

Tunghai University Student Organization Equipment Subsidy Guidelines

Approved by the Office of Student Affairs on November 15, 2023

I. Purpose

These Guidelines are established to encourage student clubs to organize activities and instructional sessions related to their missions and objectives, promote the distinctive development and overall quality of student clubs at Tunghai University, address the shortage of club equipment, and provide subsidies for equipment purchases.

II. Subsidy Application Guidelines

A. Application Rules:

1. Applications must be consistent with the organization's mission and development needs and comply with the prescribed application procedures.
2. Equipment must be used for organization activities or instructional sessions, be non-consumable, and not be readily available through rental.
3. For all equipment purchases subsidized by University funds, organizations must submit an Organization Equipment Application Form and a quotation.
4. The Division of Extra-curricular Activities may purchase shared equipment based on the needs of student self-government organizations, departmental student associations, and student organizations. Procurement procedures may proceed only after approval by the Funding Review Committee or an authorized review panel.

B. Subsidy Regulations for Departmental Student Associations and Student Clubs

1. Subsidies shall be awarded based on the University's annual student organization evaluation results. Organizations that fail the evaluation, do not participate in the evaluation, or organize fewer than two major activities during the previous academic year are not eligible for equipment subsidies. Equipment requested by student clubs and departmental student associations shall be categorized as either capital expenditures or current expenditures. The maximum subsidy amount and eligible equipment categories shall be determined according to the evaluation results. Organizations with special needs may submit a separate project proposal for review.

Evaluation Rating	Maximum Equipment Subsidy
Outstanding	NT\$50,000

Excellent	NT\$40,000
Grade A	NT\$30,000
Pass (including clubs established within one year)	NT\$20,000

C. Subsidy Regulations for Student Self-governing Organizations

1. Student self-governing organizations, including the Student Association, Student Parliament, Student Council, Graduating Class Student Association, and Graduate Student Association, shall apply for equipment subsidies on a project basis. The subsidy limit shall follow the standard for clubs with a passing evaluation.
2. The Funding Review Committee may determine whether to grant a subsidy based on the applicant's actual needs.

D. Equipment Use Regulations

1. Student organizations receiving equipment subsidies shall establish Equipment Management Guidelines to ensure proper management and use of the equipment. If equipment is misused, left unused for an extended period after purchase, lent to others without the organization's approval, or stored off campus for an extended period, the Division of Extra-curricular Activities may, upon resolution of its administrative meeting, reclaim the equipment and suspend the organization's eligibility for equipment subsidies for one year.
2. Equipment purchased with subsidy funds shall be made available to the University without charge when required for University affairs or activities. Student organizations shall also provide any necessary guidance on its use.
3. Student self-governing organizations, departmental student associations, and student organizations under the Division of Extra-curricular Activities may request to borrow equipment for official duties or activities in accordance with the lending organization's Equipment Management Guidelines. If approved, no fees may be charged. Any lost or damaged equipment shall be compensated at its replacement value.
4. If subsidized equipment is lost, the student organization shall provide compensation based on the value determined by the Property Management Section.
5. If a student organization is dissolved, all equipment purchased with University funds shall be inventoried by the Division of Extra-curricular Activities and transferred to the faculty advisor for safekeeping. Such equipment may not be distributed to organization members or donated. Any equipment not returned shall be compensated based on the value determined by the Property Management Section.
6. If disposal of decommissioned equipment is required, the student organization

shall be responsible for all related costs.

III. Equipment Subsidy Limits:

A. Capital Expenditures (Unit price exceeding NT\$10,000)

Evaluation Rating	Maximum Equipment Subsidy	Maximum Number of Equipment Types/Items
Outstanding	NT\$50,000	2
Excellent	NT\$40,000	2
Grade A	NT\$30,000	1
Pass (including organizations established within one year)	NT\$20,000	1

B. Current Expenditures (Unit price below NT\$10,000)

Evaluation Rating	Maximum Equipment Subsidy	Maximum Number of Equipment Types/Items
Outstanding	NT\$25,000	5
Excellent	NT\$20,000	4
Grade A	NT\$15,000	3
Pass (including organizations established within one year)	NT\$10,000	2

IV. These Guidelines were established by the Student Organization Funding Review Committee and shall take effect upon approval by the Office of Student Affairs Administrative Meeting.