

Principles Governing the Use of Faculty Advisor and Student Activity Funds by Each College, Department and Institute of National Central University

Approved by the 453rd Administrative Meeting on Apr. 23, 2007

Approved by the 609th Administrative Meeting on Mar. 9, 2015

- I. Purpose: These Principles are established to develop a good relationship between faculty advisors and students, solidify the philosophy of advising by faculty advisors, allocate a budget for the Advisor and Student Activity Funds, comply with applicable laws and regulations and execute the administrative procedures for the reimbursement and approval of expenses.
- II. The use of the faculty advisor and student activity funds is permitted only on the premise that advising activities are actually conducted. The funds are not personal allowances to faculty advisors and shall be used in accordance with applicable regulations provided by NCU. When a college, department, institute or faculty advisor applies for reimbursement, it shall attach receipts to the application for verification of expenses, and provide explanations of the provided receipts and relevant documents for the advising activities pursuant to the principle of good faith.
- III. Principles for Use of Faculty Advisor and Student Activity Funds
 - (1) Advisor and Student Dining Event

Expenses of social gatherings and dining events for developing good relationships between faculty advisors and students are covered. The maximum reimbursement is NT\$300 per person per meal.
 - (2) Teacher and Student Lectures, Conferences, Seminars, Study Groups and Project Exhibitions:

Colleges, departments, institutes and faculty advisors may hold these advising activities for students to enhance their academic knowledge, professional skills and career planning skills. Relevant attendance fees are reimbursed in accordance with applicable regulations of NCU.
 - (3) Advising and Teacher-Student Social Activities:

These social activities are organized to encourage faculty advisors and students to participate in appropriate off-campus recreational, academic and artistic activities, and to develop good relationships between faculty advisors and students. The maximum reimbursement is NT\$300 per person per activity.
 - (4) Advising and Teacher-Student Social Activities for the University and its Colleges, Departments and Institutes:

The purpose is to encourage faculty advisors and students to participate in activities held for the university and its colleges, departments and institutes and

to enhance relationships between teachers and students. The maximum reimbursement is NT\$300 per person per activity.

(5) Individual Care and Support for Students:

1. Visits and expressions of concern for students hospitalized due to incidents (accidents)
2. Home visits
3. Individual advising
4. Funeral ceremonies of students

The maximum reimbursement for any of the above-listed incidents is NT\$2,000 per incident.

- IV. For any advising matters not provided for in the Principles, or any questions or special requirements regarding expense reimbursement, the applicable college, department or institute shall complete the Application Form for Use of Faculty Advisor and Student Activity Funds by Each College, Department and Institute of National Central University, and then continue on a case-by-case basis after approval of the application.
- V. The use and execution of the Funds are reviewed at meetings of the Student Counseling Committee of NCU. Relevant units are invited to attend the meetings if necessary.
- VI. The Principles, and any amendments hereto, shall be implemented after being approved at the Administrative Meeting.