



# REQUIREMENTS FOR THE CREATION AND/OR REACTIVATION OF A STUDENT BRANCH

R9SAC  
team

**STUDENT ACTIVITIES COMMITTEE - IEEE REGION 9**

[www.ieee.org](http://www.ieee.org)

# Agenda



Presentation

Research, OU status inquiry to IEEE and the University

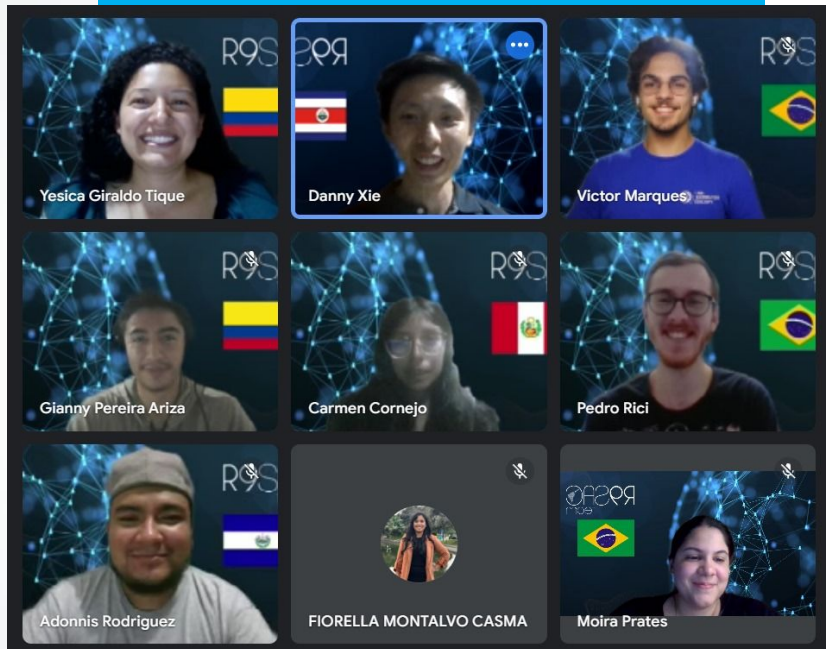
Requirements (Reactivation and/or Creation)

Questionnaire

Tips to fill out the questionnaire

Questions?

# About us



STUDENT ACTIVITIES COMMITTEE  
IEEE REGION 9  
2024 - 2025

The IEEE recognizes the significance of students within the organization and prioritizes their needs, interests, and concerns through the **Student Activities Committee (SAC)**.

Operating under the Regional Committee of Student Activities (R9 SAC Team), this committee plays a crucial role in providing policy guidance and coordination for **Student Branches, directors, advisers, technical chapters, and mentors**.

# 1

## Research, OU status inquiry to IEEE and the University

### Steps to check if there was an OU created at the university



Contact the president of your [country's section](#).



Contact the [SSAC or SSR](#) of the section in your country.



Inquiry whether it is a reactivation or creation process.

# 2

## Requirements (Reactivation and/or Creation)

### REQUIREMENTS (Reactivation and/or Creation)



**Work plan consolidation**



**Payment of memberships**



**Using Vtools**

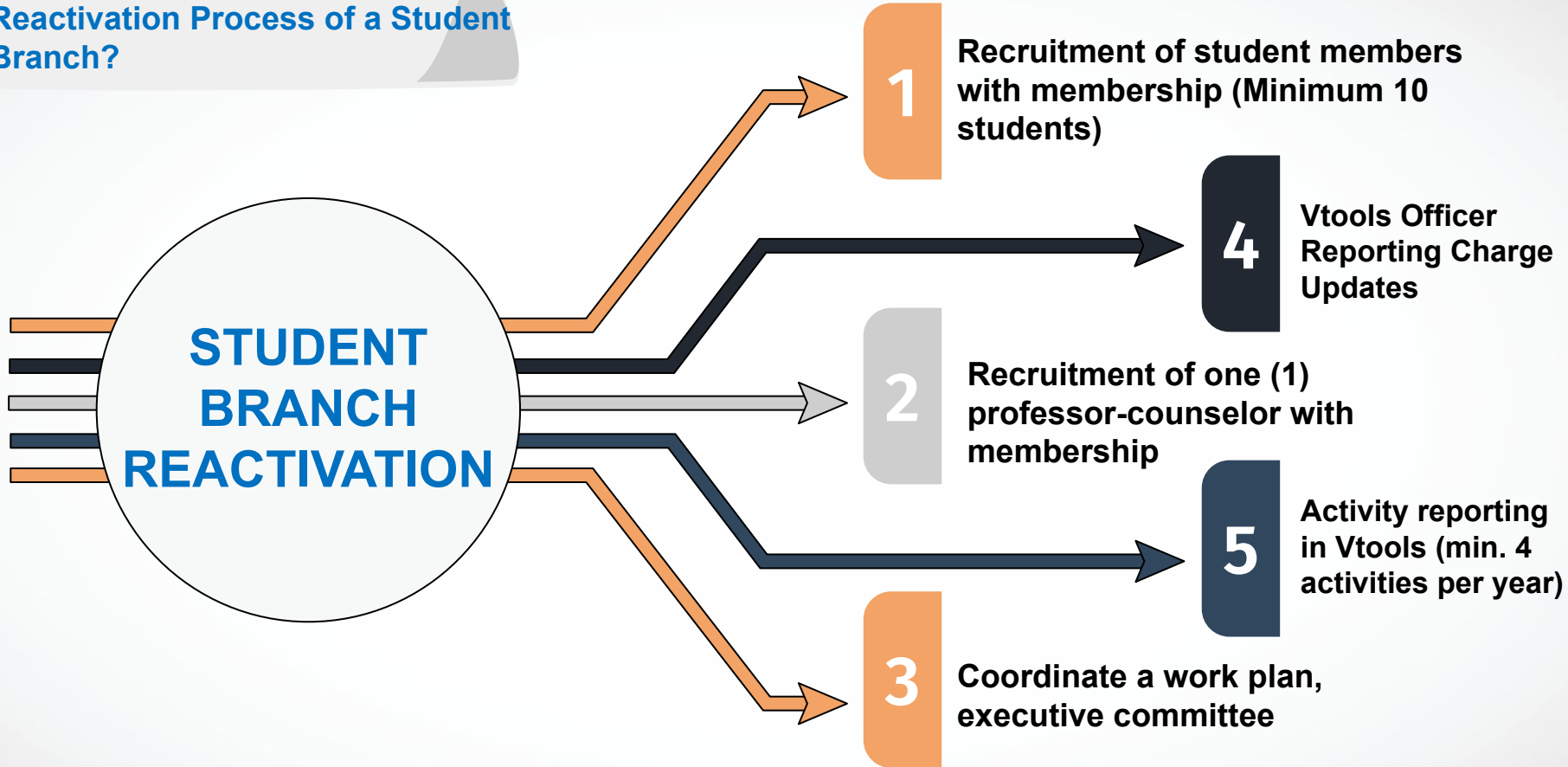


**Consolidation of OU Student Steering Committee**

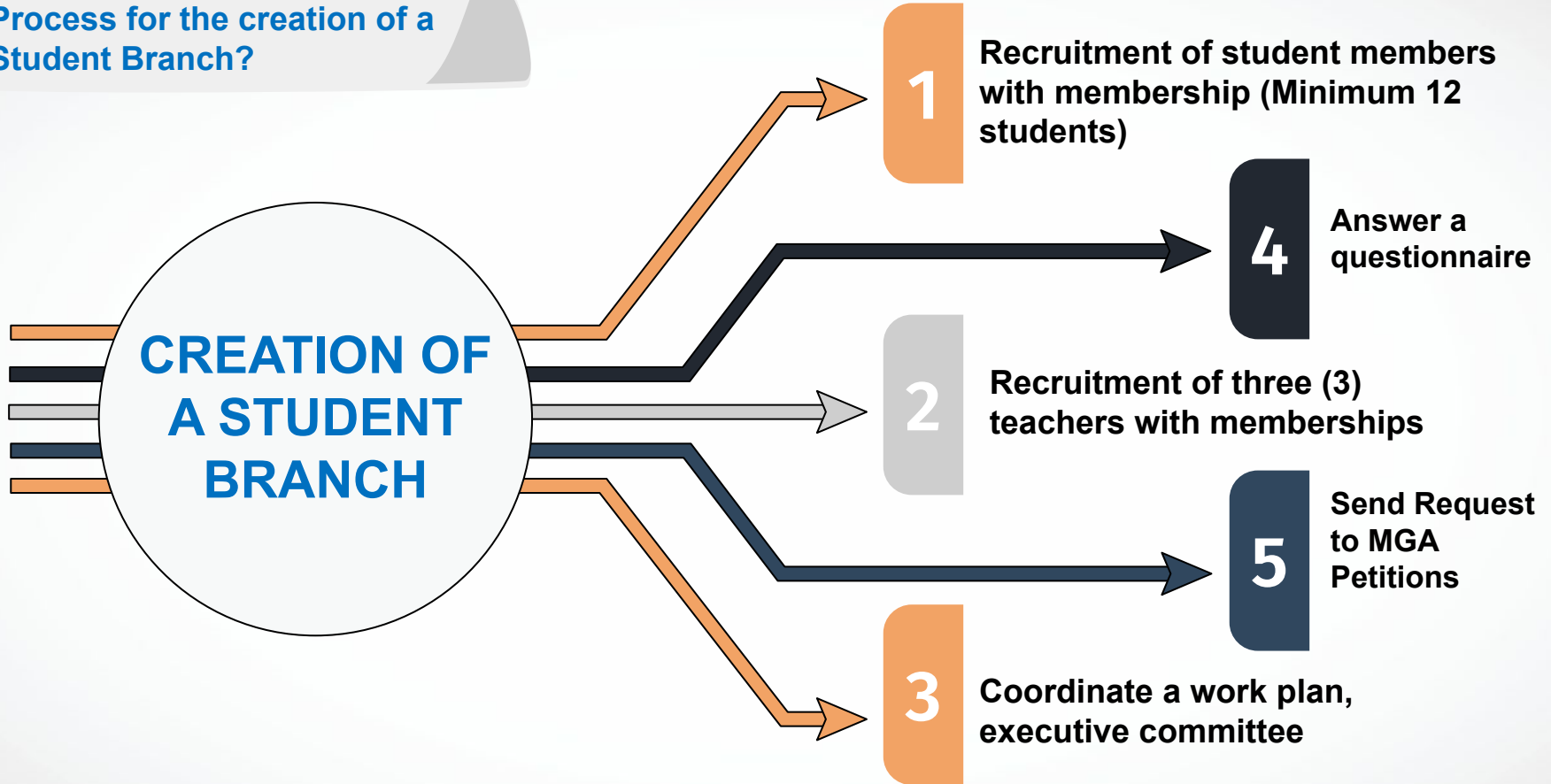


**Execution of activities**

## Reactivation Process of a Student Branch?



## Process for the creation of a Student Branch?



## REQUIREMENTS FOR CREATION

1. **Minimum 12 students with IEEE membership** (Petitioners) (It is important to verify that all of them put the same name of the University).
2. **Minimum 3 Professionals** registered at the University with IEEE membership. (Endorsers) (It is important to verify that all of them put the same name of the University).
3. **One (1) Institutional Department Head** (Not required to be linked to IEEE)



[Formations and Petitions - IEEE Member and Geographic Activities](#)



# CHARACTERISTICS OF THE PROFESSIONALS - ENDORSER

**Student Branch** petitions must be endorsed by the following:

**One (1) Institutional Department Head** (need not be an IEEE member, but must create an IEEE Web Account for Endorsement).

