

NCHU Student Club Passport Regulations

Passed by Student Affairs Meeting dated December 9, 1998
Amended by Student Affairs Meeting dated January 17, 2003

Article 1 This regulation is established to set up a system of certificate to promote the development of student clubs.

Article 2 Subject which should register:

1. Students who are responsible for handling student club activities on and off campus (only students listed on the activity application form)
2. Students who attend student club activities and participate for over 10 hours.
3. Student club leaders or members who are responsible for handling service activities on and off campus.
4. Students who have good scores in competitions on and off campus.
5. Students who achieve top 6, merit award, honorable mention and judge's award in competitions off campus.
6. Students who are leaders in class, student clubs, Student Self-Government Associations and other student self-government groups.

Article 3 Ways to register in the passport:

1. Two weeks after the activity, student club leaders should fill out the related information of students who should be registered in the passport. Also, they should send the documents to student club instructors or other certification authorities for signature and approval and submit them to the Division of Extra Extracurricular Activities.
2. Students can go online to check their records after the Extracurricular Activities Division upload their information on the website. (Students can only check records of their current semester)
3. Students who need documents of their records should apply to the Division of Extra Extracurricular Activities.

Article 4 Authentication:

1. Activities on campus: Signed and approved by the instructors of the student clubs according to the register of attendees.
2. Activities off campus: Signed and approved by the hosting units.
3. Leaders of class, student clubs, department associations and Student Self-Government association and other self-government groups: Leaders should fill out related information and submit the documents to the Division of Extra Extracurricular Activities for approval before one month of the end of the semester.

Article 5 The regulations shall be implemented after being passed by the Student Affairs Meeting and approved by the President. Any amendments shall be processed accordingly.