

Wenzao Ursuline University of Languages

Guidelines Governing Participation and Management of Student Clubs

Approved at the Executive Meeting of the Office of Student Affairs on August 29, 2016

Ratified by the Dean of Student Affairs on October 5, 2016

Revised and approved at the Executive Meeting of the Office of Student Affairs on March 24, 2021

Ratified by the Dean of Student Affairs on November 4, 2021

Article I. Participation in student clubs:

1. Except for the students in their first, second, and third years of 5-year Junior College Program who must participate in at least one student club, all students at the university, regardless of the academic year and grades, are free to choose whether they want to participate in a student club.
2. After the consent of the president and instructor of the club, a member of a student club who wishes to withdraw from the club or transfer to another club should apply to the Extracurricular Activities Section.

Article II. Management of attendance and absence:

1. All student clubs or organizations should stipulate their own leave regulations, but the regulations should not affect members' conduct grades or damage their dignity and there should not be any regulation that may lead to physical punishment or illegal possession of property.
2. All student clubs should manage and keep records of all members' application for leave of absence.

Article III. Delisting:

1. When a member has failed to attend one half of the club's meetings (including activities), or under special circumstances, the member's name may be delisted from the student club with the approval of the members' meeting.
2. The person in charge of the student club should provide relevant proof (such as journal of the club, record of attendance and meeting minutes) to the Extracurricular Activities Section for record-keeping.
3. The member who has been delisted is entitled to appeal to the Extracurricular Activities Section, and the competent authority will hold a meeting to review the appeal.

Article IV. Student club rules or conditions related to recruitment of members or management of club affairs should not violate the Gender Equity Act, such as

practicing gender restriction.

Article V. Student clubs should follow the regulations of the Personal Information Protection Act in managing membership information, and such information should not be used by a third party without the prior consent of the members. When organizing activities or when considered necessary for management, the membership information can be used only with the written consent of the member.

Article VI.

The application of exemption from participation in student organizations:

1. Eligibility: Every semester, students in one of the following situations may apply to the Extracurricular Activities Section to be exempt from participating in student organizations.
 - a. Students whose academic record denotes failed and have earned $\frac{1}{2}$ of the credits for which they have registered.
 - b. Students who failed the mid-term and earned $\frac{2}{3}$ credits for which they have registered.
 - c. Other special circumstances.
2. Application materials
 - a. Students must complete applications, submit them to their class supervisors for an opinion and attach copies of (mid-semester or end-of-semester) transcripts.
 - b. Students in other special circumstances should attach relevant documentation.
3. Time for Application
 - a. Within two weeks of the beginning of each semester.
 - b. Before the end of the 3rd week after mid-term exams.
4. Procedures of Reviewing applications
 - a. Fill in the application form and be ratified by the leader of the Extracurricular Activities Section and Dean of Student Affairs.
5. Effectiveness
 - a. Students who submit applications at the beginning of a semester may be exempt from participating in student organizations for the current semester.
 - b. Students who submit applications mid-semester may be exempt from participating in student organizations for the remaining of the current semester.

Article VII. The Guidelines become effective after they are approved by the Executive Meeting of the Office of Student Affairs and ratified by the Dean of Student Affairs.

Revisions must follow the same procedures.