

Regulations for Promoting Student Volunteer Service and Commendation, Tzu Chi University of Science and Technology

Established in the 30th Administration Meeting, November 22, 2002
12th Amendment in the 181st Administration Meeting, March 30, 2018

Article 1 Purpose

The present regulations are established to cultivate an optimistic, enterprising, and caring philosophy of life among students, and to encourage students to demonstrate the University motto of “kindness, compassion, joy, and unselfish giving.”

Article 2 Definition

1. Service volunteers (hereinafter referred to as “Volunteers”): University students engaging in assistive services that increase public affair efficiency and public welfare by contributing to the University or society through their knowledge, physical strength, labor, experience, know-how, and time of their own free will rather than as personal or mandated duty and not for the purpose of receiving remuneration (including University funding).
2. Volunteers at charitable organizations: services limited to volunteering at the charitable organizations of the Tzu Chi Foundation (healthcare and environmental protection organizations, Jing Si Halls, and abodes of the Foundation).

Article 3 Types of volunteer service and activities

1. University volunteers
 - (1) Office clerical volunteers: supporting office clerk operations of various University administration divisions.
 - (2) Environmental maintenance volunteers: engaging in on-campus environmental maintenance tasks.
 - (3) University activity volunteers: assisting in various celebratory events, teaching, student competitions, and sports events of the University.
 - (4) Workshop volunteers: engaging in tasks such as venue setting and administrative work of academic conferences or lectures; please provide the full name of the event.

- (5) Counseling volunteers: Based on the regulations of the Career and Counseling Center (hereinafter referred to as “the Center”) for posting counseling volunteers, students can become certified counseling volunteers who can provide the following services upon completing and passing the 1 academic year-training:
1. Assisting the Center in organizing student growth activities.
 2. Announcing and promoting messages and news from the Center to the various classes and the University.
 3. Confirm the participation and attendance of volunteer students in various conferences and activities.
2. Volunteers at charitable organizations: services limited to volunteering at the charitable organizations of the Tzu Chi Foundation (healthcare and environmental protection organizations, Jing Si Halls, and abode of the Foundation).
3. Other volunteers: other off-campus volunteer work besides the two aforementioned types (including activities such as community service and remote village service undertaken by the various administration or academic units) that has been reviewed and recorded by the University.

Article 4 Volunteer rights

1. Volunteers should receive sufficient training to qualify for engaging in the corresponding volunteer work.
2. Personal safety and hygienic conditions in the volunteer work environment must be ensured according to the nature and characteristics of the volunteer work.
3. Complete information on the volunteer work must be provided.
4. The volunteer service program is drafted, designed, executed, and assessed.

Article 5 Volunteer duties

1. Abide by ethical rules.
2. Abide by the rules established by the service unit.
3. Respect the education and training provided by the service unit.
4. Respect the dignity, privacy, and religion of the subject receiving service.
5. Do not accept remuneration (including University funding).
6. Be responsible for the safekeeping and maintenance of equipment and

facilities and cherish the service resources.

Article 6 Students engaging in volunteer service at the various University units and charitable organizations will have their volunteer hours registered online by the unit undertaking the activity or the Office of Personnel through the Volunteer Management System and certified by the Student Activity Guidance Division of the Office of Student Affairs. Students participating in volunteer service organized by organizations outside the University shall provide proof of service to the Student Activity Guidance Division, who shall certify the volunteer service provided.

Article 7 Units requiring volunteers shall approve and verify the service hours of the volunteering students according to their job duties and characteristics (excluding commuting and break hours).

Article 8 University units requiring volunteers shall provide accident insurance for their volunteers when necessary.

Article 9 Rewards and merits

1. Nongraduating students:

Selection criteria: Students who have participated in at least three types of volunteer service, excluding the hours required for students awarded financial aid by the University, and completing 80 hours of service every semester, shall be awarded a certificate of excellence for volunteer service in the following semester with a related announcement.

2. Graduating students:

(1) Ten students from each batch of graduating students of the University in the 5-, 4-, and 2-year programs shall be conferred a certificate of honor for their volunteer service, with the top three students receiving an additional medal.

(2) Criteria: according to the number of times students received a certificate of excellence for volunteer service.

(3) Scores are finalized 1 semester before graduation.

Article 10 Review procedures

The hours registered with the system serve as the basis regarding the number of logged service hours (registration period for the autumn semester: August 1–January 31; registration period for the spring semester: February 1–July 31). The list submitted by the volunteer service-organizing unit detailing the

service content shall be reviewed by the Office of Student Affairs, which will then forward the roster to the Dean of the Office of Student Affairs for approval and announcement.

Article 11 The present regulations shall be implemented upon approval by an Administration meeting and the approval of and promulgation by the president; the same applies for amendments.