

TKU Guidelines for Implementing Awards for Service-learning Students

Secretariat Regulation No. 1000000028 (05/17/2011)

1. Objective

In accordance with Article 4 of *the TKU Regulations for Implementing Service-learning Curriculum* and in order to award students who participate in the service-learning intension curriculum and in association service-learning and who perform excellently, these guidelines have been enacted.

2. The target of the awards

a) Individual award: This is for those students who participate in the service-learning intension curriculum and in association service-learning and who have an excellent performance.

b) Team award: This is for those who participate in a voluntary service group (they can be a team who participate in a course having a service-learning intension or an association group; the number of people must be six or more) and who have an excellent performance.

3. Recommendation and selection

a) Recommendation principles

i) Individual award: Any TKU instructor of a course having a service-learning intension or any advisor to an association can make a recommendation. Each course or association can at most have three recommended individuals.

ii) Team award: Any TKU instructor or administrative staff member can make a recommendation; each person can recommend at most one group.

iii) The recommender must fill out a recommendation form and check the relevant documents and submit them to the service-learning curriculum advisors committee at the end of the second semester of each academic year.

iv) A public announcement of the detailed contents of the recommendation form and time of application will be prioritized by the service-learning curriculum advisors committee of that academic year.

b) Selection

The service-learning curriculum advisors committee shall request the executive subcommittee to form a selection subcommittee; the advisors committee executive

secretary shall be its convener. The selection subcommittee shall select the most accomplished individuals and teams of TKU's service-learning students.

4. Method of the awards

a) Individual award: Each student obtaining the award shall be conferred one certificate of merit, one medal and one minor merit; and all winners shall be publically praised.

b) Team award: Each team obtaining the award shall be conferred one trophy, each team member shall be conferred one certificate of merit and one minor merit; and all winners shall be publically praised.

5. This set of guidelines will take effect on the date of its publication after being passed in the service-learning curriculum advisors committee meeting and approved by the TKU president. The same applies to any later amendments made.