

# Student Work-Study Financial Aid Implementation Guidelines

1994.12.13 Revised and promulgated in the (83)GaoYiFaZi No. 103 Letter  
1997.01.14 Revised and promulgated in the (86)GaoYiFaZi No. 006 Letter  
1998.06.16 Revised and promulgated in the (87) GaoYiFaZi No. 028 Letter  
1998.11.07 Revised and promulgated in the (87)GaoYiFaZi No. 069 Letter  
2006.12.2 Announced in the GaoYiJiaoFaYiZi No. 0950007956 Letter  
2007.10.04 Announced in the GaoYiXueWuZi No. 0960008420 Letter  
2011.01.13 Passed in the 6th Administrative Meeting of the 99th academic year  
2011.01.27 Announced in the GaoYiXueWuZi No. 1001100397 Letter  
2011.10.19 Passed in the 1st Student Affairs Committee Meeting of the 100th academic year  
2011.11.17 Announced in the GaoYiXueWuZi No. 1001103509 Letter  
2013.12.11 Passed in the 2nd Student Affairs Committee Meeting of the 102nd academic year  
2013.12.25 Announced in the GaoYiXueWuZi No. 1021103973 Letter  
2014.12.01 Passed in the 2nd Student Affairs Committee Meeting of the 103rd academic year  
2014.12.22 Announced in the GaoYiXueWuZi No. 1031104139 Letter  
2015.02.03 Review and passed in the 1st Student Scholarship Review Committee of the 103rd academic year  
2015.02.24 Announced in the GaoYiXueWuZi No. 1041100486 Letter  
2015.04.28 Revised and passed in the 5th Student Scholarship Review Committee of the 103rd academic year  
2015.05.20 Announced in the GaoYiXueWuZi No. 1041101589 Letter  
2015.11.12 Announced in the GaoYiXueWuZi No. 1041103761 Letter  
105.03.28 Review and passed in the 3rd Student Affairs Committee Meeting of the 104th academic year  
2017.06.27 Review and passed in the 6th Student Affairs Committee Meeting of the 106th academic year  
2021.11.10 Review and passed in the 1st Student Affairs Committee Meeting of the 110th academic year  
2021.11.23 Announced in the GaoYiXueWuZi No. 1101103963 Letter  
2022.05.04 Review and passed in the 3rd Student Affairs Committee Meeting of the 110th academic year  
2022.05.18 Announced in the GaoYiXueWuZi No. 1111101916 Letter

1. To assist students in studying with peace of mind and to foster a spirit of independence and self-reliance through campus part-time work opportunities, the Guidelines are established.
2. Eligibility for Part-Time Work: All students of this university are eligible to apply (except for students in in-service master's programs), with priority given to economically disadvantaged students. Any remaining positions will then be allocated to general students.

The definition of economically disadvantaged includes: students from low-income households, students from middle-low-income households, children of unemployed families, families with an annual income of less than seven hundred thousand dollars, and students from families facing emergencies or economic difficulties.

3. Funding Source: Funds are allocated according to the 'Regulations for Collecting Tuition and Miscellaneous Fees from Higher Education Institutions' as stipulated by the Ministry of Education.
4. Distribution of Part-Time Hours:
  - (1)The Student Scholarships and Financial Aid Review Committee (hereinafter referred to as 'the Committee') shall determine the number of part-time hours per semester for students based on the budget of the university and the operational needs of each unit.
  - (2) The allocation of part-time hours shall prioritize manpower shortages for school-wide activities planned for the academic year, such as large-scale celebrations, public affairs, environmental organization, and assistance in national or local academic conferences and seminars."
5. Management of Work-Study Students:
  - (1) Upon approval, a work-study student's eligibility may be terminated if he/she withdraws from school, performs inadequately in his/her work-study role, or has poor attendance (frequent unexcused lateness, early departures, or absenteeism). The vacancy thus created may be filled by others.
  - (2) Work-study students must report their duties to their assigned unit within a specified period.

Failure to report their duties without a valid reason will be considered a waiver of their rights.

(3) If a work-study student is unable to work as scheduled, he/she must request leave from his/her assigned unit in advance. Hours missed due to holidays or approved leave must be made up.

(4) Work-study students must adhere to the rules of their assigned units. In cases of significant misconduct, apart from termination of their work-study eligibility, disciplinary actions may be taken according to the School's regulations.

(5) Work-study units must ensure the safety of the workplace to protect the well-being of work-study students.

6. Work-Study Certification:

(1) To train basic work-study skills, it is mandatory for the work-study students to understand the relevant regulations.

(2) Work-study students are required to participate in the university's elite work-study certification program. Only those who are certified may undertake work-study assignments and must adhere to the established guidelines.

7. Scope of Work-Study:

(1) Work-study tasks shall encompass temporary, specialized, or labor-intensive work within various university departments that do not hinder the academic and personal development of students. However, tasks that fall under compulsory university labor service or other specified services shall not be classified as work-study.

(2) The scheduling of work-study hours for students must be outside their class hours, except in special circumstances approved by the Office of Student Affairs.

8. Work-Study Wage Application Procedure and Expense Reporting:

(3) Each department's required work-study hours per semester, after review by the Committee, should be accurately recorded based on the actual work performed by students, with no falsification of hours.

(4) Departments should select work-study students through the university's work-study matching system.

(5) Work-study students must complete sign-in and sign-out procedures in the work-study management system, indicating their working hours. Departments must complete payroll maintenance before the end of each month, and the Human Resources Office will compile a roster and disburse the work-study financial aid.

(6) The work-study financial aid will be compensated according to the standards set by the Ministry of Education, based on actual working hours.

9. The Guidelines, once approved by the Student Affairs Meeting, shall be implemented from the date of announcement. The same applies to any amendments.

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