

Ming Chuan University Procedures for Implementing Service-Learning

Passed at the Administrative Council Meeting on May 5, 2008
Revised and passed at the Administrative Council Meeting on September 21, 2009
Reviewed and passed at the Regulation Committee Meeting on May 28, 2010
Passed at the Academic Affairs Committee Meeting on June 3, 2010
Passed at the University Affairs Committee Meeting on June 7, 2010
Revised and passed at the Regulation Committee Meeting on November 4, 2010
Reviewed and passed at the Administrative Council Meeting on December 6, 2010
Revised and passed at the Regulation Committee Meeting on April 1, 2012
Passed at the Academic Affairs Committee Meeting on May 3, 2012
Passed at the University Affairs Committee Meeting on November 26, 2012
Revised and passed at the Regulation Committee Meeting on October 31, 2013
Passed at the Academic Affairs Committee Meeting on May 15, 2014
Passed at the University Affairs Committee Meeting on May 26, 2014
Passed at the Regulations Committee Meeting on December 20, 2024
Passed at the Administrative Council Meeting on January 06, 2025
Passed at the Academic Affairs Committee Meeting on May 08, 2025
Passed at the University Affairs Committee Meeting on June 02, 2025

Article 1 Ming Chuan University (MCU) established the following procedures in order to cultivate a spirit of serving and social responsibility, to enhance students' ability to work as a team and to solve problems, and to combine professional knowledge and community service experience. Through this process the MCU educational philosophy of "Honesty, Sincerity, Humility, Determination" will be achieved. This procedure is specifically established in accordance with the Article 43 of MCU General Provisions for Study.

Article 2 Service-Learning at Ming Chuan University is divided into two types, course-based, and recognition-based:

1. In the case of course-based Service-Learning, each teaching unit plans professional courses with Service-Learning content (also called professional Service-Learning courses) for students to select. The complete teaching plan, syllabus, Service-Learning content and methodology must be approved by the relevant Department Curriculum Committee and sent to the Career Planning and Counseling Division for reference within one month of the beginning of the semester.
2. In the case of recognition-based Service-Learning, recognition will be granted by the respective requesting units/organizations, on or off campus. The Career

Planning and Counseling Division is responsible for overseeing the operation of the data system. Verification and implementation procedures will be established by the Career Planning and Counseling Division.

- Article 3 Students of Ming Chuan University may choose from course-based or recognition-based Service-Learning.
- Article 4 Undergraduate students of the university who complete 16 hours of Service-Learning may be recognized as passing the basic standard capacity for Morals in the Ten (Educational) Pillars. All Service-Learning applications should be complied in accordance with the Career Planning and Counseling Division regulations and relevant documents sent to the Division for review.
- Article 5 (Deleted)
- Article 6 All units may recommend students with strong Service-Learning performance and faculty members with excellence in teaching related to Service-Learning for recognition in appropriate occasions.
- Article 7 Student performance in Service-Learning may be used as reference for MCU scholarship and work-study applications on campus.
- Article 8 All faculty and staff members have a responsibility to participate in, promote, and provide guidance in Service-Learning sessions.
- Article 9 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail. *