

國立中山大學學生社團評鑑評分標準

Guidelines on Student Club Evaluation Standards

105 年 03 月 30 日 104 學年度第二次社團評鑑委員會臨時會通過
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Approved at the 1st interim meeting of Student Club Evaluation Committee on August 10, 2026

一、(依據)

I. Accordance

本標準依「國立中山大學學生社團評鑑實施要點」第九條規定訂定之。

These guidelines are formulated in accordance with Article 9 of *Guidelines on Student Club Evaluation*.

二、(社團評鑑項目)

II. Evaluation Categories

依照「國立中山大學學生社團評鑑實施要點」第九條，社團評鑑項目依照分類，分為以下四項：

According to Article 9 in the *Guidelines on Student Club Evaluation*, club evaluation is divided into the following four categories:

(一) 組織運作 (21%)

(1) club operation (21%)

(二) 經費管理 (18%)

(2) budget management (18%)

(三) 活動規劃、執行與成果紀錄 (34%)

(3) event planning, implementation, and outcome documentation (34%)

(四) 校園組日常考核 (33%)

(4) routine checks by Student Life and Career Development Division (SLCDD) (33%)

總分最高為100分，校園組及社評會之佔分比例，如附件一所示，評鑑時請使用附件一之表格進行評分。

The total score of evaluation is capped at 100. The percentage breakdown for the SLCDD and the Student Club Evaluation Committee is tabulated in Appendix 1, which shall be used for scoring during the evaluation process.

三、 (實施程序)

III. Implementation Procedure

本標準由社團評鑑委員會訂立後，送交校園組公告實施，修正時亦同。

These guidelines are formulated by the Student Club Evaluation Committee and announced by the SLCDD before implementation. Amendments to these guidelines shall follow the same procedure.

國立中山大學學生社團評鑑評分表

Student Club Evaluation Scoring Chart

(附件一)

(Appendix 1)

一、 社評會（分為三個部分，總計 73 分，最高以 70 分計）

I. Student Club Evaluation Committee (The maximum sum of scores given in the following three parts is 73 but the highest total shall be capped at 70.)

得分	滿分	(一) 組織運作
received score	full score	(1) club operation
	21	組織章程之架構是否完整、清楚(包含社團宗旨、社員大會的召開與權責、幹部架構與權責、社員的權利義務、社費收退方式及選舉罷免等規範)，並是否適時修訂之（包含各條文修訂前後之對照說明，各次修正時間應詳實記載於組織章程名稱下方）。 Is the framework of club regulations complete and clear (including the club's purpose, the convening and duties of club meetings, the structure of officer positions and related duties, the rights and obligations of club members, the procedure of club fee payment and refund, and provisions regarding election and dismissal)? Are club regulations amended in a timely manner, with detailed explanations comparing each article before and after amendment and amendment dates placed beneath the title of the regulations?
		是否訂立社團短/中/長程發展規劃（包含各階段目標、實施策略、經費需求評估及資源管道等內容） Is the short-term, medium-term, and long-term development plan established (including contents such as goals at each stage, implementation strategies, assessment of funding needs, and channels of resources, etc.)?
		是否定期召開社員大會及幹部會議（需有相關文書證明） Are club member meetings and officer meetings held

		periodically (with relevant documentation as proofs)?
		社團指導老師、幹部及社員資料是否完備，訂有幹部產生方式並辦理幹部訓練（社團指導老師、幹部應敘明任期且資料應每年更新） Is the information of the club instructor, officers, members complete? Are there established procedures for generating officers and organizing officer trainings? (The term of the club instructor and officers shall be clearly indicated, and relevant information shall be updated annually.)
		各項會議、訓練紀錄及企劃書等相關文件是否詳實，並有數位化（各紀錄除文字、圖像紀錄外，應具有會議名稱、出缺席名單，該名單應以記錄本名為原則並提供照片為輔；企劃書應提供電子檔及相關電子簽核或電子簽名紀錄） Are relevant documents, including meeting minutes, training records, and project proposals, in details and digitalized? (In addition to textual and visual records, each record shall include the meeting title and a list of attendees and absentees recorded using their real names, with their photos attached as supporting documents. Project proposals shall be provided in the digital format, together with relevant records of electronic approval or electronic signatures.)
		網路公開平台之經營情況（含網頁、粉絲專頁或公開社團等，不含社團內部聯繫用之平台） Are the public online platforms (including websites, fan pages, and online groups, but excluding those for internal club communication) effectively managed?
		社團招生與社團公共事務參與積極性（是否參加聯展、是否推派經審或評鑑委員等） Is the club actively engaged in club recruitment and participating in public affairs, such as attending joint exhibitions and assigning representatives for the Student Club Subsidy Review Committee or Student Club Evaluation Committee?

