

Department of Chemistry, National Sun Yat-sen University Regulations for Using Funds Raised as Student Emergency Relief Fund

Established and approved at the 7th department affairs meeting for Academic Year 2018 on

5/21/2019

Article 1 Rationale

The Department of Chemistry's Regulations for Using Funds Raised as Student Emergency Relief Fund (hereinafter referred to as the Regulations) are established to relieve students currently enrolling in the University whose family suffers hardships and is in desperate need of help and to offer appropriate condolences and support, thereby embodying empathy.

Article 2

All donations received under the Regulations shall be exclusively used as emergency relief fund for students of the Department.

Article 3

The fund is obtained through fundraising by the Department on an irregular basis.

Article 4 Eligibility

Only the students who currently enroll in the undergraduate, master's, and doctoral programs at the Department and are in need of emergency relief are eligible to apply.

Article 5 Application period

A review is conducted once an application is submitted.

Article 6 How to apply

Applicants shall fill out the Application Form for Emergency Relief Fund for Students of National Sun Yat-sen University (see Appendix I; the form may be obtained from the staff in charge at the department office) and submit related proof. Applicants may refer to the Emergency Relief Application Standards (see Appendix II; the document may be obtained from the staff in charge at the department office) with respect to the amount to be applied for, and request assistance from their mentors in confirming the fact that emergency relief is needed. A review meeting will be convened immediately after the department or institute head affixes their seal to the application form. A fund will be granted after the department chairman or institute director gives approval. The granting of the fund will then be reported at a department affairs meeting for ratification.

Article 7 Relief amount

A fund will be granted according to the Emergency Relief Application Standards for Students of National Sun Yat-sen University.

Article 8 Review method

Before granting the emergency relief fund, the Emergency Relief Committee of the Department will review application materials to verify eligibility and decide on the relief amount. Members of the Emergency Relief Committee may include the department chairman, the president, vice president, secretary-general, and executive directors of the alumni association.

Article 9

Spending of any funds raised and related reimbursement shall be applied for in accordance with the University's procedure for requesting reimbursement as well as applicable laws and regulations.

Article 11

When receiving donations, the Department shall issue an official receipt to donators in the name of the University, and shall make an acknowledgement in accordance with applicable regulations.

Article 12

The Regulations shall become effective after being approved at a department affairs meeting of the Department of Chemistry. The same procedure shall also apply to any amendments.