

國立中山大學校友服務與聯繫獎勵要點

Guidelines on Rewarding Alumni Services and Connections

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

Approved at the 3rd University Endowment Fund Management Committee meeting on December 6, 2019

111.10.05 本校 111 學年度第 1 學期第 3 次行政會議修正通過

Approved at the 3rd Executive Meeting on October 5, 2022

111.12.09 本校 111 年度第 3 次校務基金管理委員會會議通過

Approved at the 3rd University Endowment Fund Management Committee meeting on December 9, 2022

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. These guidelines are formulated to encourage all colleges/departments/institutes of the University to actively promote alumni services and strengthen connections.

二、本要點獎勵單位應符合下列基本條件：

II. Units eligible for rewards under these guidelines shall meet the following basic requirements:

(一) 學院、系、所置有校友業務專責承辦人。

(1) Colleges/departments/institutes shall have designated staff responsible for alumni affairs.

(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) Colleges/departments/institutes have already established their alumni information webpage or an interaction platform for alumni (such as alumni webpages, Facebook fan pages, or LINE groups, etc.).

(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) Colleges/departments/institutes have established their alumni association (including officially-registered or unregistered associations.)

三、得受獎勵之項目如下：

III. Categories of rewards:

(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) Units organizing alumni networking events shall be rewarded a maximum of TWD 7,000 per event, with a total annual limit of TWD 50,000 per unit.

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 types of events include alumni reunions, networking dinners, sports competitions, and outdoor activities.
 2. 單一場次校友參加人數需達 10 人以上。
 - ii. Each event shall have at least ten alumni participants.
 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 event outcomes shall be uploaded to the college/department/institute webpage for alumni to browse.
- (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) Units providing Center for Alumni Services & Social Engagement (CASSE) with alumni highlight information for publicity may receive a reward of up to TWD 3,000, in principle.
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 shall have a positive impact on the image of the University, including alumni's personal outstanding achievements or notable successful enterprises owned by the alumni. The aforementioned enterprises refer to those where the alumni serve as 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 may include coverage by external media or contents written by the units themselves, along with illustrated photos.
- (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) Units may receive a reward of up to TWD 1,000 if they maintain alumni interaction platforms (such as alumni information webpages, Facebook groups, or LINE groups, etc.) and post at least three interactive messages annually.

四、獎勵作業

IV. Procedures for granting rewards:

- (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) Upon receiving the official announcement from the CASSE, individual units shall complete their annual implementation results (in attachment).

- (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) Once the CASSE compiles the implementation results from individual units, the senior vice president in charge shall convene a review meeting to preliminarily determine reward amounts for the President's final approval.

五、 本要點經費來源為本校校務基金自籌收入。

V. The funding for these guidelines shall be sourced from 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. These guidelines are approved by the Executive Meeting, the University Endowment Fund Management Committee, and the President before implementation. Amendments to these guidelines shall follow the same procedure.

國立中山大學校友服務與聯繫獎勵成果回報表格
Form for Reporting Implementation Results of Alumni Services and Connection for Reward Application

系所

單位主管核章

department/institute:

stamp/signature from the head of the unit:

基本資料 Basic Information	校友業務承辦人： staff responsible for alumni affairs		分機： ext.	
	校友資訊網頁 網址 alumni information webpage URL			
	系所校友會資料 department/institute alumni association information	☐ 經政府立案officially registered ☐ 未立案之聯誼會 unregistered association 會長姓名 name of the president : 連絡電話 phone number : 電子信箱 email :		

獎勵指標 Reward Categories	資料回報欄 Detailed Information
(一) 校友聯誼交流活動 (I) alumni networking events	1. 活動名稱 title of event: ● 活動日期 date of the event: ● 參加校友人數 number of alumni participants: ● 活動性質 type of the event: ☐ 校友回娘家 alumni reunion ☐ 聯誼餐會 networking dinners ☐ 體育賽會 sports competition ☐ 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 participants: ● 活動性質 type of the event: ☐ 校友回娘家 alumni reunion ☐ 聯誼餐會 networking dinners ☐ 體育賽會 sports competition ☐ 戶外活動 outdoor activities 註1：如表單不敷填寫，請自行複製使用 Note 1: Additional copies may be made as needed if the form does not provide enough 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)

	Note 2: Please submit relevant materials, such as event photos, posters, invitation cards, the sign-in sheet, and event records as attachments to this form.
(二) 校友亮點資訊 (II) alumni highlight information	1. 亮點訊息標題 title of the highlight information : 校友姓名 name of alumnus : 2. 亮點訊息標題 title of the highlight information : 校友姓名 name of alumnus :
(三) 校友互動聯繫平台推播訊息 (III) posting messages on alumni interaction platforms	請自行截取訊息相關照片於本表後予以佐證 Please take screenshots of relevant messages and attach them at the end of this form as evidence.

校友服務暨社會責任中心承辦人核章
stamp/signature from CASSE staff in charge:

校友服務暨社會責任中心中心主任核章
stamp/signature from the chief of CASSE: