the university's service-learning courses and activities and to implement the promotion of service-learning specifically and effectively.

Article 2: The committee shall be composed of the Provost, Dean of Academic Affairs Office, Chief of General Affairs Office, Chief Information Officer, Secretary-General, Dean of General Studies, Deans of each college, and student representatives of each college as members, with the Dean of Academic Affairs Office as the convener.

Article 3: The responsibilities of this association are as follows:

1. Formulate operational regulations related to service learning.
2. Review the certification of service learning courses and activities.
3. Discuss improvement measures for service learning.
4. Promote service-learning related matters.

Article 4: The Service Learning Committee consists of the Curriculum Division, Activity Division, System Division and Administrative Division, which are in charge as follows:

1. The Curriculum Division is led by the Academic Affairs Office and is responsible for the overall planning of service-learning courses.
2. The Activity Division is led by the Student Affairs Office and is responsible for the overall planning of service-learning activities and overall management of meeting affairs.
3. The System Division is led by the Library and Information Service Office and is responsible for the planning and management of the service-learning system.
4. The Administrative Division is led by the Secretariat Office and is responsible for overall planning and administrative matters related to service-learning assessment.
5. The university-wide labor service is coordinated by the General Affairs Office and provides necessary resource assistance.

Article 5: The Committee shall hold at least one meeting per semester, and may hold extraordinary meetings when necessary.

Article 6: These Measures shall be implemented after being passed by the Administrative Meeting, and the same shall apply when amended.

If any controversies or disputes occurred regarding the clauses of the regulations, it shall always refer to the Chinese version.