

銘傳大學教職員悅讀會實施辦法

中華民國 95 年 3 月 6 日行政會議通過
中華民國 98 年 5 月 5 日行政會議修正通過

- 一、為鼓勵同仁成立「銘傳大學教職員悅讀會」(以下稱「悅讀會」)閱讀好書、增廣見聞、分享經驗，推動通識教育落實終身學習，並帶動學校讀書風氣，特訂定本實施辦法。
- 二、凡本校教職員申請組成悅讀會，其組成方式：
 - (一)學術單位：以每學院為主。
 - (二)行政單位：以一級單位為主。
- 三、悅讀會應於每一學年開學後一個月內完成申請手續。其成員不可低於六人，每月至少聚會一次，且每人以參加一個悅讀會為限。
- 四、申請時應提出各該悅讀會之年度研讀方向及閱讀計畫，並指定召集人推動該會會務。
- 五、悅讀會之舉行不限地點及形式，參與成員應遵守時間及不缺席。
- 六、悅讀會結束後，各會應將討論內容摘要公布於「銘傳大學悅讀天地」網站，以達心得分享及作為評選為績優讀書會之依據。
- 七、各悅讀會每年至少應公布六篇閱讀報告於「銘傳大學悅讀天地網站」。
- 八、悅讀會每學期可申請之總經費以新台幣伍萬元為限，作為圖書或相關閱讀材料之購置費，並於每學期結束前二週內檢據核銷，完成結報手續。原則上每學期每組補助新台幣伍千元，若組數超出，則補助經費由各組均分。
- 九、凡參加悅讀會表現良好之同仁於每學期結束時，得於終身學習護照上認證。
- 十、各悅讀會應於本校行政會議或寒暑假行政人員專題講座上，發表讀書心得以為知識分享。
- 十一、本辦法經行政會議通過，校長核定後實施，修正時亦同。

Procedures for MCU Faculty and Staff Study Groups

Revised and passed at Administrative Council Meeting on March 6, 2006
Revised and passed at Administrative Council Meeting on May 5, 2009

- Article 1. These procedures were established to encourage all faculty and staff to form MCU Faculty and Staff Study Groups (herewith called as Study Groups) to read good books, share experiences, optimize lifelong learning, and promote a learning atmosphere on campus.
- Article 2. Study groups can be formed in two ways:
 1. Academic unit: by every school/college.
 2. Administrative unit: by first-level units.
- Article 3. Application should be completed within one month after the semester begins. At least six members are required to form a study group, and each group should have at least one meeting per month. An individual can register for only one study group.

- Article 4. Annual study direction and learning plan should be submitted along with application form and a convener should be appointed to administer each study group's affairs.
- Article 5. Study groups can decide where and how they meet. All participants should attend all meetings on time.
- Article 6. At the end of study group meetings, each group should post their learning reflection on the MCU Study Groups section of the Human Resources Division website to share their learning and as a basis for outstanding study group evaluation.
- Article 7. Each study group should post at least six papers on the MCU Study Groups website every year.
- Article 8. Total budget of 50,000 NTD per semester is available for all study groups to purchase books or materials. All receipts should be verified two weeks before the end of each semester. In general, each study group may receive 5,000 NTD per semester. If many study groups are established, they will equally share the available budget.
- Article 9. All participants will receive learning verification in their Lifelong Learning Passports at the end of each semester.
- Article 10. All study groups should share their learning reflections in an Administrative Council Meeting or a staff seminar during summer or winter breaks.
- Article 11. Upon being passed at the Administrative Council Meeting, these procedures were implemented and approved by the president. Any revision must follow the same procedure.