

國立中山大學校友服務與聯繫獎勵要點

Guideline for Encouragement of Alumni Service and Liaison

104.09.30 本校 104 學年度第 1 學期第 3 次行政會議通過
105.03.09 本校 104 學年度第 2 學期第 1 次行政會議通過
105.03.11 本校 105 年度第 1 次校務基金管理委員會會議通過
107.04.11 本校 106 學年度第 2 學期第 3 次行政會議通過
107.12.17 本校 107 年度第 3 次校務基金管理委員會會議通過
108.10.30 本校 108 學年度第 1 學期第 5 次行政會議通過
108.12.06 本校 108 年度第 3 次校務基金管理委員會會議通過
111.10.05 本校 111 學年度第 1 學期第 3 次行政會議修正通過
111.12.09 本校 111 年度第 3 次校務基金管理委員會會議通過

Passed by the 5th Administrative Meeting of the fall semester of AY 2019/20 on 2019.10.30

Passed by the 3rd University Endowment Fund Management Committee Meeting in 2019 on 2019.12.06

Passed by the 3rd University Endowment Fund Management Committee Meeting in 2022 on 2022.12.09

一、為鼓勵本校各學院、系、所積極推動校友服務與聯繫，訂定本要點。

I. This Guideline aims to encourage all colleges, departments and graduate institutes of NSYSU to actively advocate alumni service and liaison.

二、本要點獎勵單位應符合下列基本條件：

II. The award winner under this Guideline shall meet the following basic conditions:

(一) 學院、系、所置有校友業務專責承辦人。

(1) The college, department, graduate institute has appointed a designated person charged with duties of liaison and service for the alumni.

(二) 學院、系、所已建置校友資訊網頁或建置校友互動平台（包含單位校友資訊網頁、FB 粉絲頁、LINE 群組等）。

(2) The college, department, graduate institute has installed alumni information pages or alumni interactive platforms on their websites (including the web page on alumni of the college, department or graduate institute, FB fans page, and LINE groups).

(三) 已成立學院、系、所校友會（含經政府立案或未立案之聯誼會）。

(3) Alumni association at the college, department, graduate institute level has already been set up (including the alumni clubs registered or not registered with the government).

三、得受獎勵之項目如下：

III. Award will be conferred to the following projects:

(一) 舉辦校友交流聯誼活動者，單一場次獎勵上限 7000 元，本項獎勵單位總計每年以 5 萬元為原則。

(1) Hosting alumni interactive activities, a prize of up to NT\$7,000 will be granted for each event. This item is based on the principle of NT\$50,000 per year.

1. 活動性質包含校友回娘家、聯誼餐會、體育賽會、戶外活動等
 - i. The nature of the event includes home coming of alumni, banquet, sports and games, and outdoor activities.
 2. 單一場次校友參加人數需達 10 人以上。
 - ii. At least 10 alumni should participate in each event.
 3. 活動結束後，需將活動成果紀錄置放單位網頁，供校友參閱。
 - iii. After the event, the record of the event shall be uploaded to the website of the college, department or graduate institute for the viewing of the alumni.
- (二) 提供校友亮點資訊經校友服務暨社會責任中心推廣者，獎勵上限以 3000 元為原則。
- (2) Providing alumni hot news through the publicity of the Center for Alumni Service and Social Engagement, a prize of up to NT\$3,000 will be granted.
1. 資訊內容以對本校形象有正面助益者，包含校友個人傑出表現或校友企業優良事蹟。前述校友企業指單位校友為該企業之代表或負責人者。
 - i. The content of the news should yield positive effect on the image of NSYSU, including the outstanding performance of individual alumni or the performance of the enterprises whom the alumni work with. The aforementioned alumni enterprise refers to the enterprise in which the alumni is the representative or person in charge.
 2. 亮點資訊含校外媒體露出或單位自行撰寫，另得搭配照片說明。
 - ii. Highlight information includes external media exposure or self-written by the unit, plus photo description.
- (三) 學院、系、所已建置校友互動聯繫平台，年度至少推播 3 則互動訊息者，例如：校友資訊網頁、FB 社團、LINE 群組等，獎勵上限以 1000 元為原則。
- (3) Respective colleges, departments, or graduate institutes have already established the platform for the interactions and liaison of the alumni, and have provided push service news at least 3 times in the year. For example, the information web page of the alumni, FB groups, LINE groups. The prize could be up to NT\$1,000.

