

國立中山大學學生社團評鑑實施要點

Guidelines on Student Club Evaluation

97年04月11日96學年度第1次學務臨時會議通過
Approved at the 1st Student Affairs Council interim meeting on April 11, 2008
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Amended and approved at the 3rd Student Affairs Council meeting on June 17, 2008
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Amended and approved at the 2nd Student Affairs Council meeting on June 09, 2023

一、（依據）

I. Accordance

本要點依據國立中山大學學生社團輔導辦法第十八條規定訂定之。

These regulations are formulated in accordance with Article 18 of the *Regulations for Establishment and Supporting of Student Clubs*.

二、（目的）

II. Objectives

為考核學生社團績效，獎勵績優社團，鼓舞服務熱忱，提升活動內容，促進各社團之發展與進步，特制定本要點。

These regulations are formulated to assess performance of student clubs, reward clubs with good performance, inspire enthusiasm for service, enhance activity quality, and facilitate their development and progress.

三、（對象）

III. Subjects of Evaluation

國立中山大學（以下簡稱本校）之學生社團共分為學術性、學藝性、服務性、康樂性、音樂性、體育性六種屬性，凡經本校學生事務處核定成立之學生社團均應參加評鑑。

Student clubs in the University are divided into six (6) categories, which are academic, artistic, service-oriented, recreational, musical, and sports-oriented. All student clubs established with the approval from the Office of Student Affairs (OSA) shall be evaluated.

四、（時間）

IV. Period of Evaluation

學生社團年度評鑑由學生社團評鑑委員會（以下簡稱社評會）負責辦理，舉辦日期以不超過開學日三十日為原則，成績公告以不超過開學日四十五日為原則。

The Student Club Evaluation Committee (hereinafter referred to as the “Committee”) shall be responsible for conducting annual evaluation of student clubs. In principle, the evaluation shall take place within thirty (30) days after the start of each academic year, with the results announced no later than forty-five (45) days from the start of the academic year.

五、（評鑑方式）

V. Method of Evaluation

由學生會社團部部長於每學年初召開社評會設計辦理評鑑，並公告於校園生活與職涯發展組（以下簡稱校園組）網頁。前項社團部部長出缺時，得由校園組派員協助社評會互推學生委員一人為主席。

The head of Student Club Division of the Student Association shall convene the Committee meeting at the beginning of each academic year to organize and conduct the evaluation, which shall be announced on the website of Student Life and Career Development Division (SLCDD). When the position of the head of the Student Division is vacant, the SLCDD shall assist the Committee members to mutually select one student as the chairperson.

六、（組織）

VI. Committee Formation

（一）社評會設委員十五至二十一人，由學生會會長、學生會代表二人，各屬性社團代表各二人，及至多六位校內外專業人士組成之，委員之名單由學生會社團部部長公告於校園組網頁。

(1) The Committee shall consist of fifteen (15) to twenty-one (21) members, including the chair of the Student Association, two representatives from the Student Association, two representatives from each club category, and up to six professionals from inside and

outside campus. The list of the Committee members shall be announced on the SLCDD website by the head of Student Club Division.

- (二) 社評會另設顧問及校園組各一名列席，於必要時提供相關建議及說明。前述顧問應具學生身份，且於三年內曾任社評會之委員。
- (2) The Committee shall invite one consultant and one SLCDD staff as non-voting attendees, who may offer relevant suggestions or explanation during the meeting when necessary. The said consultant shall be the current University student who has served as a Committee member within the past three years.
- (三) 學生會代表之身份應以社團部部长及次長為原則，若無法產生時應由學生議會活動暨社團委員會召集人代理。
- (3) In principle, both the head and the deputy of the Student Club Division shall attend the Committee meetings as representatives from the Student Association. In the event that the aforementioned positions cannot be generated, the convener of the Student Council Activities & Club Committee shall serve as a proxy.
- (四) 前述校內外專業人士，得視會議之性質邀請出席會議，未應邀出席之委員，不列入該次會議應出席委員人數。
- (4) The aforementioned professionals may be invited to a meeting depending on the nature of the meeting. Uninvited Committee members shall not be considered as part of the required attendance for that meeting.
- (五) 各屬性社團代表之選任：
- (5) Election of representatives from club categories:
 - 1. 資格：以社團為單位，選任時為現任社團長或曾任該屬性之社團幹部者（需具有幹部證書）均可擔任。
 - i. Eligibility: current club leaders or club members with officer experience (an officer certificate required)
 - 2. 任期：為一年，以學年度為原則，連選得連任，惟僅可連任乙次。若因休、退、轉學、被罷免或其他不可抗力之因素，無法繼續擔任時，由學生會社團部協助選出代理代表至該任期結束為止。
 - ii. Term: The term of representatives shall last one academic year

and may be extended once when re-elected. In cases when representatives are unable to perform their duties due to suspension, withdrawal, being dismissed, or other force majeure, the Student Club Division shall assist to select an acting representative carrying out duties until the end of the term.

