

Nagasaki University Global Alumni Network (NUGAN)

Chapter Acknowledgment and Requirements

Office for Global Relations

2024/3/●●

1. About Nagasaki University Global Alumni Network (NUGAN)

NUGAN is an acronym that stands for the “Nagasaki University Global Alumni Network.” NUGAN was created to be a global community made up of people from all over the world, connected by their shared experience of studying at Nagasaki University. NUGAN’s chapters and Ambassadors serve to facilitate communication among Nagasaki University alumni* wherever they may find themselves around the globe, bringing them closer together, providing spaces to reminisce about Nagasaki, and giving alumni an opportunity to network and advance in their careers.

* Alumni includes:

- Those who have graduated or completed studies at Nagasaki University.
- Those who have completed a short-term study abroad program at Nagasaki University.
- Those who have been previously enrolled or employed at Nagasaki University as a faculty member or researcher.
- Those who have been recognized as such by the Director of Office for Global Relations.

2. NUGAN Chapters

Three or more alumni are needed to create a chapter and chapters can be created anywhere in the world, and each chapter operates based on its own unique policies. While Nagasaki University does not provide specific regulations for chapter operations, each chapter must conduct at least one event or activity annually, maintain logs of its members, and offer opportunities to foster interaction between them. You may choose to promote your chapter’s activities on a website or social media services so that chapter members can be abreast of new information and collaborate accordingly.

There are no specific geographical restrictions for chapter acknowledgment. You may submit an application to establish a chapter that encompasses your country/region, your continent, or a city, for instance. Existing organizations that

are already active can also apply to be recognized as a formal NUGAN chapter. Existing organizations that are already active can also apply for recognitions as NUGAN chapters.

3. NUGAN Chapter Acknowledgment

(1) Three representatives are required for NUGAN chapter acknowledgment. Representatives consist of individuals with connections to Nagasaki University who meet one of the requirements listed alumni.

(2) One of the three representatives will serve as the representative of the chapter (concurrent with ambassador duties if applicable).

(3) Each chapter must conduct at least one event or activity annually.

(4) Each chapter must disseminate event/activity details through a website and social media.

(5) Activity reports must be submitted after each activity.

(6) Each chapter must report changes in representatives, the number of members, and the frequency of activities over the year in response to requests from Nagasaki University.

(7) Each chapter must create and appropriately manage a membership roster. However, in principle, there is no obligation to submit the membership roster to Nagasaki University.

(8) Each chapter must follow their country's privacy protection laws when handling personal information.

4. NUGAN Chapter Acknowledgment Fees and Chapter Dues

(1) There is no fee for chapter acknowledgment or NUGAN membership.

(2) Each chapter is responsible for determining its own chapter dues.

5. Process for NUGAN Chapter Acknowledgment

It takes, on average three months, from the time of application to receive chapter acknowledgement.

(1) Read about the “NUGAN Chapter Acknowledgement and Requirements” on the NUGAN website.

(2) Click “New Acknowledgment Application” under “Chapter Management”, fill in the required information, hit submit, and the “Chapter Acknowledgment Application” form will be automatically sent to you.

(3) Fill in the required information on the “Chapter Acknowledgment Application” form that you have received from the automatic e-mail and submit it back to the e-mail address written in the e-mail.

(4) If you meet the requirements, a “Chapter Acknowledgment Certificate” will be issued after internal review.

6. Process of Change of Registration Details and Chapter Dissolution for NUGAN Chapter

(1) Click “Change of Registration Details” or “Chapter Dissolution” under “Chapter Management”, fill in the required information, hit submit, and the “Chapter Acknowledgment Application” form will be automatically sent to you.

(2) Fill in the required information on the “Chapter Acknowledgment Application” form that you have received from the automatic e-mail and submit it back to the e-mail address written in the e-mail.

7. Certification Revocation

If activities contrary to the purpose of this system are conducted or if it is deemed difficult to continue chapter activities, Nagasaki University may revoke the chapter acknowledgment.