四、獎勵作業

IV. The operation of the reward:

- (一) 學院系所應於校友服務暨社會責任中心發函公告後，填具當年度執行成果（如附表）。

- (1) Respective colleges, departments, and graduate institutes shall fill in the form for the performance result of the year after the Center for Alumni Service and Social Engagement has issued a letter announcement in correspondence (refer to the form attached).
- (二) 校友服務暨社會責任中心就各單位年度執行成果彙整統計後，由副校長召集審查會，初核獎勵金額度，簽請校長核定。
- (2) The Center for Alumni Service and Social Engagement will put together the performance result records from respective colleges, departments, and graduate institutes for statistical compilation. The Vice President of NSYSU will call for a review meeting to give preliminary approval of the limit of the prize, and submit to the President of NSYSU for final approval.

五、 本要點經費來源為本校校務基金自籌收入。

V. The source of funding under this Guideline is the self-generated income of the University endowment fund.

六、 本要點經行政會議及校務基金管理委員會通過，陳請校長核定後實施，修正時亦同。

VI. This Guideline shall be subject to the resolution of the Administrative Meeting and the University Endowment Fund Management Committee, reporting to the President for final approval before implementation. The same procedure is applicable to any amendment thereto.

國立中山大學校友服務與聯繫獎勵成果回報表格
National Sun Yat-sen University
Performance Result of Encouragement of Alumni Service and Liaison

系所

單位主管核章

Department/graduate institute :

Approval of person in charge :

基本資料 Approval of person in charge:	校友業務承辦人： Liaison alumni a f f a i r s :		分 機 :	
	校友資訊網頁 網 址 Website of alumni i n f o r m a t i o n			
	系所校友會資料 Information on alumni association of the department/ graduate institute	<input type="checkbox"/> 經政府立案Registered <input type="checkbox"/> 未立案之聯誼會Not registered 會長姓名Name of the person in charge : 連絡電話 phone : 電子信箱E-mail :		

獎勵指標 Award indicator	資料回報欄 Information column
(一) 校友聯誼交流活動 (I) Alumni interactive events	1. 活動名稱 Name of event: ● 活動日期 Date of the event: ● 參加校友人數 Number of alumni in participation : ● 活動性質 Nature of event : <input type="checkbox"/> 校友回娘家 Home coming of alumni, <input type="checkbox"/> 聯誼餐會 Banquet, <input type="checkbox"/> 體育賽會 Sports and games, <input type="checkbox"/> 戶外活動 Outdoor activities 2. 活動名稱 Name of event : ● 活動日期 Date of the event: ● 參加校友人數 Number of alumni in participation : ● 活動性質 Nature of event : <input type="checkbox"/> 校友回娘家Home coming of alumni, <input type="checkbox"/> 聯誼餐會 Banquet, <input type="checkbox"/> 體育賽會Sports and games, <input type="checkbox"/> 戶外活動Outdoor activities 註1：如表單不敷填寫，請自行複製使用

	<p>Note 1: Make additional copies for more writing space 註2：活動照片、海報、邀請卡、簽到表、活動內容紀錄等相關成果資料，請以附件方式附於本表後)</p> <p>Note 2: Photographs, posters, invitation cards, sign-in sheet, and record on the content of the events and related result should be attached to the back of this form as attachments.</p>
(二) 校友亮點資訊 (II) Highlight news of alumni	1. 亮點訊息標題Title of the highlight news : 校友姓名name of alumni : 2. 亮點訊息標題Title of the highlight news : 校友姓名name of alumni :
(三) 校友互動聯繫平台推播訊息 (III) Data push service at the platform for alumni interactions and liaison	Please attach related photographs on related news as supporting evidence and attach to the back of this form

校友服務暨社會責任中心承辦人核章
Approval stamp of liaison officer at Center for Alumni Service and Social Engagement :

校友服務暨社會責任中心中心主任核章
Approval stamp of Director of Center for Alumni Service and Social Engagement :