

# 文藻外語大學英/外語能力診斷輔導中心 語言學習小老師獎助學金作業要點

民國 110 年 6 月 1 日行政會議通過

- 一、本校為獎勵優秀學生發揮其語言長才扶助同儕學習英/外語，並同時增進自身未來的競爭力，英/外語能力診斷輔導中心（以下簡稱本中心）以拔尖扶弱為目標，特依「文藻外語大學日間部獎助學金設置辦法」訂定「文藻外語大學英/外語能力診斷輔導中心語言學習小老師獎助學金作業要點」（以下簡稱本要點）。
- 二、本要點所獎助之學生須具備以下資格：
  - (一) 修畢英語教學中心開設之「外語小老師實力養成」微學分課程。
  - (二) 在校歷年學業成績總平均及操行成績總平均八十分(含)以上，且未受記小過以上處分。通過本校各系科訂定之語言能力檢定標準。
- 三、遴選方式：每學期開學第一週於本中心首頁公告該學期遴選方式、辦理時程及小老師服務等相關規定。
- 四、每學期每人頒發新台幣一萬元獎助學金，受獎人數依每學年編列預算而定。每筆獎助學金分兩次頒發，每學期遴選出獎助學金受獎學生時頒發第一次（五千元），學期結束前完成教學時數等相關規定後頒發第二次（五千元）。
- 五、領取本獎助學金之學生，須於當學期擔任本中心小老師並完成教學時數達三十五小時（不含課前及課後準備時間）；未完成教學時數者，取消其受獎資格，已領取之獎助學金應於規定期限內依比例返還。
- 六、領取本獎助學金之學生學業及操行成績於受獎當學期皆達八十分（含）以上且教學評量成績優秀者，可於次學期再申請本獎助學金；除應完成三十五小時教學時數外，仍須於受獎期間參加本中心認可之教學相關課程、研習或工作坊達十八小時，以持續精進教學知能。未依規定者，取消其受獎資格，已領取之獎助學金應於規定期限內依比例返還。
- 七、領取本獎助學金之學生，經查若有偽造或不實之情事，取消其受獎資格，已領取之獎助學金應於規定期限內全額繳回。
- 八、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

# **Wenzao Ursuline University of Languages**

## **Guidelines for the Implementation of Grants for Tutors at LDCC**

Approved at the Executive Committee Meeting on June 1, 2021

- I. To enhance students' English oral communication skills at Wenzao Ursuline University of Languages, Language Diagnostic Consulting Center (hereinafter referred to as "LDCC") is recruiting outstanding students for foreign languages teaching. The project cannot only enhance tutors' sense of responsibility and achievement but also increase their self-competitiveness in the future.
- II. Eligible applicants are those who:
  - (1) have successfully completed the elective course, "Practical Teaching Project for Tutors".
  - (2) received a grade of 80 (and above) in their academic and conduct performance in the previous semester.
  - (3) have passed the English/ foreign languages benchmark for graduation.
  - (4) have never obtained any kind of demerits.
- III. Application process: LDCC will announce the grant application process and the regulations on its official website in the first week of each semester.
- IV. NT\$10,000 will be granted to those who have achieved the prescribed criteria each semester. Depending on changes in grants allocated, appropriate adjustments may be made to the number of tutors recruited for the grants. The first payment (NT\$5,000) will be processed after the successful applicants are finalized; the second payment (NT\$5,000) will NOT be processed until the grant recipients have fulfilled the obligation of 35-hour tutoring at LDCC by the end of the semester.
- V. The grant recipients must fulfill the obligation of 35-hour tutoring at LDCC, excluding lesson planning and teaching reflections. The recipients will be unqualified for the grant if they not fulfill this requisite, and the grant amount will be reduced accordingly.
- VI. The overall academic and conduct scores of those who have received such a grant must be 80 (and above) if they want to apply for the grant again in the next semester. In addition to 35-hour tutoring at LDCC, they need to attend teaching-and-learning-related courses/workshops for 18 hours to keep sharpening their teaching competence. Otherwise, they will be unqualified for the grant, and the grant amount will be reduced accordingly.
- VII. The grant recipients' eligibility will be ceased and the award be cancelled if any of their given information is found to be false or untrue. They will be required to return all the grant received before due day.
- VIII. The guidelines become effective after being approved at the Executive Committee Meeting and ratified by the President. Amendments must follow the same procedure.