

Guidelines on Using the New Club Information System (for Club Advisors)

STUDENT ACTIVITY DIVISION, OFFICE OF STUDENT AFFAIRS

114.10.22



Dear Club Advisors,

To better integrate student club activities and application procedures—and to help advisors gain a clearer understanding of each club's actual operations while reducing the number of email communications—our Division has developed a new version of the Club Information System.

With this updated system, advisors can now log in directly using their myNTU account to review and approve student club-related applications.

Detailed instructions are as follows.

NTU New Club Information System

- ▶ System URL :
<https://tmy.ntu.edu.tw/clubactivities/>
- ▶ Click on "Advisor" and log in with your myNTU account.



Review / Approval (Online Review)

1. If you serve as the advisor for multiple student clubs, you can select the specific club name from the menu at the upper-right corner to review and approve submissions related to that club.

The screenshot displays the NTU Student Club Activities system interface. At the top, there is a teal header bar with the system name and logo. On the right side of this bar, a user menu is highlighted with a red box, showing the user's name '計中測試社 - 指導老師(黃鴻鈞)' and a '登出' (Logout) button. Below the header, there is a navigation bar with several tabs: '查詢 / 審核' (Query / Review), '社團資訊' (Club Information), '社團紀錄' (Club Record), and '指導老師' (Advisor). The '查詢 / 審核' tab is currently selected. Below the navigation bar, there is a light blue banner displaying the selected club '計中測試社 CC Testing Club', the academic year '學年期: 114 - 1', the registration status '社團登記狀態: 已登記', and the venue status '場地借用狀態: 開放'. Below the banner, there are three buttons: '待辦' (Pending), '追蹤' (Track), and '結案' (Close). The '待辦' button is highlighted in orange. Below these buttons is a table with the following columns: '進度' (Progress), '類別' (Category), '編號' (Number), '審核意見' (Review Opinion), '申請人' (Applicant), '送件日期' (Submission Date), and '管理' (Manage). The table contains two rows of data:

進度	類別	編號	審核意見	申請人	送件日期	管理
指導老師審核	社團活動	1288		Demo申請人	2025/10/20(一)	
待送件	社團活動	1289		Demo申請人		

At the bottom right of the interface, there is a link labeled '查詢更多>>' (Query More >>).

Review / Approval (Online Review)

2. In the “Review/Approval” tab, you may click “All Applications” to view the application progress of the student club. If there are any items pending for review, the status will display as “Pending for Advisor Approval.”

We kindly ask your assistance in completing the review.

3. If the advisor sees an application status labeled “Pending for Advisor Approval,” please click on the green icon on the right to enter the review page.

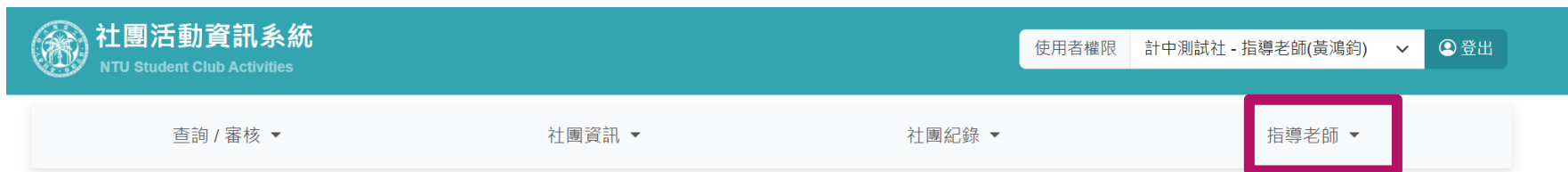
The screenshot displays the NTU Student Club Activities system interface. At the top, there is a header bar with the system name and navigation links. Below this, a navigation bar contains tabs for '查詢 / 審核' (Query / Review), '社團資訊' (Club Information), '社團紀錄' (Club Record), and '指導老師' (Advisor). The '查詢 / 審核' tab is currently selected. Below the navigation bar, there is a section for '計中測試社 CC Testing Club' with details for the current semester (114 - 1), registration status (已登記), and venue status (開放). Below this, there are three tabs: '待辦' (Pending), '追蹤' (Follow), and '結案' (Closed). The '待辦' tab is selected. Below the tabs, there is a table with columns for '進度' (Progress), '類別' (Category), '編號' (Number), '審核意見' (Review Opinion), '申請人' (Applicant), '送件日期' (Submission Date), and '管理' (Management). The table contains two rows of data. The first row shows a status of '指導老師審核' (Advisor Review), category '社團活動' (Club Activity), number '1288', and a green icon in the management column. The second row shows a status of '待送件' (Pending Submission), category '社團活動' (Club Activity), number '1289', and a green icon in the management column. A link '查詢更多>>' is located at the bottom right of the table.

進度	類別	編號	審核意見	申請人	送件日期	管理
指導老師審核	社團活動	1288		Demo申請人	2025/10/20(一)	
待送件	社團活動	1289		Demo申請人		

[查詢更多>>](#)

Automatic Approval Settings

- In the new Student Club Information System, advisors may choose to approve applications directly through the system, or continue using the existing methods, such as signing paper form or confirming approval via email. Student clubs may then upload the signed documents to the system for further review by the Student Activity Division. Advisors may use whichever approval method that is most convenient to them.
- The system supports functions such as Club Activity Application, Club Registration, Application for Student Club Skills Instructors, and Applications for Regular Subsidy. For the Club Activity Application, advisors may go to “Advisor” → “Basic Information” to set whether to enable the automatic approval function for club activity reviews.



計中測試社 CC Testing Club (已登記)

社團指導老師基本資料維護

Automatic Approval Settings

- When the function is disabled, the workflow will proceed as follows:
After the club submits the activity application, it will require the advisor's approval in the system before being forwarded to the Student Activity Division.

審核自動同意	<input type="checkbox"/> 社團活動	填寫自動帶入的審核意見	2025/10/21(二) 16:51
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- When the function is enabled, the workflow will proceed as follows:
After the club submits the activity application, it will be sent directly to the Student Activity Division via the system, without requiring advisor's approval.

審核自動同意	<input checked="" type="checkbox"/> 社團活動	填寫自動帶入的審核意見	2025/10/21(二) 16:51
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Automatic Approval Settings

- “Automatic approval” refers to situations where the advisor authorized the Student Activity Division to review applications for routine or low-risk activities (such as planning meetings, regular club classes, scheduled rehearsals, or general lectures). Under this setting, once the club and its president submit the application, the activity information will bypass the advisor’s approval, and will be sent directly to the Student Activity Division for further processing.
- However, for higher-risk activities—such as off-campus events, on-campus camps, or activities requiring external funding—the club will still be required to obtain the advisor’s approval. The advisor may provide approval either through a signed paper form or email confirmation, and the club may upload the approval document directly to the system for subsequent review process.
- At the moment, automatic approval authorization only applies to Club Activity Applications. Other applications—such as Club Registration, Application for Student Club Skills Instructors, and Applications for Regular Subsidy—advisor’s approval is still mandatory.

Additional Information

- The current Student Club Information System will be temporarily suspended starting at 8:00 AM on October 22 for data backup and migration. After the data migration is completed and verified, the new system is expected to be launched between 5:00 PM and 6:00 PM on the same day. If the process is completed earlier, the system will be available ahead of schedule.
- If you encounter any issues with the Student Club Activity Information System, please feel free to contact us. You may email our official mailbox at : activity@ntu.edu.tw

Thank you once again for your patience and support!