

National Chung Cheng University

2026 Student Club Evaluation Information and Standards

I. Purpose

To assess the performance of student clubs, reward outstanding clubs, encourage a spirit of service, improve the quality of activities, and promote the development and progress of each club, this evaluation is conducted in accordance with the “National Chung Cheng University Student Club Evaluation Implementation Guidelines.”

II. Participants

Participation is mandatory for all voluntary clubs; however, new clubs registered after February 1 of the current year may opt out of that year’s evaluation. Autonomous clubs (departmental student associations) may participate at their own discretion.

III. Evaluation Method

The evaluation is primarily based on the Ministry of Education’s national evaluation scoring standards for college student clubs, and is designed and conducted by the Division of Extracurricular Activities together with the Student Club Evaluation Committee.

Any evaluation committee member who serves as the leader or an officer of a club under review must recuse themselves from evaluating that club to maintain fairness. Evaluation is conducted using both a rating and written comments. The ratings are as follows: **A/B/C/D/E (from high score to low score)**

IV. Evaluation Schedule and Notes

A. Schedule

Date	Activity	Notes
07/01–08/31	Online registration and document upload	Complete registration and upload documents via the Division of Extracurricular Activities club evaluation website
09/01–10/02	Online document review	Reviewers evaluate submitted materials <u>(late submissions not accepted)</u>

10/03	In-person evaluation	Conducted as an on-site Q&A session; schedule and procedures will be announced on the Division of Extracurricular Activities website by 9/15
Expected late October	Results announcement	Evaluation results will be announced on the Division of Extracurricular Activities website.

B. Notes

1. The evaluation covers club records for the 114th(R.O.C. era) academic year (August 1, 2025 – July 31, 2026).
2. Registration and document upload must be completed within the deadline. **After the cutoff at 23:59 on 8/31 (Sunday), no late submissions will be accepted** (based on the submission time recorded by the system).
3. Uploaded materials must include the following 5 documents: Organizational Operations, Resource Management, Activity Performance (Planning & Execution), Activity Performance (Highlights & Outcomes), and the Self-Assessment Checklist. **All files must be in PDF format and named according to the required naming convention.**
4. Following the above, **materials can not be presented via external links;** any item that does so will not be scored.
5. Document organization recommendation: Materials should be organized according to the evaluation scoring criteria and the self-assessment checklist, sorted clearly and logically to facilitate review by the evaluators.
6. On the day of the in-person evaluation, **each club must send representatives to answer questions,** with a maximum of two representatives per club. **Except in cases of force majeure, late arrival will be treated as giving up the opportunity for in-person evaluation.**
7. Club evaluation website:

<https://evaluation.ccu.edu.tw/p/404-1260-46073.php?Lang=zh-tw>



V. Evaluation Content and Standards

- A. Online document review (80% of total score): Reviewers score the materials uploaded by the club.
- B. In-person evaluation (10% of total score): Reviewers conduct an on-site Q&A and scoring session.
- C. Regular performance score (10% of total score): Provided by the Division of Extracurricular Activities based on routine assessment.
- D. Detailed evaluation content and standards are provided in Appendix 1 (see below).

VI. Rewards and Penalties

(Based on the CCU Student Club Evaluation Implementation Guidelines)

- **A:** Awarded a certificate and may receive a subsidy for club operating expenses; the club president will be recognized in accordance with the university's Student Rewards and Penalties Guidelines. The Division of Extracurricular Activities may also select representative clubs to compete in the Ministry of Education's outstanding club selection.
- **B:** Awarded a certificate and may receive a subsidy for club operating expenses; the club president will be recognized in accordance with the university's Student Rewards and Penalties Guidelines.
- **C:** No reward given.
- **D:** Designated as a club requiring additional guidance/support.
- **F(Failing):** The following year, the club will not be granted use of a club office or any subsidy. Clubs rated "F(Failing)" for two consecutive years may be reported by the Student Club Evaluation Committee to the Office of Student Affairs for review, and may be ordered to disband upon resolution.
- Except for new clubs registered after February 1 of the current year (which may opt out), **any club that fails to participate in the evaluation will have its activity funding applications denied.** A club that is required to participate but fails to do so will be treated as having received a "F(Failing)" rating.

VII. Honor Obligations of Outstanding Clubs

- A. Clubs rated "A" are requested to share their club management experience during evaluation-related courses, or to provide their evaluation materials for other clubs to reference.
- B. Clubs rated "A" or "B" are encouraged to actively represent the university in the

Ministry of Education's outstanding club selection (national-level evaluation) or the Changhua–Chiayi–Yunlin regional club selection. Clubs representing the university in these competitions will receive additional subsidy funding from the Division of Extracurricular Activities.