3. 各代表若未執行或拒絕執行委員會之決議或每學期累計參與委員會之會議未達二分之一（含）以上時，本委員會之委員得提起不適任之罷免案，經委員會二分之一（含）以上出席投票，贊成罷免之票數超過委員會人數三分之一，罷免案即通過。
- iii. If a representative fails or refuses to execute the resolutions of the Committee or is absent from more than one-half of the Committee meetings per semester, members of the Committee may initiate a motion for the dismissal of the said representative from the Committee. The representative shall be dismissed if one-half of the Committee members are present and one-third of them vote in favor of the dismissal.
4. 被罷免之代表自罷免案通過公告之次日起，解除其職務，同一學年度內不得再擔任該職務，並由社團部協助選出代理代表，至該任期結束為止。
- iv. Dismissed representatives are released from their duties from the next day of the dismissal announcement, and shall not resume the same position within the same academic year. The Student Club Division shall assist to select an acting representative carrying out duties until the end of the term.

七、（委員會職權）

VII. Duties of the Committee

社評會委員如遇缺額達委員總數四分之一以上時，應予以補選。社評會之職權為：

A by-election shall be conducted if the vacancies exceed one-quarter of the total number of the Committee members. The duties of the Committee shall be as follows:

（一）辦理學生社團之年度評鑑。

(1) conducting annual evaluation of student clubs,

- (二) 受理學生社團對於評鑑成績之複查。
- (2) handling requests for re-checking evaluation results from student clubs, and
- (三) 得視情況對本要點提出修正之建議案。
- (3) proposing amendments to the guidelines as situation dictates.

八、 (會議)

VIII. Meetings

- (一) 社評會開會須有二分之一以上之評鑑委員出席。
- (1) The Committee meeting shall only convene when at least half of the Committee members are in attendance.
- (二) 開會時應以學生會社團部部長為會議主席；主席不克出席時應由委員互推一人為會議主席。
- (2) The head of the Student Club Division shall serve as the chairperson of the Committee meeting; a proxy shall be mutually selected among the Committee members if the chair is unavailable for the meeting.
- (三) 會議主席應負責會議秩序之維持、爭議之仲裁與同票之裁決。
- (3) The chairperson shall be responsible for maintaining meeting order, resolving disputes, and making decisions in the event of a tie.
- (四) 委員因故不克出席會議時，得委託其所屬單位之其他代理人出席會議，惟代理之委員不得超過總評鑑委員五分之一。
- (4) Committee members unable to attend the meeting may appoint a proxy from the same affiliated unit to represent them at the meeting. Nevertheless, the number of proxies shall not exceed one-fifth of the total number of Committee members.

九、 (社團評鑑項目)

IX. Evaluation Categories

- (一) 校園組日常考核 (30%)：

(1) Routine Checks by the SLCDD (30%):

由校園組負責評分，內容應至少包括：

The evaluation carried out by the SLCDD shall include the following:

1. 社團平時活動狀況。
 - i. regular activities of clubs,
2. 社（團）長或幹部參加研習會與出席相關會議狀況。
 - ii. attendance of club leaders or officers at seminars and relevant meetings,
3. 社團辦公室使用及財產保管狀況。
 - iii. utilization of club offices and property management,
4. 社團配合校內外活動狀況。
 - iv. participation of clubs in both internal and external events, and
5. 社團行政績效（活動申請、經費結報等）。
 - v. administrative performance of clubs (such as activity applications and financial reporting)

(二) 年度評鑑（70%）：

(2) Annual Evaluation (70%):

由社評會負責評分，內容應至少包括：

The evaluation carried out by the Committee shall include the following:

1. 社團組織章程及管理運作。
 - i. relevant club regulations and operation management of clubs,

2. 年度活動計劃及績效。
- ii. annual activity planning and achievements,
3. 校外活動及服務學習。
- iii. off-campus activities and service learning,
4. 財務管理及經費運作情形。
- iv. financial management and fund allocation,
5. 社團活動資料保存與電腦化程度及社團網頁介紹。
- v. data management of club activities, the extent of computerization, as well as the club webpages, and
6. 社團經驗傳承及幹部培訓。
- vi. sharing of club experiences and officer training.

十、（社團評鑑標準）

X. Club Evaluation Criteria

社團評鑑考核應依據社團評鑑評分標準執行，評分標準由社評會依第九條評鑑項目另定之。社團評鑑總成績依社團評鑑考核結果分為優等、甲等、乙等、丙等、丁等五種等級。

Club evaluation shall be conducted according to the *Guidelines on Student Club Evaluation Standards*, which are formulated separately in accordance with Article 9. Evaluation results will be presented in a five-level letter grade format, including A+, A, B, C, and D.

（一）優等：總分九十分（含）以上。

(1) A+ shall be issued to clubs with scores of 90 or above.

（二）甲等：總分八十分（含）以上且未滿九十分。

(2) A shall be issued to clubs with scores from 80 to 89.

（三）乙等：總分七十分（含）以上且未滿八十分。

(3) B shall be issued to clubs with scores from 70 to 79.

(四) 丙等：總分六十分（含）以上且未滿七十分。

(4) C shall be issued to clubs with scores from 60 to 69.

(五) 丁等：未滿六十分。

(5) D shall be issued to clubs with scores below 60.

十一、（獎勵）

XI. Awards

(一) 依評定結果給予以下獎勵：

(1) Awards shall be issued based on evaluation results:

1. 總分排名前三名且達八十分(含)以上者頒發獎狀乙幀及獎勵金八千元整。

i. Clubs ranking in the top three with scores of 80 or higher will be awarded a certificate and a cash prize of TWD 8000.

2. 總分排名第四至第十五名且達八十分(含)以上者頒發獎狀乙幀及獎勵金五千元整。

ii. Clubs ranking fourth and fifth with scores of 80 or higher will be awarded a certificate and cash prize of TWD 5000.

(二) 上述社團除獲得獎狀及獎勵金外，另由社評會擇優推薦代表本校參加教育部主辦之全國大專院校學生社團評選暨觀摩活動。

(2) The aforementioned clubs, in addition to receiving certificates and cash awards, may be recommended by the Committee to represent the University in participating in the Evaluation and Observation Activity for Student Clubs from Institution of Higher Education organized by the Ministry of Education.

(三) 代表本校參加全國大專院校學生社團評選暨觀摩活動者，除原有之獎金外，另給予獎勵金三千元，以兩名為限。

(3) Clubs (two at most) participating in the Evaluation and Observation Activity for Student Clubs from Institution of Higher Education will also receive an additional cash prize of TWD 3000.

(四) 連續兩年獲得優等之社團，另頒發特優社團獎牌乙座，不限名額。

- (4) Clubs achieving an A+ in student club evaluations for two consecutive years shall be honored with a plaque of excellence, with no restriction on the number of recipients.

十二、（懲罰）

XII. Disciplinary Actions

- (一) 經評定為丙等社團者，列為加強輔導社團。

- (1) Clubs receiving a C in the evaluation shall be listed as clubs requiring intensive guidance.

- (二) 經評定為丁等社團者，列為觀察性社團，撤銷社團辦公室使用權並取消指導老師指導費及社團活動各項補助費之申請

- (2) Clubs receiving a D in the evaluation shall be listed as clubs on probation, leading to the revocation of club office usage rights and cancellation of applications for remuneration for club instructors and subsidies for club activities.

- (三) 連續兩年被評為丁等社團，經學務處組長會議通過，即撤銷社團設立登記並繳回屬於校園組之社團設備財產，並於一年內不得申請成立與該社團性質相同之社團。

- (3) Clubs receiving a D for two consecutive years may have their registration revoked upon approval from the Division Director Meeting of the Office of Student Affairs. All equipment and property belonging to the SCLDD shall be returned following the revocation. Furthermore, no clubs of a similar nature shall be applied and established within one year.

十三、（經費）

XIII. Budgets

評鑑所需經費由學生社團經費之活動費項下之用。

The funding required for the evaluation shall be sourced from the event budget under the student club funds.

十四、（實施程序）

XIV. Implementation Procedure

本要點經社團長大會通過，送學生事務會議審議後，由校園組公告實施，修正時亦同。

These guidelines are approved by the Club Leader Meeting, submitted to the Student Affairs Council, and announced by the SLCDD before implementation. Amendments to these guidelines shall follow the same procedure.