

Guideline for Encouragement of Alumni Service and Liaison

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

- I. This Guideline aims to encourage all colleges, departments and graduate institutes of NSYSU to actively advocate alumni service and liaison.
- II. The award winner under this Guideline shall meet the following basic conditions:
 - (I) The college, department, graduate institute has appointed a designated person charged with duties of liaison and service for the alumni.
 - (II) 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).
 - (III) 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).
- III. Award will be conferred to the following projects:
 - (I) 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. The nature of the event includes home coming of alumni, banquet, sports and games, and outdoor activities.
 2. At least 10 alumni should participate in each event.
 3. 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.
 - (II) Providing alumni hot news through the publicity of the Alumni Service Center, a prize of up to NT\$3,000 will be granted.
 1. 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

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alumni is the representative or person in charge.

2. Highlight information includes external media exposure or self-written by the unit, plus photo description.

(III) 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.

IV. The operation of the reward:

(I) Respective colleges, departments, and graduate institutes shall fill in the form for the performance result of the year after the Alumni Service Center has issued a letter announcement in correspondence (refer to the form attached).

(II) The Alumni Service Center 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.

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

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.

National Sun Yat-sen University

Performance Result of Encouragement of Alumni Service and Liaison

Department/graduate institute :

Approval of person in charge:

Basic information	Liaison alumni affairs:		Campus Extension:	
	Website of alumni information			
	Information on alumni association of the department/graduate institute	<input type="checkbox"/> Registered <input type="checkbox"/> Not registered Name of the person in charge: phone: E-mail:		

Award indicator	Information column
(I) Alumni interactive events	1. Name of event: <ul style="list-style-type: none"> ● Date of the event: ● Number of alumni in participation: ● Nature of event: <input type="checkbox"/>Home coming of alumni,<input type="checkbox"/> Banquet,<input type="checkbox"/>Sports and games,<input type="checkbox"/>Outdoor activities 2. Name of event: <ul style="list-style-type: none"> ● Date of the event: ● Number of alumni in participation: ● Nature of event: <input type="checkbox"/>Home coming of alumni,<input type="checkbox"/> Banquet, <input type="checkbox"/>Sports and games,<input type="checkbox"/>Outdoor activities Note 1: Make additional copies for more writing space 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.
(II) Highlight	1. Title of the highlight news: _____ , name of alumni: _____

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news of alumni	2. Title of the highlight news: _____ , name of alumni: _____
(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

Approval stamp of liaison officer at Alumni Service Center:

Approval stamp of Director of Alumni Service Center: