

Implementation Guidelines for Student Club Advisors at National Yunlin University of Science and Technology

- Approved on August 6, 1991, at the 2nd Administrative Meeting
- Approved on March 14, 2005, at the 2nd Student Affairs Meeting
- Amended on January 11, 2007, at the 1st Student Affairs Meeting of the 95th Academic Year
- Amended on September 17, 2013, at the 1st Expanded Administrative Meeting of the 102nd Academic Year
- Amended on November 19, 2019, at the 3rd Administrative Meeting of the 108th Academic Year

1. Purpose

These guidelines are established to improve the academic research atmosphere, enhance students' knowledge and skills, cultivate noble character, encourage legitimate extracurricular activities, and develop handling and leadership abilities.

2. Appointment of Club Advisors

- (1) Clubs may select a faculty member (including external faculty) who specializes in the field relevant to the club's activities. The selection should be reported to the President through the Office of Student Affairs one month before the end of each academic year, with an appointment period of one year. If the evaluation is good, the advisor may be reappointed for the following term.
- (2) In principle, each advisor will guide only one club.
- (3) Each club will generally appoint one advisor. If additional advisors are needed, the club must submit a special request for approval from the President.
- (4) If the advisor is unable to continue guiding the club or fails to perform their duties according to the university's regulations, the club, in collaboration with the Office of Student Affairs, will discuss and submit a request to the President for a new appointment.
- (5) According to the regulations of the Sexual Harassment Prevention Law, individuals with a criminal record for sexual offenses or those who have been investigated and found to have committed sexual harassment, assault, or bullying, and have been dismissed or not reappointed by the relevant authority, cannot be appointed as advisors.

3. Evaluation of Club Advisors

- (1) Each club must fill out an "Advisor Evaluation Form" before the end of each academic year and submit it to the Extracurricular Activities Section as a basis for the advisor's reappointment.
- (2) If the evaluation result is unsatisfactory, the Extracurricular Activities Guidance Unit may schedule a separate meeting with the club for further discussion before making the final evaluation.

4. Duties of Club Advisors

- (1) Establish the correct purpose of the club and guide students in understanding club knowledge and concepts, promoting a good campus culture.
- (2) Guide club activities and assist students in carrying out related work, solving problems, and addressing difficulties.
- (3) Attend club gatherings or activities and provide guidance (excluding before semester exams), and sign the attendance sheet during these activities.
- (4) Attend meetings of club advisors and assist the university in handling special issues or significant incidents related to club activities.
- (5) Guide student clubs in participating in both internal and external competitions.
- (6) For major off-campus events or activities involving safety concerns, the advisor may accompany the team.
- (7) Advisors may recommend students for awards or disciplinary actions based on their achievements or serious faults by consulting with the Extracurricular Activities Guidance Unit.

5. Advisor's Activity Compensation

At the end of each semester, club advisors will receive an activity stipend based on the number of hours they guide the club, up to a maximum of two hours per week, in accordance with the teacher's hourly pay standards. This will be calculated based on a 16-week semester and is not limited by the advisor's professional teaching hours.

6. Awards for Outstanding Advisors

Advisors who demonstrate enthusiasm, responsibility, and excellent performance in guiding students may be nominated by club leaders for the "Outstanding Student Club Advisor Award" according to the guidelines. The award will be evaluated by the Extracurricular Activities Section, and successful candidates will be recognized by the President or rewarded with promotion points.

7. Implementation

These guidelines will be implemented after being approved by the administrative meeting and authorized by the President. The same applies when amendments are made.