

Provisions for Weekly Meetings

Revised and passed at the Student Affairs Committee Meeting on May 30, 2005

1. These provisions are based on Ministry of Education Document Tai (68) Shun 4841, and modified to meet the needs of this institution.
2. The Purpose of the Weekly Meetings is to promote student patriotism and respect for the flag, to provide timely information concerning university policies and rules, to encourage proper thinking and behavior, and to provide physical and mental training for students.
3. Procedures for holding meetings:
 1. The meetings will be chaired by the president, Deans of the Schools, or Department Chairs.
 2. Each academic year, one School- or Department-level meeting will be held in the first semester, and one university-wide meeting in the second semester.
 3. The dates and venues for the meetings, the speakers in the meetings, and announcements concerning meetings will be the responsibility of School Deans and Department Chairs in the first semester and the responsibility of the Student Counseling Section in the second semester. Meetings will also be announced, and relevant persons notified.
 4. Details concerning the meetings are as follows:
 - a. Meetings will be held on Friday afternoons.
 - b. No one will be admitted to meetings once they have begun.
 - c. One student will be chosen to gather and seat classes or groups of students.
 - d. Class Representatives will be responsible for assembling class-members and keeping order.
 5. Rules for Taking Attendance:
 - a. Class Leaders or Assistant Class Leaders are responsible for taking attendance.
 - b. Class advisors should accompany students, and oversee assembly and attendance-taking procedures.
 - c. Before the meeting is over, an instructor from each department should do a secondary check on student numbers in five to eight classes, making sure that the Class Leaders and Assistant Class Leaders have made no mistakes with their numbers.
 - d. Students may not ask for leave from Weekly Meetings unless there are extenuating circumstances. Students who request Sick Leave must submit a Certificate of Diagnosis.
4. General Rules:
 1. The General Affairs Division will be responsible for the preparation of meeting venues, and the management of air-conditioning, recording and broadcast equipment.
 2. The national anthem should be played at Weekly Meetings. The Extra-curricular Activities Section will be responsible for procuring any copies that need to be made, and the Information and Network Division will be send a technician to manage the audio equipment.
 3. The Extra-curricular Activities Section will appoint someone to officiate at the meeting and to conduct the singing of the national anthem.
 4. Before holding Weekly Meetings, Schools and Departments should first notify the Student Counseling Section to facilitate the management of the meeting and to avoid venue conflicts.
 5. Students who miss the Weekly Meetings without good reason are required to do 8 hours of volunteer work service. Students who do not show up for the volunteer work service will be punished in accordance with university regulations.
5. Upon being passed at the Student Affairs Committee Meeting and approved by the president, these provisions were announced and implemented.