

文藻外語大學學生社團運用教育部獎補助私立技專校院整體發展經費購置設備辦法

Guidelines for the Procurement of Equipment by Student Organizations Using the MOE Holistic Development Subsidies for Private Technology and Vocational Colleges

102 年 12 月 17 日學生事務會議通過
Approved at the Student Affairs Committee meeting on December 17, 2013
102 年 12 月 27 日經校長核定
Ratified by the University President on December 27, 2013

第一條 文藻外語大學(以下簡稱本校)，依據「教育部獎補助私立技專校院整體發展經費核配及申請要點」規定，應提撥相關預算，以購置學生社團活動所需之器材設備，特訂定「文藻外語大學學生社團運用教育部獎補助私立技專校院整體發展經費購置設備辦法」(以下簡稱本辦法)。

Article 1. The Wenzao Ursuline University of Languages (hereafter referred to as “the University”) has instituted these Guidelines in accordance with the Directions Governing the Authorization and Application of the MOE Holistic Development Subsidies for Private Technology and Vocational Colleges, by which the University is required to allocate appropriate budget to its student organizations for the procurement of necessary equipment.

第二條 本經費補助各社團採購設備之規定及原則如下：

Article 2. Regulations and directions for subsidizing the procurement of equipment by student organizations are as follows:

- 一、 該設備需符合社團發展宗旨
The equipment is in accordance with the mission of development of the student organization.
- 二、 該社團積極配合參與校內外活動
The student organization actively cooperates and participates in campus-wide and off-campus events.
- 三、 該社團積極參與全國性活動競賽
The student organization actively participates in national events and competitions.
- 四、 該設備配合教育部政策及社會趨勢
The equipment is in accordance with MOE policies and social trends.
- 五、 該設備符合改善重要場地設備需求(含戶內外)
The equipment serves to improve the functions of important venues (both indoor and outdoor).
- 六、 該設備之採購需符合教育部之規定
Procurement of the equipment must comply with MOE regulations.

第三條 申請資格

Article 3. ELIGIBILITY

- 一、 本校核准成立半年以上之正式學生社團。

Student organizations officially approved by the University and operating for more than six months.

二、社團評鑑成績 80 分以上。

A final score of 80 or above in the student organization evaluation.

第四條 申請程序：前一年度 5 月 31 日前，填妥申請表向課外活動指導組提出申請。由課外活動指導組進行資格審查並依文藻外語大學學生社團財產管理辦法第二條第二款排序，陳請學生事務長審認並經學生事務會議同意後，提交本校技專校院整體發展經費專責小組審議定案，報請教育部核定後公告週知。

Article 4. PROCEDURE: Student organizations that wish to apply must fill in the application form and submit it to the Extracurricular Activities Section before May 31 of the previous school year. The Extracurricular Activities Section conducts qualification review and sequences the applications according to clause 2 of article 2 in the Wenzao Ursuline University of Languages Guidelines for Student Organization Property Management. The list is to be approved by the Dean of Student Affairs and the Student Affairs Committee meeting, after which it is sent to the University's Holistic Development Subsidies for Private Technology and Vocational Colleges Committee for final determination. The final list is submitted to the Ministry of Education for authorization and announcement.

第五條 社團設備實際採購之項目與金額，須視教育部當年度補助之經費而定。

Article 5. The actual procurement items and granted funding is to be determined by the actual amount of MOE subsidy of the year.

第六條 社團設備由總務處依學校採購法規定購置及登錄財產增加紀錄；課外活動指導組負責驗收；社團負責人完成學生社團財產領用程序後，該設備列為社團財產。

Article 6. Student organization equipment is to be purchased and registered for property accession by the Office of General Affairs in accordance with The University Procurement Act. The Extracurricular Activities Section conducts the acceptance procedure. The equipment is to be listed as student organization property after the president of the student organization completes the student organization property registration procedure.

第七條 各社團應依「文藻外語大學學生社團財產管理辦法」保管使用並應建立財產保管人名冊；負責人應負財產保管及督導責任，並於卸任時辦理財產點交手續，點交清單副本需陳報課外活動指導組備查，以明責任。

Article 7. Student organizations should follow the Wenzao Ursuline University of Languages Guidelines for Student Organization Property Management and produce a list of property custodians. The persons in charge are responsible for the safekeeping and supervision of the property, and should conduct property inspection and review when relieved of their duties. A copy of the inspection and review record should be submitted to the Extracurricular Activities Section to clarify responsibilities.

第八條 社團財產之減損報廢應填具「財產減損報廢單」，經課外活動指導組審核且經總務處報廢行政程序核准後，方可辦理。

Article 8. In the case of property disposal, student organizations must complete the Property Disposal Form and submit it to the Extracurricular Activities Section for authorization. The application is only valid after the Office of General Affairs authorizes the disposal administrative procedure.

第九條 本辦法經學生事務會議通過，陳請校長核定後實施，修正時亦同。
Article 9. These Guidelines become effective after approval by the Student Affairs Committee meeting and ratification by the President. Amendments must follow the same procedure.