

**Asia University**  
**Advisor Guidelines for Student Organizations**

2013.01.09 Established by the 1<sup>st</sup> Student Affairs Meeting of the 2012 Academic Year  
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Article 1 Advisor Guidelines for Student Organizations are specifically established for promoting operations of student organizations and all student unions and advisors to provide guidance.

Article 2 Advisors' duties are as follows:

- (1) Advise the development of student organizations and internal affairs during the term.
- (2) Attend advisor meetings and support the university to solve special problems and major events of organization activities.
- (3) Advise students to participate in various competitions on and off-campus.
- (4) Participate in off-campus major events or other activities for safety concern.
- (5) Negotiate with Extra-Curricular Activities Section to recognize remarkable performance or discipline for serious misconduct.

Article 3 Eligible advisors should have the following conditions:

- (1) The advisor's professional knowledge and specialty or experience are related to the mission and should meet either of the following eligibility requirements:
  1. Teachers from elementary or junior high school (or higher education systems)
  2. Obtain a bachelor's degree or higher.
  3. Pass national examinations including senior or special examinations.
  4. Possess special skills and demonstrate outstanding performance; or win national or international awards.
- (2) The advisor should also be upright and show good behavior to become a great role model for student.

Article 4 Appointment Principals

- (1) Student organizations should consider the faculty as their advisor first. If the faculty does not have relevant specialty, it is allowed to appoint eligible people off campus.
- (2) Student organizations can have one advisor respectively and the advisor can be appointed by the student organization or the university with approval. Extra-Curricular Activities Section should sign and approve a project for student organizations to appoint more than one advisor.
- (3) Basically the appointment is a one-year term and the advisor can be reappointed.

## Article 5 Appointment Procedure

- (1) Presidents of student organizations and student associations should submit Advisor Basic Information to Extra-Curricular Activities Section in the first week of every fall semester to recommend advisors. Extra-Curricular Activities Section will assume that the student organization not submitting the document in time does not need an advisor and it is not allowed to apply for relevant expenses for that academic year.
- (2) If the selected advisor is not qualified for the position or can not take the position, the president of the student organization should recommend another advisor and follow the same procedure for appointment.
- (3) Office of Student Affairs reviews and approves the advisor. Dean of Student Affairs will ratify and issue a certificate of appointment.

Article 6 According to Article 23 of Sexual Assault Crime Prevention Act, Extra-Curricular Activities Section should submit the off-campus advisor's information for Ministry of the Interior to verify if the advisor has sex offender records. The advisor can be appointed if there is no sex offender record.

Article 7 A student organization should fully negotiate with the advisor before appointing a new advisor. The officer meeting should also be held and teachers of Extra-Curricular Activities Section are invited to attend the meeting. After passing the resolution and submitting the meeting record to Extra-Curricular Activities Section to review, the student organization can appoint a new advisor.

## Article 8 Allowances for Off-Campus Advisors

- (1) The university pays for guidance every semester in accord with regulations.
- (2) Guidance hours will be referred to Advisor Hours Log Sheet submitted by the student organizations.
- (3) Please propose a project for approval for special events.

## Article 9 Faculty Advisor Merit Rules

- (1) According to Regulations for Teacher Evaluation, an active faculty advisor can receive 2 points in evaluation average.
- (2) Add 2 points in evaluation average for advising the student organization to participate in competitions on campus and in townships to win the top three prizes or demonstrate outstanding performance.
- (3) Add 4 points in evaluation average for advising the student organization to participate in city or county competitions to win the top three prizes or demonstrate outstanding

performance.

(4) Add 2 points in evaluation average for advising the student organization to participate in the organization evaluation competition on campus to win the top three prizes.

(5) Merit points for advising the student organization to participate in the national organization evaluation competition to demonstrate outstanding performance are as follows:

	National Student Organization Evaluation
H i g h Distinction	+8
Distinction	+6
H o n o r a b l e M e n t i o n	+4

(6) Merit points for advising the student organization to participate in domestic or international competitions to win the top four prizes are as follows:

	Domestic or International Competitions
1 <sup>st</sup>	+10
2 <sup>nd</sup>	+8
3 <sup>rd</sup>	+6
4 <sup>th</sup>	+4

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.