

明志科技大學  
Ming Chi University of  
Technology

規章編號

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服務績優獎學金辦法  
Regulations of Scholarships for Service  
Excellence

制定部門：學生事務處課外活動組  
中華民國 110 年 05 月 26 日修訂  
Established by: Extracurricular Activity Section, Office of Student Affairs  
Amended on May 26, 2021

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110.05.26 學生事務會議修訂

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明志科技大學  
服務績優獎學金辦法  
Ming Chi University of Technology  
Regulations of Scholarships for Service Excellence

97.05.03 學生事務會議修訂  
110.05.26 學生事務會議修訂

Amended by the Student Affairs Meeting on 2008.05.03

Amended by the Student Affairs Meeting on 2021.05.26

第一條 目的

為使本校服務績優獎學金之申請、評選及發放作業有所遵循，特訂定「服務績優獎學金辦法」（以下簡稱本辦法）。

Article 1 Objective/Purpose

The “Regulations of Scholarships for Service Excellence” (hereinafter called these “Regulations”) is established to provide a reference for the application, evaluation, and distribution of the MCUT Service Excellence Scholarships.

第二條 適用範圍

本校學生。

Article 2 Scope

These Regulations shall cover all MCUT students.

第三條 管理部門

學生事務處課外活動組（以下簡稱課外組）。

Article 3 Management Department

Extracurricular Activity Section of the Office of Student Affairs.

第四條 服務績優獎學金等級名額

- 一、一等獎學金：5名，每名金額6000元、獎狀乙只。
- 二、二等獎學金：15名，每名金額3000元、獎狀乙只。
- 三、三等獎學金：25名，每名金額1500元、獎狀乙只。
- 四、等第獎學金人數得從缺，名額不得相互流用。

#### Article 4 Vacancies of Scholarships for Service Excellence

1. Scholarship First Rank: 5 students, each NT\$6,000 and one certificate.
2. Scholarship Second Rank: 15 students, each NT\$3,000 and one certificate.
3. Scholarship Third Rank: 25 students, each NT\$1,500 and one certificate.
4. Not all vacancies will be awarded, and unawarded vacancies shall not be interchangeable.

#### 第五條 各等第服務績優學生評選標準

##### 一、一等獎學金

- 1.積極參與全校性服務，績效特優者。
- 2.辦理學生社團事務，熱心工作，績效特優者。
- 3.擔任社團幹部或自治幹部負責盡職。

##### 二、二等獎學金

- 1.熱心參與服務，有優異成績表現者。
- 2.辦理學生社團事務，對於所指派課外活動工作，有優異成績表現者。
- 3.擔任自治幹部領導同學工作有優異表現者。

##### 三、三等獎學金

- 1.愛護團體，熱心服務有具體表現者。
- 2.擔任自治幹部，服務同學有具體表現者。
- 3.辦理學生社團事務，對於所指派課外活動工作，有具體表現者。

#### Article 5 Criteria for Evaluation of Students with Service Excellence at All Ranks

1. Scholarship First Rank
  - (1) Actively participate in school-wide services with outstanding performance.
  - (2) Enthusiastic about engaging in student organization and club affairs with outstanding performance.
  - (3) Responsible and faithful to duty as staff or self-governance staff of student organizations and clubs.
2. Scholarship Second Rank
  - (1) Enthusiastic to serve with excellent performance.
  - (2) Excellent performance in the assigned extracurricular activities when engaging in a student organization and club affairs.
  - (3) Excellent performance in leading students as self-governance staff.
3. Scholarship Third Rank
  - (1) Specific performance in protecting student organizations and clubs

and active service.

- (2) Specific performance in service for students as self-governance staff.
- (3) Specific performance in the assigned extracurricular activities when engaging in a student organization and club affairs.

