

# Rules Concerning Appointment of Counselors for Student Clubs in National Chiao Tung University

Approved at Office of Student Affairs' meeting on Nov.23, 2006

Amended and passed at Office of Student Affairs' meeting on July 8, 2009

Amended and passed at Office of Student Affairs' meeting on Jan. 15, 2013

- Article 1:** The Rules is formulated, in accordance with Article 17 of NCTU Student Club Guidance Rules , to give full play to counselors, promote active operation of student clubs, and cultivate excellent campus culture.
- Article 2:** Any counselor shall bear such specialty or experiences as in relation to objectives of the club, and shall meet any one of the following requirements:
- (1) Being a college or university teacher;
  - (2) Being a middle school teacher;
  - (3) Bearing a bachelor's degree or above;
  - (4) Having passed a national examination including Civil Service Exams and Professional and Technical Exams;
  - (5) Bearing special skills, excellent achievements or having been awarded a national or international award; or
  - (6) Being enthusiastic about serving others and respected by students.
- Article 3:** A counselor shall, during his/her term of appointment, be responsible for:
- (1) Rendering guidance on development and operation of student club;
  - (2) Assisting the university in handling major events in relation to club activities; and
  - (3) Maintaining students' living order during club activities.
- Article 4:** In principle, a club shall appoint one counselor, and teachers of NCTU shall be given priority.
- Article 5:** A counselor from inside or outside NCTU shall be paid, respectively, NT\$5,000 or NT\$7,000 for counseling service in each semester. Any service that falls into the duties of a NCTU teacher regarding the nature or purposes of founding of the club shall not be paid additionally. To meet the needs of training, clubs may apply for a special coach or teacher who shall be paid separately notwithstanding this Article. Such special coach or teacher shall be concurrently taken by the original counselor, responsible for guiding the club in training for competitions or performance and be paid in accordance with Regulations Governing the Payment of Concurrent Serving & Lecture Hourly-Pay to Military, Public and Teaching Personnel. Such payment shall not exceed the ceiling as regulated and be funded by NCTU.

**Article 6:** A counselor shall be appointed in the following steps:

- (1) The designated responsible person of a club shall, within two (2) weeks after semester beginning, register basic information of the counselor. If failing to register in time or meet the required qualifications, the appointment shall not be valid.
- (2) The Extracurricular Activities Division shall register club counselors into a roll and forward it to the Personnel Office for safety checks before submitting it to Office of Student Affairs for examination and then to president of NCTU for approval. Such counselors shall be awarded letter of appointment with a term of one semester.
- (3) Where a counselor candidate fails to take the post due to certain reasons, another candidate shall be proposed by the club in accordance with the same steps.

**Article 7:** The Rules shall be promulgated, enforced and amended upon passed at Office of Student Affairs' meeting and approval by president of NCTU.