

## Asia University

### Evaluation Guidelines for Student Self-government and Other Organizations

2002.05.27 Approved by the 2<sup>nd</sup> Student Affairs Meeting of the 2001 Academic Year  
2005.06.22 Amended the name of university regulations (Asia University) by the 5<sup>th</sup> University Affairs Meeting of the 2004 Academic Year  
2011.01.27 Amended Article 3, 6, 8 and 10 by the 2<sup>nd</sup> Student Affairs Meeting of the 2010 Academic Year  
2011.06.30 No.1000008305 Issued by Office of Secretariat  
2013.01.09 Amended Article 3 by the 1<sup>st</sup> Student Affairs Meeting of the 2012 Academic Year  
2013.02.25 No.1020001556 Issued by Office of Secretariat

Article 1 Evaluation Guidelines for Student Self-government and Other Organizations (hereinafter referred to as the "Guidelines") are specifically established for pursuing holistic education, encouraging students to actively participate in activities of student organizations, evaluating teamwork spirit and responsibility of self-government and other organizations, improve organization features and complement the development of activities to practice schooling.

Article 2 According to the Guidelines, student self-government and other organizations are going to be evaluated. Every student organizations of the university should be evaluated.

Article 3 Extra-Curricular Activities Section of Office of Student Affairs evaluates and advises all student organizations. In the middle of November of every Fall semester, Extra-Curricular Activities Section announces evaluation date and place for student organizations.

Article 4 The grade is evaluated by percentage. The evaluation includes 4 parts, Organization, Activity, Finance and Office Maintenance. Please refer to Attachment 1 for respective evaluation standards and score distribution.

Article 5 All student organizations should prepare relevant documents of annual operation and performance for evaluation. Documents has to be placed at the designated place on the evaluation day and every student organization needs to assign a representative at present to explain or answer questions. If there is no representative and the evaluation team evaluates according to the presented information, the student organization can not appeal for right infringement. The evaluation team gives score based on presented information and may ask or read to evaluate results or presented documents, so a representative can actively explain in order to improve evaluation efficiency; but interfering in the process is not allowed.

Article 6 Evaluation result and merits:

- (1) Excellence (score 90 or higher): Student organizations receive monetary awards and certificates. The president is awarded three minor merits and 7-9 officers performing well are awarded three commendations.
- (2) Grade A (score 80-89): Student organizations receive monetary awards and certificates. The president is awarded two minor merits and 5-7 officers performing well are awarded two commendations.
- (3) Grade B (score 70-79): Student organizations receive monetary awards and certificates. The president is awarded one minor merit and 3-5 officers performing well are awarded one commendation.
- (4) Grade C (score 60-69): The student organization can not apply for an office next academic year.

(4)Grade D (score 59 or lower): The student organization can not apply for an office next academic year and need to be strongly advised.

Article 7 Evaluation results will be announced after two days and the score will be the key factor for a student organization to apply activity budgets or an office for the next academic year.

Article 8 If a student organization does not attend to be evaluated for no reason, it is not allowed to apply activity subsidies and an office for the next academic year (semester).

Article 9 If a student organization is one of the 3 worst organizations and the score is below 60 for the annual evaluation of student organizations, the organization should hold a review meeting and invite the advisor and the representative of Extra-Curricular Activities Section to attend within a month.

Article 10 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.