#### 第六條 推薦及審查

- 一、 候選學生須填寫「明志科技大學服務績優獎學金申請表」(表號：A041070109)，並提供相關佐證資料，全部資料一式三份，於每年4月10日前送至課外活動組會辦。
- 二、 課外活動組將依申請表所填具之推薦人發送「明志科技大學服務績優獎學金推薦表」(表號：A041070209)，回傳後作為審查資料。
- 三、 四月底前由學生事務處召開審核會議審查，經審查決定名單後公佈。

#### Article 6 Recommendation and Evaluation

- 一、 Candidates shall fill in the “MCUT Application for Service Excellence Scholarships (Form: A041070109) and submit relevant supporting details in three copies to the Extracurricular Activity Section by April 10 of each year.
- 二、 The Extracurricular Activity Section shall send the “MCUT Recommendation for Service Excellence Scholarships” (Form: A041070209) to the referees reported by applicants. The return data will be the reference for evaluation.
- 三、 The Office of Student Affairs shall hold the evaluation meeting by the end of April. The list of winners shall be announced after the decision is made.

#### 第七條 頒獎與表揚

各服務績優獎學金得獎者於全校集會（朝會）場合公開頒獎與表揚。

#### Article 7 Prize Presentation and Commendation

Winners of the Service Excellence Scholarship will be presented with the scholarships and commended at the school assembly.

#### 第八條 實施與修訂

本辦法經學生事務會議通過，陳校長核定後公布實施，修訂時亦同。

#### Article 8 Implementation and Amendment

These Regulations shall be promulgated and implemented after the passage of the Office of Student Affairs and the president's approval. The same shall apply to the amendments hereto.

## 明志科技大學服務績優獎學金申請表

姓名		(照片)	
班級			
學號			
聯絡電話			
具體優良性事蹟	(請以條例說明，並附相關證明文件或圖片，若本表不足，請另紙繕寫。)		
推薦順序(由學生填寫)		推薦單位： 導師、各系所、 <u>學務處</u> 各組。	
第一推薦單位/人			
第二推薦單位/人			
第三推薦單位/人			
(以上欄位填寫完畢後，請繳交至課外活動組。)			
推薦單位	推薦人	推薦表	評分
		<input type="checkbox"/> 有 <input type="checkbox"/> 無	
		<input type="checkbox"/> 有 <input type="checkbox"/> 無	
		<input type="checkbox"/> 有 <input type="checkbox"/> 無	
評選結果	<input type="checkbox"/> 一等獎 <input type="checkbox"/> 二等獎 <input type="checkbox"/> 三等獎 <input type="checkbox"/> 未獲選	平均分數	

表號：A041070109



## MCUT Application for Service Excellence Scholarships

Name		(photo)		
Class				
Student No.				
Phone				
Specific excellent achievements	(Please itemize the achievements and submit relevant proof or photos. Use separate sheet if space is not enough.)			
Order of Referees (fill in by students)		Recommendation Unit: Student advisor, department/institute, <u>all</u> <u>divisions of the Office of</u> <u>Student Affairs.</u>		
First referee:				
Second referee:				
Third referee:				
(After filling in the above columns, submit the form to SAD.)				
Recommendation Unit	Referee	Recommendation Form	Score	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Evaluation Results	<input type="checkbox"/> Scholarship First Rank <input type="checkbox"/> Scholarship Second Rank <input type="checkbox"/> Scholarship Third Rank <input type="checkbox"/> Declined	Average Score		

Form: A041070109

## 明志科技大學服務績優獎學金推薦表

班級	
姓名	
學號	
推薦單位/人	
評分	◇ 評分標準：一等 91 分以上；二等 81~90 分；三等 71~80 分。 ◇ 請以推薦人數比例，依照 1:2:3 為原則，如推薦人數有 6 人，則一等僅能有 1 名、二等 2 名、三等 3 名。
推薦原因	

表號：A041070209

## MCUT Recommendation for Service Excellence Scholarships

Class	
Name	
Student No.	
Referee:	
Score	<ul style="list-style-type: none"> <li>✧ Scoring criteria: Scholarship First Rank over 91 marks; Scholarship Second Rank 81–90 marks; Scholarship Third Rank 71–80 marks.</li> <li>✧ Proportion of recommended candidates shall be 1:2:3. For example, if there are 6 candidates, one 1 candidate for Scholarship First Rank, 2 candidates for Scholarship Second Rank, and 3 candidates for Scholarship Third Rank.</li> </ul>
Reasons for recommendation	

Form: A041070209