得分	滿分	(二) 經費管理
received score	full score	(2) budget management
	18	是否訂立財務管理辦法訂成立社團專戶？（請提供帳戶封面影本） Are regulations of financial management formulated with a dedicated account set up for the club accordingly? (Please provide a copy of the bankbook cover.)
		經費運用是否有按時紀錄？（請提供帳本） Is the utilization of allocated funds timely recorded? (Please provide the accounting records.)
		各單據是否每一筆整理妥當，並黏貼於憑證黏存單上？ Are all invoices properly sorted and attached to the expense reimbursement sheet?
		是否建立年度經費收支表（應至少包含年度收入、年度支出及年度結餘） Is an annual financial statement established with detailed annual income, expenditure, and balance?
得分	滿分	(三) 活動規劃、執行與成果記錄及呈現
received score	full score	(3) Event Planning, Implementation, and Documentation and Presentation of Outcomes
	34	各項活動之計畫周詳、企劃內容充實之程度；活動內容具創新性或特色（所稱創新性或特色，係指活動理念、社課內容、活動形式較往年具有調整、精進或創新作法，或活動名稱、活動設計具明確特色者。） Are the events meticulously planned with ample contents, innovations, and distinctive features (Innovations and distinctive features refer to the adjustments, improvements, or innovative approaches in terms of the concept and format of club events, and the content of club courses, compared with previous years, or the clearly identifiable features in the title or design of

	club events.)
	各項活動之宣傳，能利用多元管道（包含社群媒體、公開網頁、海報、實體宣傳、跨單位協助宣傳等，符合兩項以上進行），並具宣傳成效（得以互動數據、參與人數或觸及情形佐證。） Are events promoted through at least two diverse channels? (Including social media, public websites, posters, on-site promotion, and cross-unit promotional support) Is the promotion effective? (As demonstrated by evidence such as engagement data, participant numbers, or reach.)
	各項活動之執行，能依活動需求進行適當之工作分配，或根據參與對象擴及到社外人員協助。 Can the club hold events by having an appropriate division of labor according to the needs of the event, or by enlisting appropriate assistance from individuals outside the club depending on the participants involved in the events?
	各項活動之執行，若涉及專業部分，能整合社團內外人員或資源合力進行 Are events run smoothly by integrating personnel and resources from both within and outside the club, especially when professional assistance is needed.
	活動結束後是否有召開檢討會議，大型活動（活動人數 50 人以上）是否有實施問卷分析 Are there post-event reflection meetings? Are surveys conducted for large-scale (over fifty participants) events?
	活動檢討會議紀錄是否包含活動執行成效，並提出往後規劃或改善之建議 Do the minutes of post-event reflection meetings include the effectiveness of event implementation, and suggestions for future planning and improvement?
	活動執行情形及成果呈現：

		以下項目二選一（評分時由各社自行決定） Implementation Status of Events and Outcome Presentations: Clubs shall choose one of the following two items for evaluation.	
		是否舉辦或參與 participating in or organizing events	校外活動（含競賽、表演或聯誼） off-campus events (including competitions, performances, or social gatherings) 社區/偏鄉服務或辦理營隊 community/remote areas service activities or camp events

二、 校園組（總計 33 分，最高以 30 分計）

II. Student Life and Career Development Division (The maximum sum of scores given in the following is 33 but the highest total shall be capped at 30.)

得分	滿分	(五)校園組日常考核
received score	full score	(4)routine checks by the SLCDD
	33	活動申請表是否於活動前 10 個工作天提出 Are event applications submitted at least ten (10) working days prior to the event?
		活動成果表是否於活動後 10 個工作天內繳交 Are event reports submitted within ten (10) working days after the event?
		例行活動紀錄表是否按時繳交 Are regular activity reports timely submitted?
		經審會或校園組之補助款是否如期且完全核銷 Are subsidies from Student Club Subsidy Review Committee and the SLCDD applied and completely reimbursed as scheduled?

	是否全程參與校園組主辦之幹部訓練 Does the club fully participate in officer trainings organized by the SLCDD?
	社辦平日之環境維護 Is the club office environment well maintained?
	社辦之使用是否違反學生社團辦公室使用辦法 Is the use of the club office in compliance with the <i>Regulations for the Management of Student Club Offices</i>?
	社團之財產是否建立財產清冊(含財編及照片)並定期會同輔導老師清點（每學年度至少一次） Is a property inventory (including serial numbers and photos of the property) created as club assets, and regularly checked with the presence of the club instructor (at least once each academic year)?
	是否參與校園組規劃或協調之校內外活動 Is the club participating in on-campus or off-campus events organized or coordinated by the SLCDD?
	是否參與社團長大會 Does the club leader participate in the Club Leader Meeting?
	社員、幹部清單是否於學務綜合資訊平台定期更新 Is the list of club members and officers periodically updated in the NSYSU Student Affairs Information System?
	社團專戶是否定期更新負責人 Is the person in charge of club's dedicated account changed periodically?
	借用之器材是否按時歸還並維護 Is borrowed equipment properly maintained and returned on time?

		借用之場地是否按時歸還並維護 Are the venues rented out properly maintained and returned on time?
		受評學年度之社團運作報告 Is the club operation report submitted for the annual evaluation?
		社團雲端(帳戶)資料是否定期存放、更新 Is the cloud (account) data of the club stored and updated periodically?
		交接清冊是否如期繳交 Is the handover checklist submitted on time?