

Asia University
Advising Guidelines for Extra-Curricular Activities

2002.05.27 Approved by the 2nd Student Affairs Meeting of the 2001 Academic Year
2005.06.22 Amended the name of university regulations (Asia University) by the 5th University Affairs Meeting of the 2004 Academic Year
2011.01.27 Amended Article 1, 15, and 17 by the 2nd Student Affairs Meeting of the 2010 Academic Year
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2013.01.09 Amended Article 2, 6 and 9 by the 1st Student Affairs Meeting of the 2012 Academic Year
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- Article 1 Advising Guidelines for Extra-Curricular Activities are specifically established to advise students to participate in organizations, enhance extra-curricular activities and cultivate the self-government ability. (hereinafter referred to as the "Guidelines")
- Article 2 Every student organizations should have an advisor or coach in accordance with Advisor Guidelines for Student Organizations to advise for actual learning requirements and submit the application and relevant documents to Extra-Curricular Activities Section. Extra-Curricular Activities Section submits to Dean of Student Affairs for approval.
- Article 3 When student organizations hold the first and the last meeting of the semester or different activities, advisors or relevant staff from Extra-Curricular Activities Section should be invited in advance.
- Article 4 Student organizations should record every meeting for future reference.
- Article 5 If a student organization does not follow the procedure from the proposal and it is verified, guidance will be provided
- Article 6 Student organizations should post notices and announcements according to Advertising Guidelines for Announcement of Student Organizations.
- Article 7 Student organizations should make a detailed plan and be fully prepared for every activity, especially disturbances and safety issues.
- Article 8 Office of Student Affairs should hold the president meeting every semester to discuss about extra-curricular affairs and establish communication among student organizations.
- Article 9 Office of Student Affairs should hold the advisor meeting at least once every semester.
- Article 10 Student organizations should follow Parliamentary Law and meeting regulations of Ministry of the Interior to hold meetings.
- Article 11 Student organizations should elect presidents at least once every academic year. Elections should be scheduled in 2-5 weeks before the final exam of every Spring semester and the hand-over ceremony should be open.
- Article 12 All presidents should attend training activities more than twice. (but not limited to new

organizations within a year)

Article 13 Extra-Curricular Activities Section of Office of Student Affairs can randomly check the account book when necessary and announce the result for public trust.

Article 14 Student organizations should properly store various documents of activities, account, photos and meetings for transition.

Article 15 Student organizations will be evaluated according to Evaluation Guidelines for Student Self-government and Other Organizations.

Article 16 Student Union resolves and reports to Office of Student Affairs if a student organization does not have any activities for the entire academic year, violates laws, University regulations and the mission, or gets involved in inappropriate affairs.

Article 17 The guidelines have been approved by Student Affairs Meeting and ratified by the principal for implementation. The same procedure should also be followed for amended guidelines.