Appendix 1

Scoring Content and Standards

I. Online Document Review (80% of Total Score)

A. Organizational Operations — 30%

Scoring Item	Scoring Focus
Organizational Operations 30%	1. Clear and well-defined organizational charter (including club purpose, the convening and authority of the general assembly, officer structure and duties, member rights and obligations, dues collection/refund procedures, election and recall rules, etc.)
	2. Charter revised in a timely manner with thorough documentation (explanation of changes before/after revision, with each revision date clearly recorded beneath the charter title)
	3. Established annual activity plan (including calendar, activity names, target participants, timing, and required budget)
	4. Established club development plan (short-, medium-, or long-term plans including goals, implementation strategy, specific items, budget needs, and resource channels)
	5. Regular convening of general member assemblies (or departmental association assemblies) or officer meetings
	6. Degree of execution and effectiveness of the annual activity plan
	7. Complete records of officers, members, and advisors (names and credentials of on/off-campus advisors), with established officer selection procedures and officer training
	8. Thorough records of meetings/activities, with digital recordkeeping and knowledge transfer

B. Resource Management — 20%

Scoring Item	Scoring Focus
Resource Management 20%	1. Digitization of club records and effective use of social media/web platforms for engagement

	2. Established financial management system, with records of funding sources, usage principles, and operational status
	3. If a non-personal club bank account exists: are the passbook and seal kept separately by designated individuals, with income/expenses publicly disclosed regularly? If not, is there a designated manager who discloses finances regularly?
	4. Annual income and expenses thoroughly recorded in account books, including itemized activity budgets, annual budget/actual financial statements, and reimbursement receipts stamped with an audit seal
	5. Established property management system, with a clear inventory (including photos) of club equipment and facilities, including usage/borrowing and maintenance records

C. Club Activity Performance –50%

Scoring Item	Scoring Focus
1. Planning & Execution 30%	1. Thorough activity planning, substantive content, demonstrating creativity or reflecting the club's mission.
	2. Activity plans tailored to available internal/external resources and manpower, demonstrating appropriateness and feasibility.
	3. Activity preparation aligned with the club's organizational scale and structure.
	4. Activity promotion through diverse channels, with methods or topics that draw attention from members and non-members alike.
	5. Execution involving broad member participation and division of labor, or extending to outside assistance based on the target audience.
	6. Execution that integrates internal and external resources according to the professional expertise required.
	7. A debrief meeting held after the activity; large-scale activities (50+ participants) include a feedback survey and analysis.
	8. Debrief meeting minutes that analyze the activity's effectiveness and unique features, with suggestions for future planning or improvement.

2. Highlights & Outcomes 20%	1. Participation in (or hosting of) off-campus or inter-university activities, with demonstrated achievements, outcomes, or results.
	2. Assistance with (or cooperation in) activities hosted by the university or community/civic organizations.
	3. Activities that include both club members and outside participants.
	4. The annual activity plan includes activities related to educational policies, such as educational priority area camps for elementary and secondary school students, initiatives to support the development of elementary and secondary school clubs, community service, and social care programs. It may also incorporate policy-related themes into activities, including environmental education, intellectual property rights, human rights protection, gender equality education, character education, and anti-drug awareness campaigns. For detailed categories and requirements, please refer to the "List of Student Club Activities Incorporating Policy Initiatives," available for download from the Division of Extracurricular Activities website.
	5. Clear thematic concept that aligns with the club's philosophy and reflects university culture or club tradition.
	6. Activities that demonstrate innovation, creativity, or engagement with issues the club cares about.

II. In-Person Evaluation (10% of Total Score)

Scoring Item	Scoring Focus
Clarification of document review questions	Club representatives explain and clarify questions raised by the evaluators after reviewing the online materials and self-assessment form.

III. Regular Performance Score (10% of Total Score)

Scoring Item	Scoring Focus
Regular Performance Score 10%	1. Venue/equipment borrowing and usage records, including records of deficiencies and club office inspection logs
	2. Club handover: whether the leadership transition process was completed within the deadline

3. Club cooperation and overall performance (including policy integration): includes cooperation with activities/administration, meeting attendance, reimbursement compliance, policy integration, and other matters — scored by the Division of Extracurricular Activities supervising advisor.

4. Participation in major activities/meetings: attendance at officer training workshops and club council meetings hosted by the Division of Extracurricular Activities, or any item explicitly marked as mandatory attendance in Division of Extracurricular Activities announcements.