

Regulations for Work-Study Program for Undergraduates of I-Shou University

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Amendments to Articles 1-13 ratified and promulgated by the President on April 22, 2010
Amendments to Article 4 ratified and promulgated by the President on July 24, 2011
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Article 1 The Regulations for Work-Study Program for Undergraduates of I-Shou University (hereinafter referred to as the “Regulations”) are introduced to nurture diligence and strong sense of responsibilities in students, help them become independent by participating in diverse work-study jobs on campus, and enrich their living-learning experience.

Article 2 Sources of Funding:

1. There are two sources of funding for this work-study program: work-study grants offered by the Ministry of Education, and scholarships and grants allocated from the tuition and other required fees the University has received as well as other incomes.
2. Budgeting:
 - a. Regular work-study opportunities: The Service Education Section of the Office of Student Affairs will collect the budget plans for work-study expenses from all the units every academic year. These budget plans shall be implemented only after verified by the Work-Study Program Review Committee and ratified by the President.
 - b. Temporary work-study opportunities: Any unit at the University may take official necessities into consideration to file a petition to the President for ratification.

Article 3 The Work-Study Program Review Committee (hereinafter referred to as the

“Committee”) is headed by the President as chairperson. Committee members include: vice presidents, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Secretary-General, Director of Continuing Education, college deans, and Dean of Accounting.

Article 4 Application Qualifications and Priority Criteria:

1. Application Qualifications: Applicants must be officially enrolled undergraduates at the University and perfectly willing to take work-study positions; mainland Chinese students, however, are not included. Regulations for the work-study program applicable to international students and overseas compatriot students shall be stipulated separately.
2. Priority Criteria:
 - a. students in straitened circumstances
 - b. students whose family suddenly encounters financial difficulties
 - c. indigenous students
 - d. scores on academic performance, personal conduct and service education as well as the academic year in which an applicant is registered
 - e. past participation in extracurricular activities
 - f. relevance of an applicant’s professional skills to certain work-study positions
 - g. students with outstanding performance in the previous work-study position who will be rehired by the same units
 - h. the work-study performance assessment results
 - i. students receiving Ci En grants will have priority for work-study positions during summer or winter vacations
 - j. students passing the criteria on information competency
 - k. students passing the first stage of GEPT Intermediate Level or any other English proficiency tests at the same level

The Committee is responsible for reviewing applications for work-study positions according to the criteria referred to in Subparagraph 2 of the preceding paragraph.

Article 5 Students can choose from a wide selection of work-study positions offered by all the units at the University, including but not limited to those requiring professional skills, manual jobs on campus, service education jobs, and temporary jobs as long as their studies as well as physical and mental development are not affected.

Article 6 Students who satisfy the requirements for this work-study program can file an application to the units offering the positions they wish to take during the application

period announced by the Office of Student Affairs. The units shall take into consideration applicants' professional skills and availability to select work-study students. Work-study students shall sign an affidavit after being offered a work-study position.

Article 7 Each and every student is allowed to take one work-study position only, and shall comply with guidance and supervision from the unit he/she works for.

Article 8 Work-study students shall sign in and out on the Work-Study Management Platform and keep a log regularly.

Article 9 All the units shall maintain and update the working hours of work-study students on the Work-Study Management Platform so that the section-in-charge can verify the monthly working hours, and then administer monthly work-study payments accordingly.

Article 10 Work-Study Payments:

1. Work-study students are paid on an hourly basis, and monthly work-study payments are calculated based on their working hours recorded on the Work-Study Management Platform. The hourly wage must not be lower than the statutory limit.
2. The total working hours of work-study students in a single unit during an academic year shall not exceed the amount which the unit's budget for work-study expenses allows. Work-study students shall not be paid for excess working hours. The maximum working hours per work-study student per month is 160 hours, unless otherwise ratified by the University.
3. Every unit shall collect applications for monthly work-study payments every month, and then deliver these applications to the Service Education Section of the Office of Student Affairs by a given deadline.
4. Monthly work-study payments will be remitted to the personal account of every work-study student.
5. Work-study students shall read thoroughly the affidavit for more information on work-study payments.

Article 11 Work-study students shall strictly comply with the following rules while doing work-study jobs:

1. not surfing the Internet (unless permitted by the unit), playing computer games or do anything other than assigned jobs;
2. keeping official affairs confidential, scrupulously abiding by official ethics, and accomplishing assigned tasks prudently;
3. filing a leave application in writing beforehand if he/she cannot work as

scheduled for any reason for fear of influencing university administration;

4. referring to the affidavit for more information on doing work-study jobs.

Article 12 Work-study students shall become disqualified from this work-study program immediately if they get involved in any of the following situations. Such students will be further banned from applying for any work-study position if the violation is considered serious by the Committee.

1. submitting false information on the application form;

2. neglecting his/her duties, refusing guidance and supervision from the unit he/she works for, or resigning halfway without any reason;

3. suspending schooling or withdrawing from the University;

4. asking another person to do work-study jobs without prior consent of the unit he/she works for;

5. asking another person to sign in/out for him/her, or signing another person in/out;
or

6. violating any of the provisions in Article 11 or getting involved in any illegal activities, either of which is considered serious.

Article 13 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.