

- I. Purpose:** In order to cultivate students' critical thinking ability and stimulate independent learning, under the subsidy of the Higher Education Sprout Project, MOE.
- II. Target:** Undergraduate and graduate students of the University.
- III. Eligibility:** Students who are enrolled in the University can apply for the formation of a study group with four or more members. A member may not apply to two groups simultaneously, but participation in multiple groups is allowed.
- IV. Types of Application:**
Members of the study group are free to choose the reading topics of interest, including classical literature, English professional knowledge, community, economy, environment, society, interdisciplinary and other diversified topics. There are two options of the Chinese group and the English group for students' signing up when a study group is set up. The English group is limited to use English books and sign up for the groups of discussion.
- V. Methods**
1. Each study group will have a leader to organize the affairs of the group and to promote the reading culture of its members.
 2. Each group is required to recruit a tutor, who can be a staff member or a graduate student of the University.
 3. In order to maintain the practical function of the group for mutual exchanges, the number of members should be around 4-7.
 4. The approved study group will be given subsidies for the books they apply for.
 5. The purpose of the study group is to enhance the members' enthusiasm for reading, and each member shall take turns to speak, either by giving guidance to reading or by oral presentation of learning experiences, in order to stimulate the members' reading skills and critical thinking ability.
 6. The study group will be held in any form or place, but punctuality and perseverance will be emphasized, especially the importance of not being absent.
 7. The study group will be a two-month basis, and it is best to hold one or two reading meetings per week. A study group must hold at least six meetings, and it is required to follow the progress exactly and record the progress report after each reading meeting.
 8. The study group should be conducted by following the announced schedule and related rules. If, for personal reasons, you are unable to complete a study group activity on time or participate in the activity to the end, you cannot ask for a postponement of the study group activity on the basis of human factors after the event.
 9. The team that completes the uploading of the reading reflection and progress report at the end of the semester will be rewarded according to the review scores of the study group.
- VI. Grant Programs:**
1. The amount of subsidy for book purchases shall be NT\$5,000 each group for the Chinese group and NT\$7,000 each group for the English group (books and discussions shall be in English only, and reading reflection reports and progress reports shall be written in English), and each member of the study group shall be allowed to own the books he/she has read.
 2. The subsidy only covers the purchase of books that have been approved by the study group, and the amount of subsidy for a single book cannot exceed the amount originally applied for; if an approved book is no longer available for sale, the subsidy cannot be used to purchase a book that has not been approved. The subsidy does not include the cost of photocopying materials, transportation, meals, or instructor's fees.
 3. Textbooks and reference books are not allowed to be applied for, and violating this, all book subsidies for the team will be canceled.

4. In order to assist students in passing the English graduation threshold, any student who organizes an English Study Group will be subsidized the purchase of books for the examination.
5. The book that receives a subsidy must be uploaded with a reading reflection report without plagiarism. The progress report for the book must be uploaded at least 6 times per team, and the progress report for each reading meeting must be documented with 4 photos and filled out using the Progress Report Form (Appendix II).
6. The book subsidy will be provided only after the completion of the uploading of the results at the end of the period, and students are requested to advance the money first.
7. If the book subsidy does not meet the requirements of the subsidy, the subsidy may be canceled.

VII. Application for Reimbursement:

1. After the receipts or uniform invoices are prepared, they should be submitted together with the Application Form for Book Purchase Grant (Appendix I) and other relevant proofs of expense to the Teaching Excellence Center during business hours within one month after the approval and announcement of the study group to complete the application for expenses.
2. Receipts and uniform invoices must meet the following requirements and be accompanied by a list of **books purchased**:
 - 1) Exemption of uniform invoice, receipts must be affixed respectively by the store stamp carrying its business ID number and the seal of the legal representative, and the buyer is Yuan Ze University.
 - 2) If cash register based uniform invoices, they must be typed with the business ID number **00966880**. Those without business ID number, they must be affixed by the special seal of the uniform invoice and written the business ID number.
 - 3) Duplicate uniform invoice: the buyer is Yuan Ze University.
 - 4) If electronic invoices, they must be provided together with the certified slip carrying the business ID number **00966880** and the transaction details, and printed in A4 size. If the electronic invoice that can be issued showing the business ID number by the vendor is only in triplicate, then choose the triplicate invoice and make it payable to Yuan Ze University.
 - 5) Presenting the triplicate invoice for reimbursement application will be not accepted. If there is any error in the invoice and it needs to be corrected, you should contact the vendor directly.

