

### **Key Points for Handling Violations of Borrowing Venues and Equipment by Student Self-Governing Organizations and Associations (NCHU)**

1. National Chung Hsing University (hereinafter referred to as "NCHU") has formulated the Key Points for Handling Violations of Borrowing Venues and Equipment by Student Self-Governing Organizations and Associations (hereinafter referred to as "Key Points") to maintain the venue management and activity equipment, and to cultivate students' good habits.
2. Violations are recorded on a semester basis. The first semester is from August 1 to January 31 of the following year, and the second semester is from February 1 to July 31. The violation points recorded in each semester will be reset on the first day of the following semester.
3. If a student association is registered with 3 points for violations, its right to borrow the venues and equipment will be suspended for two months, and the borrowed equipment shall be returned.
4. The points for violation will affect the priority of the venue and equipment borrowing. When many associations want to borrow at the same time, those with better performance will be given priority.
5. The performance of venues and equipment borrowing accounts for 10% of the total score of the association evaluation, and the evaluation results will affect the allocation priority by the association office. In the case of 1 to 2 points for violations accumulated in the school year, 1% of the total scores will be deducted for each point; in the case of 3 to 4 points for violations, 2% of the total scores will be deducted for each point; in the case of more than 5 points for violations, all scores will be deducted.
6. If an association has no record of violations in the semester, the right to borrow venues for the next semester will be extended to two months; in the case of 1 to 2 points for violations, the original borrowing right will be maintained; in the case of more than 3 points for violations, the borrowing right will be shortened to 30 days.
7. The violations will be announced on the website of the Extracurricular Group every month. If you have any questions, please immediately report to the person in charge of the venues and equipment management.
8. Violations will be notified in writing, and the person in charge of the relevant association shall sign for it to ensure that the association is indeed aware of the deduction. If you have any questions, please contact the person in charge of the venues and equipment of the Extracurricular Group within 3 days of receiving the violation notice. Applications filed after the said period shall not be accepted. Those who do not come to the Extracurricular Group to sign for receipt after being notified by phone, text message, or email within 7 days shall be deemed to have been notified and have waived the right to respond.
9. The Key Points shall be promulgated and implemented after approval by the Director of the Office of Student Affairs, and the same applies to amendments.