# Wenzao Ursuline University of Languages
# Implementation Guidelines for Service Learning

Approved at the Academic Affairs Committee meeting on May 27, 2014
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Approved at the Administrative Meeting on April 7, 2020

Article I. To embody the motto of "Revere the Divine, Love the Human" of Wenzao Ursuline University of Languages (hereinafter referred to as the University) and to live out the spirit of Serviam of all Ursuline schools around the world, under the vision of encouraging civil participation and promoting international care, the University has established the Implementation Guidelines for Service Learning (hereinafter referred to as the Guidelines).

Article II. Administrative offices and responsibilities are as follows:

A. Office of Student Affairs: Responsible for planning, verifying, training, certifying, issuing recognitions or disciplinary actions, matching volunteers with institutions that need volunteers, and establishing the platform for volunteer recruitment. It should also be responsible for gathering and reporting on all data related to service learning at the University, and periodically reviewing and amending the Guidelines.

B. Office of International and Cross-Strait Cooperation: Responsible for helping promote international service activities and managing all affairs related to subsidy applications.

C. Colleges and the College of Holistic Education: Responsible for planning and organizing service activities related to the features of the colleges or professional expertise.

Article III: The Guidelines are promoted according to the following principles:

A. The Extracurricular Activities Section should organize and hold various service-related training programs that can improve students' professional knowledge and practical ability, workshops for faculty and students, and team-building activities.

B. The Extracurricular Activities Section should organize and hold various service activities with local features, and also promote international care.

C. Students may carry out community service and international service with student organizations, clubs, classes or their own teams.

D. All offices of the University can form their own service teams.

Article IV. Service learning activities include the following:

A. Service learning activities of student organizations: Volunteer service activities organized by student organizations that meet the service goals of the student organization.

B. Service learning activities of colleges: Service activities organized by colleges according to their own features or professional expertise.

C. Activities of service teams: Offices and students can collaborate with student organizations, classes, or self-established teams to carry out public or charity service activities on campus or off campus.

D. International service learning includes the following:

1. Volunteer service activities performed by Wenzao students at Wenzao's exchange schools abroad.

2. International volunteer service activities organized by Wenzao and other units on campus or off campus performed by Wenzao students.

Article V. As teams, faculty members, staff and students of the University may apply to become a volunteer service exerciser and provide services in accordance with the Annual Volunteer Service Plan of Wenzao Ursuline University of Languages. Student teams should apply with the consent of the mentor, a faculty member or a staff member of the University.

Article VI. Participants: Students of the University.

Article VII. Volunteer service exercisers may apply for issuing recognitions or disciplinary actions according to the results of evaluation and according to the relevant facts.

Article VIII. Recognitions:

A. Students with outstanding records of services may become candidates to be rewarded for outstanding performance in services in the year of their graduation. Candidates selected should be publicly recognized at the graduation ceremony. The guidelines for the selection shall be stipulated separately.

B. Students may participate in the service learning credit program of the University, and the implementation guidelines shall be stipulated separately.

Article IX. The Guidelines become effective upon approval by the Student Affairs Committee and the Executive Committee, and ratification by the University President. Amendments must follow the same procedures.