

# **Guidelines on Student Participation in Student Clubs and Student Association Service Education Courses**

Approved on:  
3<sup>rd</sup> Student Affairs Division Meeting of 2017-Academic Year on 11-10-2017  
3<sup>th</sup> Student Affairs Division Meeting of 2022-academic year on 16-03-2022

1. These regulations are established to encourage students of NSYSU (hereinafter referred to as the University) to actively enhance skills of communication, organization, problem solving and leadership through serving as officers or representatives of the Student Association or clubs and to learn to participate in public affairs and serve the society.
2. The service Learning courses are directed by the Service Learning Division of the Si Wan College and the Student Life and Career Development Division assists with setting up the course.
3. These regulations are applicable for (Enrolling students with formal student status in the University):
  - (1) President, Vice-President and officers of the Student Association
  - (2) Members and officers of the Student Council
  - (3) Members of the Dormitory Self-Governing Committee
  - (4) Officers of student clubs (formal clubs or probation clubs only)
  - (5) Members of Student Club Funding Subsidy Review Committee
  - (6) Members of Student Club Evaluation Committee
  - (7) Student representatives of the University committee meetings
  - (8) President, Vice-President, and officers of Graduate Student Association
  - (9) Captains of student sports teams
4. Every student is entitled to a maximum of 10 points per semester for taking part in service learning. For each completed course and 18 earned points, one credit is awarded.
  - (1) The president and vice president of the Student Association and Student Council, leaders of student clubs, minister of Dormitory Self-Governing Committee, president and vice president of Graduate Student Association and captains of sports teams shall be commended points upon evaluation of actually content of service. The maximum is 9 points per semester.
  - (2) The officer of the Student Association, Student Council, student clubs and Graduate Student Association, and members of the Student Club Funding Subsidy Review Committee, Student Club Evaluation Committee shall be commended points upon evaluation of actually content of service. The maximum is 6 points per semester.
  - (3) Student representatives of the University faculty committee meetings will be entitled to 3 points per meeting per semester. (The attendance rate of each meeting has to exceed 60%).
5. Officer of Student Association, Student Council, student clubs, S Student Club Funding Subsidy Review Committee, and Student Club Evaluation Committee shall apply for Certificate of Service at the Student Life and Career Development Division of the Office of Student Affairs. Dormitory Self-Governing Committee members shall apply for Certificate of Service at the Student Assistance Division, Office of Student Affairs. Officer of Graduate Student Association shall apply for Certificate of Service at the Counseling and Career Development Division, Office of Student Affairs. Student representatives of faculty committee meetings shall apply for proof of meeting attendance from related administrative offices as the Certificate of Service. Students shall apply for the aforementioned certificates of service depending on his or her own duty served.

Applicants shall attach “NSYSU Point Card for Participation in Student Association Service Learning Courses” (Appendix 1), “Evaluation Form for Participation in Student Association Service Learning Courses” (Appendix 2), and Certificate of Service.

The accreditation process will only be performed upon students’ application. The point accreditation periods are in the fourth week of May and December each year. The applicant shall apply for adequate accreditation and provide it to the course instructor for approval.

6. This Regulation is implemented upon approval at Student Affairs Division Meeting. The same procedure applies for future amendments.

## NSYSU Point Card for Participation in Student Association Service Learning Courses

Appendix 1

<b>Contact Information</b>	Name:	<b>Applicant Qualification</b>	<input type="checkbox"/> 1. Officer of Student Association / Student Council <input type="checkbox"/> 2. Officer of Dormitory Self-Governing Committee <input type="checkbox"/> 3. Member of Student Club Funding Subsidy Review Committee or Student Club Evaluation Committee <input type="checkbox"/> 4. Officer of _____ Club <input type="checkbox"/> 5. Student Representative of School Committee Meeting <input type="checkbox"/> 6. Officer of Graduate Association <input type="checkbox"/> 7. Captain of Sports Team
	Tel.:		
	E-mail :		

NO.	Student ID Number	Name	Duty	Maximum Points	Official Use (Accreditation Office)	
					Points Approved	Stamp Approval of Case-related Staff
1.				3 / 6 / 9		
2.				3 / 6 / 9		
3.				3 / 6 / 9		
4.				3 / 6 / 9		
5.				3 / 6 / 9		
6.				3 / 6 / 9		
7.				3 / 6 / 9		
8.				3 / 6 / 9		
9.				3 / 6 / 9		
10.				3 / 6 / 9		
11.				3 / 6 / 9		
12.				3 / 6 / 9		
13.				3 / 6 / 9		
14.				3 / 6 / 9		
15.				3 / 6 / 9		

**Notes :**

1. The period for application for point accreditation is the fourth week of May and December each year.
2. Applicants shall include all documentary evidence with their application as required by the Regulation.
3. The application is processed according to the NSYSU Regulations for Student Participation in Student Clubs and Student Association Service Education Courses.
4. After the approval by the Student Life and Career Development Division, the original copy will be sent to the Si Wan College. One copy will kept at Office of Student Affairs for retention of record.

<b>Stamp/Signature of Evaluation and Accreditation Offices</b>	Instructor of Service Learning or Club	Director of Student Life and Career Development Division, Office of Student Affairs

## NSYSU Evaluation Form for Participation in Student Association Service Learning Course

Appendix 2

Student ID Number:	Name:	Department/Institute:
<b>Applicant Qualification:</b> <input type="checkbox"/> 1. Officer of Student Association / Student Council <input type="checkbox"/> 2. Officer of Dormitory Self-Governing Committee <input type="checkbox"/> 3. Member of Student Club Funding Subsidy Review Committee / Student Club Evaluation Committee <input type="checkbox"/> 4. Officer of _____ Club <input type="checkbox"/> 5. Student Representative of School Committee Meeting <input type="checkbox"/> 6. Officer of Graduate Association <input type="checkbox"/> 7. Captain of Sports Team	<b>Time of Service</b>  (ex. 2018-1)	<b>Name of Position:</b>
Mobile Phone:	E-mail:	
Record of Preparation and Learning	(What did your seniors pass on to you when you took the position?)	
Execution and Participation	(Please list all events and content of work during your time on the position)	
Thoughts on the Experience		
Other Special Matters		
Self-Evaluation	(What grade would you give yourself on your service experience?)	

Stamp/Signature of Evaluation and Accreditation Offices	Instructor of Service Learning or Club	Director of Student Life and Career Development Division, Office of Student Affairs

