

## I-SHOU UNIVERSITY

### Notices of Student Study Groups in the 1st semester of Academic Year 2018

#### I. Legal Basis

The Notices of Student Study Groups for the Fall Semester 2018 (hereinafter referred to as the “Notices”) are made pursuant to the Regulations for Implementation of Student Study Groups at I-Shou University.

#### II. Topics

Student study groups shall focus on any of the following topics:

1. university courses;
2. professional skills tests (such as English proficiency, computer skills or professional certification);
3. national examinations (such as certificates or civil service examinations); or
4. implementation results.

#### III. Application Qualifications

1. A student study group shall consist of at least ten current students of the University, one of whom is the convener. The group shall also invite one full-time faculty member of the University to be its supervisor.
2. No student study group is allowed to have the same name as another group, and each student is allowed to participate in up to two groups.

#### IV. Qualifications for Group Conveners and Rules to Be Observed

The group convener must be an officially enrolled student of the University.

#### V. Application Steps

1. Application period: **From 09:00 a.m., September 10, 2018 (Monday) to 5:00 p.m., September 21, 2018 (Friday)**
2. The group convener shall complete an application online before the deadline. By clicking the “Submit” button, a copy of the completed application form will be sent to the email address the group convener has specified. It is mandatory for all group conveners to **print out the completed application form, have it signed by the supervisor**, and submitted to the Faculty Professional Development Section of the Center for Teaching and Learning Development (on the 3th floor of the Administration Building).
3. Online application: <http://ctld.isu.edu.tw/interface/survey.php?id=4299>
4. The actual number of student study groups receiving a subsidy and the subsidy amount granted will be determined based on the approved MOE grants under the Program for

Promoting Teaching Excellence of Universities.

5. The Center will announce a list of student study groups receiving the subsidy, and at the same time notify the group conveners and the supervisors.

## VI. Subsidies and Reimbursement

Possible subsidy items, the maximum amount for each subsidy item, and the method of reimbursement are as follows:

1. The maximum subsidy is NT\$2,000 per group.
2. The subsidy covers photocopying fees, meals and light refreshments. Please apply to the Center (on the 3th floor of the Administration Building) for reimbursement within three days of each session (not later than December 20, 2018) by submitting receipts and supporting documents.
3. Documents to be submitted for reimbursement:
  - a. Photocopying: Receipt lotteries (not general receipts) and one copy of the photocopied pages are required.
  - b. Meals: Lunch may be provided if a session lasts until 12:00 noon, and dinner may be provided if a session lasts until 05:00 p.m. The maximum reimbursement rate is NT\$60 per person/session. Receipt lotteries (or general receipts) and attendance sheets are required (the number of meals provided must be consistent with that of attendees).
  - c. Light refreshments: The maximum reimbursement rate is NT\$40 per person/session. Receipt lotteries (or general receipts) and attendance sheets are required (the number of refreshments provided must be consistent with that of attendees).
  - d. If appropriate, a session can provide attendees with meals or light refreshments, but not both of them in the same session.
  - e. The University's Unified Business Number (07927743) must be clearly stated on receipt lotteries and/or general receipts.
  - f. Group conveners are responsible for submitting complete receipt lotteries (or general receipts) and other supporting documents as requested to the Center for reimbursement. Late or incomplete submission will result in disqualification from expense reimbursement, and the group convener have to bear all expenses him/herself.

## VII. Implementation

1. Group duration and the number of sessions:
  - a. Group duration: From **October 3, 2018 (Wednesday)** to **December 20, 2018 (Thursday)**.
  - b. Number of sessions: Each group shall decide the session format and the content

based on the topic it chooses. Group members shall meet for 1~3 hours each session with a minimum of 6 sessions per semester, and the total session hours shall be equal to or more than 12 hours.

- c. Supervisors must attend at least two sessions themselves every semester.
2. Uploading Achievements:
    - a. The group convener shall upload the achievements of each session to his/her e-Portfolio page within three days of the session (e-Portfolio → Extracurricular Activities → Extracurricular Activities → Add Extracurricular Activities and click “Public”).
    - b. The following must be included: the session date & time, the activity title, his/her role in the session, personal experience & review (at least 100 words), and one photo
    - c. Website: <http://eportfolio.isu.edu.tw>
  3. **After the last session, the group convener shall complete the following before January 23, 2019 (Wednesday):**
    - a. Upload the achievement reports of at least 6 group sessions to the e-Portfolio system .
    - b. Complete the satisfaction questionnaires.
    - c. The group convener shall submit one hard-copy packet of session achievements, including:
      - (1) the attendance sheet of each session;
      - (2) any of the following forms (depending on which topic the group chose):
        - A. the mid-term and final exam results of groups members (only for groups on university courses);
        - B. professional skills test / exam results of group members (only for groups on professional skills tests or national examinations); or
        - C. implementation results reports of group members (only for groups on implementation results) & picture.
    - d. Failure to submit a complete hard-copy packet of session achievements or to submit it before the deadline will disqualify the group from the selection of outstanding student study groups.
    - e. **Failure to submit a complete hard-copy packet of session achievements will disqualify the supervisor from receiving bonus points for the faculty evaluation.**
    - f. The forms mentioned above can be downloaded from:  
[http://ctld.isu.edu.tw/interface/showdoc.php?dept\\_id=1&levelid=13911&dept\\_mno=035](http://ctld.isu.edu.tw/interface/showdoc.php?dept_id=1&levelid=13911&dept_mno=035)

### VIII. Selection of Outstanding Student Study Groups

1. The Selection Committee of Outstanding Student Study Groups will discuss and decide

the winners based on the following criteria:

a. Entry Qualifications:

- (1) A student study group has at least ten members and one supervisor even if any change has occurred;
- (2) Group members have met at least six times, and the total session hours reach 12 hours;
- (3) The group supervisor has attended at least two sessions;
- (4) Submit the **hard-copy packet of session achievements**, completely upload; achievement reports at least 6 group sessions to the e-Portfolio system and complete satisfaction questionnaires.(before the deadline)
- (5) The average attendance rate of group members reaches 60%.

b. Selection Criteria:

- (1) Review the achievement reports previously uploaded to the e-Portfolio system.
- (2) the outcome of the student study group:
  - A. the percentage of group members who have received a higher exam score (only for groups on university courses);
  - B. the percentage of group members who have passed the professional skills test or national examination (only for groups on professional skills tests or national examinations);
  - C. the implementation results reports of group members (only for groups on reading of classics) & picture; or
  - D. any other criteria as decided by the committee members.

2. Every outstanding student study group will be awarded a cash prize of NT\$2,000 or gift coupons valued at NT\$2,000.

**IX. Contact Person**

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*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Notices, the Chinese language version shall prevail.*