Attachment 1

**Asia University Evaluation Standard Chart of Student Organizations**

**I. Organizational Performance (70%)**

**1. General Items (35%)**

Item	Detail	Key Points
Operation <u>25%</u>	Charter <u>5%</u>	1. Is the charter specific or clear? <u>For example, does it include organization mission, the general meeting and its duties, officer structure, rights and duties of members, methods of membership dues, election and recall?</u>
		2. Is it timely amended? <u>Explanation for previous and amended articles? Is every amendment date stated below the title of the charter?</u>
		3. Is it a sound organization? Is the distribution of responsibilities specific?
	Annual Project <u>10%</u>	1. Does it set up an annual project? <u>(including activity schedule)</u>
		2. Does it establish short, medium or long term projects? <u>Does the project include goals, implementation strategies, specific items, required budget and the access to resources?</u>
		3. Does the annual project fit the mission of the organization? <u>Any topics?</u>
		4. How has the organization implemented each annual activity according to the annual project? <u>Are there any implementation efficiency reports?</u>
	Operation <u>5%</u>	1. Is the organization managed by the charter? <u>How to build the cohesiveness?</u>
		2. Does it regularly hold the general meeting and officer meeting (or student association meeting)? <u>How is the attendance every time?</u>
		3. Does it have complete information of officers, members and the advisor? <u>Does it keep in touch with former members (alumni)?</u>
		4. How to select the president and other officers? What is the procedure? <u>Does it record elections? What is the measure for not reaching the threshold?</u>
		5. Is the organization transitioned completely? <u>Does the organization provide officer training?</u>
	Document Storage and Information Management <u>5%</u>	1. How complete are documents and efforts of various activities?
		2. Is every meeting or activity recorded in detail <u>(including a sign-up sheet)? Does the advisor sign the record sheet?</u>
		3. How computerized are documents of the organization? How is the management of the website?
Budget and Administration	Fund Control <u>10%</u>	1. Does the organization introduce sources, use and operation of funds? <u>Are there any specific financial regulations?</u>

of Funds <u>15%</u>		2.Does it open a budget account ( <u>not personal account</u> )? Does a particular person manage the account and does the organization publicly release fund information? <u>Does particular people respectively hold the bankbook and the seal?</u>
		3.Are annual expenditures recorded in detail? <u>Does the organization have a list of all activities and the annual budget report?</u>
		4.Are all receipts well organized? <u>Does a write-off certificate have the seal of audit on it? Are original and the copy of receipt stuck to specific areas? Can the write-off procedure be seen clearly?</u>
	Property Storage <u>5%</u>	1.Is the property inventory recorded clearly? How about using or borrowing and repairing record? <u>Does the organization takes photos of equipment?</u>
		2.Is there a specific storage system(regulation or measure)?

## 2. Activity Performance (45%)

Item	Detail	Key Points
Activity Performance 50%	Activities <u>25%</u>	1. How does the organization prepare and promote for activities?
		2. Are they all complete projects? Are all plans and contents comprehensive and creative?
		3. What effect does the organization have? How well do members participate in activities?
		4. Is there a review meeting for every activity? Is the meeting recorded in detail? Does the organization conduct a survey for every major activity for feedback analysis?
		5. Please briefly introduce the content of each activity based on the activity and size of the organization.
		6. Does the organization actively support and coordinate with the university to hold various activities? Please specify this kind of activities.
		7. What is the traditional or featuring activity?
		8. Does the organization actively participate in (or hold) off-campus or inter-school activities? How are results and efforts from competitions?
	Service Learning <u>20%</u>	1. Does the annual project include promotion for student organizations of elementary and junior high schools, community services, human rights education, character education, law-related education, life education and melancholy suicide prevention, gender equity education, IP right protection, dropout guiding, information, sports, compassion, global issues or environmental volunteering to accommodate with education policies? Does a plan have specific goals, target, location, time and implementation?
		2. Does the organization follow the right procedure? (1) Design (make proposals etc.), (2) Planning (community needs, signing service contracts etc.), (3) Implementation (parent's permission, service record etc.), (4) Evaluation (review meeting, diary, community interview etc.), (5) Benefits (understand community needs, sharing experience, before and after growth etc.)
3. How to present learning results? (celebration, review meeting, review diary, work diary, what members have learned etc.)		
Features and Warm Stories <u>5%</u>	Write down features and warm stories of the student organization (words+photos)	

## II. Administrative Performance (30%)

Item	Detail	Key Points
<u>Poster</u>	<u>Posting</u>	1. Apply for posting according to rules.

	<u>5%</u>	2. Tear down overdue posts voluntarily.
		3. Post on areas designated by the university.
<u>Equipment</u>	<u>Borrow</u>	1. Borrow equipment during the required period.
	<u>Equipment and</u>	2. Return equipment during the required period.
	<u>Venue</u>	3. Maintain equipment and no missing or damages.
	<u>15%</u>	4. Violation or bad records for borrowing venues.
<u>Office</u>	<u>Office Setting</u>	1. The office is neat and clean.
	<u>10%</u>	2. The setting of the office
		3. The setting of the evaluation stand