

文藻外語大學勞作教育實施辦法

Labor Education Regulations of Wenzao Ursuline University of Languages

103年05月27日教務會議通過
Approved at the Academic Affairs Meeting on May 7, 2014
103年07月01日行政會議通過
Approved at the Administration Meeting on July 1, 2014
103年07月21日校長核定通過
Ratified by the President on July 21, 2014
105年5月31日教務會議修正通過
Amended and approved at the Academic Affairs Meeting on May 31, 2016
105年07月05日行政會議通過
Approved at the Administration Meeting on July 5, 2016
105年8月16日校長核定通過
Ratified by the President on August 16, 2016

第一條 本校為實踐「全人教育」與提升公民服務精神，培養學生「愛護環境由身邊做起」的習慣，訓練學生團隊分工合作的能力，並依本校學則之規定，訂定本辦法。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Labor Education Regulations (hereinafter referred to as “the Regulations”) according to the University’s Academic Policies in order to carry out “holistic education”, promote the spirit of citizen service, develop the habit of “keeping surroundings clean for environmental protection”, and provide teamwork training.

第二條 業務權責單位如下：

- 一、學生事務處負責全校勞作教育的統籌與協調工作。
- 二、學生事務處生活輔導組負責勞作教育的規劃、評核、及抵免等相關事宜，其實施細則另訂之。
- 三、導師及班級幹部輔導勞作教育的執行、考核及獎懲等相關事宜。

Article 2 Job descriptions:

1. The Office of Student Affairs is responsible for organizing and coordinating the university-wide tasks of labor education.
2. The Student Assistance Section of the Office of Student Affairs is responsible for planning, evaluation and course waiver of labor education. Implementation rules shall be established separately.
3. Homeroom teachers and class officers are responsible for providing implementation guidance, conducting evaluation, granting rewards and taking disciplinary action of labor education.

第三條 實施對象：

- 一、日間部四年制一年級學生。
- 二、專科部一至三年級學生。
- 三、轉學生、進修部轉日間部學生及勞作教育未通過之學生。

Article 3 Scope:

1. First-year students of the 4-year College Program in the Day Division
2. First/second/third-year students of the 5-year Junior College Program
3. Transfer students, students transferring from the Division of Continuing Education to a program in the Day Division, and students who fail the labor education course

第四條 實施方式如下：

- 一、日常環境維護：每日維護各班負責的公用教室及公共區域環境整潔。
- 二、重點環境維護：轉學生、進修部轉日間部學生及勞作教育未通過之學生，依排定時間維護校園環境。

Article 4 Implementation:

1. Daily maintenance: Each class shall keep the specified public classroom and areas clean every day.
2. Key area maintenance: Transfer students and students who transfer from the Division of Continuing Education to a program in the Day Division or fail the labor education course are assigned to keep the campus clean according to a fixed schedule.

第五條 評核與獎懲：

- 一、勞作教育評核區分為「通過」與「未通過」，通過勞作教育者，始得畢業。
- 二、評核方式依實施細則辦理。
- 三、勞作教育表現優異者，得由班級幹部建請導師敘獎。

Article 5 Evaluation, reward and disciplinary action:

1. Pass or Fail shall be given based on the evaluation of labor education. Passing the labor education course is required for graduation.
2. Evaluation shall be conducted according to the implementation rules.
3. A responsible class officer may report students with outstanding performance in labor education to the homeroom teacher for recognition.

第六條 特殊狀況學生可備齊相關資料，申請更改勞作教育內容或免勞作教育。

Article 6 Students with special circumstances may submit necessary documents to apply for changing requirements of labor education or labor education course waiver.

第七條 轉學生、進修部轉日間部學生及勞作教育未通過之學生之勞作教育實施方式，依實施細則之規定辦理。

Article 7 Labor education for transfer students and students who transfer from the Division of Continuing Education to a program in the Day Division or fail the labor education course shall be carried out according to relevant implementation rules.

第八條 符合下列條件者，應於轉入當學期開學兩週內備齊證明文件，申請抵免勞作教育，逾期不予受理。

- 一、本校轉系生，已於轉系前完成勞作教育者。
- 二、大學部新生或他校轉學生，入學前已於他校大學部或專科部四、五年級完成勞作教育者。

Article 8 Students who meet one of the following conditions shall submit supporting documents within 2 weeks after the semester begins to apply for labor education course waiver. No late submission will be accepted.

1. A student who transfers to another department of the University and has already finished the labor education course before the transfer
2. A new student of the 4-year College Program or a student transferring to the University has already finished the labor education course of the previous school (4-year College Program or fourth/fifth-year course of the 5-year Junior College Program under another school) before enrollment

第九條 本辦法未盡事宜，悉依照本校相關辦法辦理。

Article 9 Matters not covered by the Regulations shall be handled according to relevant regulations of the University.

第十條 本辦法經學務會議、行政會議通過，陳請校長核定後實施，修正時亦同。

Article 10 The Regulations become effective after being approved at the Student Affairs Meeting and the Administration Meeting, and ratified by the President. Amendments must follow the same procedure.