**One 1 Faculty Advisor**, who must be an active IEEE Graduate Student Member or above, teaching in IEEE designated fields of interest.

**Two (2) faculty members**, who must be an active IEEE Graduate Student Member or above, teaching in the IEEE designated fields of interest

[Formations and Petitions - IEEE Member and Geographic Activities](#)

# 3

## WORK PLAN QUESTIONNAIRE (IN ENGLISH\*)

- a. If the Student Branch is approved, how and when will the election be conducted to complete the Branch committee (vice president, treasurer and secretary)?
- b. What activities (seminars, contests, etc.) do you have planned for your Student Branch (if approved)? Have you had any activities at your University that you wish to continue in your Student Branch?
- c. What are the plans for keeping the Student Branch active, and the Branch members and committee officers involved?
- d. What plans are in place to keep the Student Branch self-sustaining? How is funding for activities and events managed?
- e. What are your plans to increase the membership of the Student Branch within the first year (after approval)?
- f. Describe how the University plans to support the Student Branch?

[Formations and Petitions - IEEE Member and Geographic Activities](#)

## TIPS FOR FILLING OUT THE QUESTIONNAIRE

- Each response allows the approval committee to identify whether it is a work plan consolidated by the team, with projected activities, estimated projection to consolidate the committee, support from the university, membership development, etc. So the clearer the questionnaire is, the more likely it is that the application will not be accepted.
- If they have University activities that can be associated with the future student group, they can be added.
- The use of IA in the development of the answers serves as a support, brainstorming, however much of the initiative should come from the student group in consultation with the faculty.

## ANNEXES



Review the  
[membership cycle](#)



Login to [MGA](#)  
[Petitions](#)



Send the request

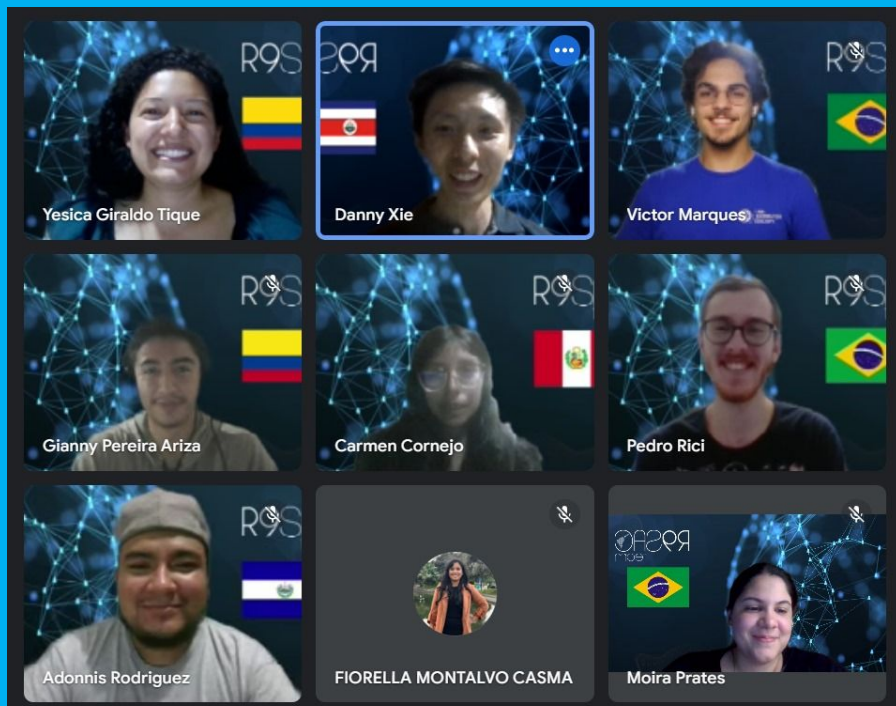


Sign the application

1. professionals
2. Students
3. Approvers



Waiting for  
approval mail



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¡Thank you for your attention!  
Questions and concerns:



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