

Wenzao Ursuline University of Languages
Guidelines Governing Funding of Student Organization Activities from the
Subsidy for Student Affairs and Counseling

Approved at the Student Affairs Committee meeting on October 13, 2009

Ratified by the President on November 5, 2009

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Ratified by the University President on August 8, 2013

Approved at the Students Affairs Committee meeting on December 17, 2013

Ratified by the University President on December 27, 2013

Amended and Approved at the Students Affairs Executive Committee meeting on April 12, 2017

Ratified by the Dean of Student Affairs on April 27, 2017

Article I. These Guidelines are formulated in accordance with the the principle set by the Ministry of Education and the University to use the "Student Affairs and Counseling Subsidy" (hereinafter referred to as the "Subsidy") specifically for student affairs and counseling, and to encourage students to engage in autonomous learning and to organize extracurricular activities, thereby enhancing students' capacity for self-government.

Article II. Funding categories:

1. Training sessions and exchange activities of leaders and officers of student organizations, and officers of the Student Union
2. Campus-wide academic events
3. Campus-wide lectures
4. Campus-wide arts and cultural events
5. Student organization presentations and shows
6. Recommendation for participation in intercollegiate competitions
7. Activities that promote the development of junior high and elementary school student organizations and community services
8. Producing copies of extracurricular activities guidelines, overviews of student organizations, and other documents that contribute to the sound development of student organization systems

Article III. Funding principles:

1. The content of the activity/event meets the University development objective.
2. Funds are allocated based on the rankings of last school year's student organization evaluation scores starting from the highest.
3. Student organizations listed as the University's priorities for development or counseling
4. Student organizations with smooth administrative operation and which work actively with academic and administrative units
5. Prior recipient of the Subsidy with outstanding achievements

Article IV. Procedure:

1. Student organizations and the Student Union should submit their activity budget plan for the next semester during the winter and summer vacations. The list of activities granted funding and the amount of funding are then determined by the Student Union Budget Review Committee convened by the Extracurricular Activities Section.
2. For authorized activities that have been granted the fund, the procedures of application follow that of the general extracurricular activities, except that the accounting voucher should contain a note indicating that the activity has been "funded by the Subsidy for Student Affairs and Counseling".

3. If the payment vouchers fail to comply with the Guidelines, the granted fund from the Subsidy will be canceled.
4. After the funded activities have come to an end, student organizations must submit the following documents to the Extracurricular Activities section for review within one month: activity application, a copy of the proposal, records of execution, performance report, minutes of the review meeting, budget and expenditure balance sheet, and statistical tables of questionnaires answered by activity participants.

Article V. Miscellaneous regulations:

1. For student organization presentations and shows hosted in the Auditorium of the University, a minimum of 300 participants is required. If the number of participants is less than 300, 50% of the funding will be deducted and the student organization will not be allowed to apply to use the Auditorium in the following academic year.
2. Student organizations with authorized applications must send representatives to attend designated training sessions and lectures, and ensure that the venue is restored to the original state after use. Failure to comply will result in the cancelation of the granted funding.

Article VI. The Guidelines become effective after they are approved by the Students Affairs Executive Committee and ratified by the Dean of Student Affairs. Revisions must follow the same procedures.