VIII. Other Related Regulations:

1. The Teaching Excellence Center has cooperated with the Office of Information Services to set up a dedicated website for the “Study group”. All teams are requested to register for completing the application form online, and all the applications for book purchase will be reviewed online. The progress of the six discussions, the reading reflection reports and the photographs of each team should be uploaded to the website for online assessment.
2. The registration website for the book club is as follows
<https://lib.yzu.edu.tw/ReadingGroup/Default.aspx>
3. For the Chinese and English study group, the following prizes will be awarded: one special merit winner - NT\$12,000, two merit winners - NT\$8,000, and three honorable mention winners - NT\$6,000. The organizer has the right to adjust the awards according to the participation situation of the current semester. The winners of the awards will be presented with certificates as a token of encouragement, and the outstanding groups will be required to share their reading experience and operation process.

IX. Grading Criteria:

	Reading Reflection Report				Progress Report
Marking Scheme	Inspiration and Creativity	Content	Structure	Rhetoric	Operation
Scoring Ratio	30%	20%	20%	10%	20%
Scoring	1. Inspiring	1. The content	1. With a sense	1. Correct	1. Appropriate

Points	2. Insightful	is relevant to the topic 2. Complete description 3. No plagiarism or rewriting	of continuity 2. Clear hierarchy	grammar, diction, and spelling 2. Accurate semantics	distribution 2. Attendance 3. Member communication
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Supplementary Notes.

1. You should focus on the content of the book for writing your reading reflection, linking it to your personal life experiences, expressing your own views and comments or those of your fellow group members, and do not use too many book excerpts when summarizing the main points of the book.
2. At least 6 progress reports should be submitted, and each report should record 4 photos of the event.

X. 1132 Theme-based Study Group Schedule

Item	Period	Time	Remarks
Awards / Sharing	114.02.26	12:00~14:00	113-1 Theme - based Study Group Winner and Experience Sharing.
Announcement & Application	114.02.10-114.03.09	3 weeks	Announcement & Application for 113-2 Theme - based Study Group.
Book list upload	114.02.10-114.03.09	3 weeks	Adds books and submits the application online.
Book list Inspection	114.03.11-114.03.18	1 week	Committee members inspect the book lists.
Announcement of Subsidized Groups	114.03.19	1 day	Announced by TEC online.
Application for Expenses	114.03.24-114.04.18	1 month	Supporting Documents: Books Procurement Receipts. The book list must be audited and approved by TEC.
Period of Execution	114.03.24-114.05.25	2 months	2 months execution of each subsidized group.
Submission of Reports	114.05.19-114.05.25	1 week	Upload final reports , photos , and the progress of the program.
Evaluation of Reports on Experience-Sharing	114.05.27-114.06.03	1 week	Evaluated by TEC.
Announcement of Winners	114.06.05	2 days	Announced by TEC on line.
Fill in receipt	114.06.05-114.06.13	1 week	Winners fill in receipt.
The leader of the winning group should go to the Teaching Excellence Center (TEC) to fill out the award receipt. Prize money will be taxed according to tax regulations, and the distribution of the prize money will be coordinated by the group leader and members. TEC will not intervene. Please keep in touch via email, as the winning groups are required to participate in the awards and experience sharing session in the following semester.			
Apply for reimbursement	114.06.16	1 day	Reimbursed by TEC. (Adjustments will be made according to the closing time announced by the accounting office.)
Experience Sharing	114-1 semester (114.09) Wednesday of the second week of the semester	12:00~14:00	The experience sharing session will be held at noon on the Wednesday of the second week of the semester. Winning teams must email their presentation files to the organizer. (Note: Location will be announced separately) Winners need to submit Experience-Sharing slides.