

# 文藻外語大學學生代表學校參加校外競賽準則

## Guidelines for Student Participation in Off-Campus Competitions on Behalf of the University

101 年 06 月 05 日學生事務會議通過  
Approved at the Student Affairs Committee meeting on June 5, 2012  
101 年 09 月 13 日校長核定  
Ratified by the University President on September 13, 2012  
102 年 7 月 29 日學生事務會議修訂通過  
Amended at the Student Affairs Committee meeting on July 29, 2013  
102 年 08 月 08 日經校長核定  
Ratified by the University President on August 8, 2013  
102 年 12 月 17 日學生事務會議修正通過  
Amended at the Student Affairs Committee meeting on December 17, 2013  
102 年 12 月 27 日經校長核定  
Ratified by the University President on December 27, 2013

一、 主旨：為規範本校學生及社團組織參與校外各類競賽，特定本準則。

Article 1. PURPOSE: These Guidelines are formulated to regulate student participation and student organization participation in off-campus competitions.

二、 適用對象：以個人及團體名義或社團形式為參賽單位之本校學生。

Article 2. APPLICABILITY: These Guidelines are applicable to Wenzao students who participate in competitions as individuals, groups, or student organizations.

三、 專責單位：與學生相關全校性競賽，由課外活動指導組承辦，另與學生事務處業務相關項目，則由所屬業管單位承辦。

Article 3. COMPETENT AUTHORITIES: Campus-wide student competitions are conducted and supervised by the Extracurricular Activities Section. Activities related to the operations of the Office of Student Affairs are to be conducted and supervised by designated Sections.

四、 申請流程：於本校公告之收件時間完成相關資料繳交，經審查或甄選後，始得依競賽簡章進行正式報名程序。

Article 4. PROCEDURE OF APPLICATION: All applicants should submit related documents before the designated date as announced by the University. Only after the documents are reviewed or evaluated can the applicants proceed to registration as regulated in the information pamphlet of the competition.

五、 競賽類型須進行甄選或資格審查時，得委請各系中心依競賽內容推薦符合之專業人員/教師，並由承辦單位聘任之。

Article 5. For competitions that require selection or evaluation of qualifications, the Section in charge may entrust departments or centers to recommend qualified experts or faculty members, who are to be hired by the Section.

六、 資格審查所需文件：

- (一) 報名表格。
- (二) 指導老師資料。
- (三) 旅行活動平安保險證明。
- (四) 家長同意書（未滿 18 歲者）。

Article 6. REQUIRED DOCUMENTS:

- A. Registration form.
- B. Information of the applicant's faculty advisor.
- C. Proof of travel insurance coverage.
- D. Parental consent form (for applicants under 18).

七、 學生公假：依生活輔導組公告之學生公假原則辦理。

Article 7. STUDENT'S OFFICIAL LEAVE: Applications for student's official leave should follow the guidelines announced by the Student Assistance Section.

八、 經費補助：參與比賽所產生之各項費用，除專案申請補助核定者外，概由參賽學生自理。

Article 8. FUNDING: All expenses incurred during participation of competitions are to be covered by the students, except for the part(s) covered by authorized funding.

九、 參加競賽獲獎時，得依「學生獎懲辦法」或「學生參加各項課外活動表現績優獎勵辦法」申請獎勵。

Article 9. Recipients of awards or honors in competitions may apply for the University's awards as regulated in "Guidelines for Student Recognition and Discipline" or "Guidelines for Student Recognition for Outstanding Performance in Extracurricular Activities."

十、 本準則經學生事務處主管會議通過，陳請學生事務長核定後實施，修正時亦同。

Article 10. These Guidelines become effective upon approval by the Student Affairs Executive meeting and ratification by the Dean of Student Affairs. Amendments must follow the same procedure.