

義守大學外國學生暨僑生工讀管理辦法

99年4月22日校長核定公告全文

102年2月20日校長核定公告修正第1、2、3、4條條文

103年3月4日校長核定公告修正第1、2條條文

第一條 義守大學(以下簡稱本校)為協助本校外國學生及僑生合法於校內工讀，依本校「學士班學生工讀助學金實施辦法」及「就業服務法」暨其相關規定，訂定本辦法。

第二條 外國學生及僑生申請「工作許可」輔導之資格如下：

一、外國學生具本校正式學籍，修習語言課程一年以上，並經本校認定具下列事實之一，得從事與其所修習課程與語言有關之工作：

(一)其財力無法繼續維持其學業及生活，並能提出具體證明者。

(二)本校之教學研究單位須外國留學生協助參與工作者。

(三)與本身修習課程有關，須從事校外實習者。

二、外國留學生符合下列資格之一者，不受前款規定之限制：

(一)具特殊語文專長，並經教育部專案核准，入學後得於各大專校院附設語文中心或外國在華文教機構附設之語文中心兼任外國語文教師。

(二)就讀研究所，並經本校同意從事與修習課業有關之研究工作。

三、僑生具本校正式學籍即可申請「工作許可」輔導，不受本條前二款之限制。

第三條 欲於當學期工讀者，須於開學後一個月內提出申請；欲於次學期工讀或次學期接續工讀者，須於當學期結束前一個月內，提出申請，但家庭經濟突遭困境者，不在此限。

受理外國學生申請之輔導單位為國際事務處學生事務組；

受理僑生申請之輔導單位為學生事務處生活輔導組。

輔導單位應於接獲前條申請後，將符合資料資格者向行政院勞工委員會辦理相關作業。

第四條 經行政院勞工委員會核發「工作許可」之外國學生及僑生，得自行向各工讀單位提出工讀申請，並於錄取後，向輔導單位回報。其餘工讀相關規定比照本校「學士班學生工讀助學金實施辦法」辦理。

第五條 「工作許可」有效期間最長為六個月，工讀時間除寒暑假外，每週工讀時數不得超過十六小時。

第六條 本辦法經行政會議審議通過，陳請校長核定後自公告日實施。

Regulations for Management of Work-Study Program for International Students and Overseas Compatriot Students at I-Shou University

Ratified and promulgated by the President on April 22,
2010

Amendments to Articles 1-4 ratified and promulgated by the
President on February 20, 2013

Amendments to Articles 1 and 2 ratified and promulgated
by the President on March 4, 2014

Article 1 To help international students and overseas compatriot students legally take part-time employment on campus, the Regulations for Management of Work-Study Program for International Students and Overseas Compatriot Students at I-Shou University (hereinafter referred to as the “Regulations”) are introduced as per the Regulations for Work-Study Program for Undergraduates at I-Shou University, the Employment Services Act, and relevant regulations and rules.

Article 2 International students and overseas compatriot students may seek the University’s assistance in applying for a work permit as long as they satisfy any of the following requirements:

1. International students may take part-time employment associated with what they learn and their native languages on condition that they are formally enrolled at the University, have taken language courses for at least one year at the University, and have been involved in any of the following situations in which they are eligible to take part-time employment:
 - a. An international student has difficulty in continuing studies at the University due to financial hardship and provides concrete evidence of this condition;
 - b. An academic or research unit at the University needs international students’ assistance;
 - c. An international student is required to take an off-campus internship related to what he or she learns.
2. International students are exempted from the restrictions referred to in the preceding subparagraph if they meet either of the following requirements:
 - a. possessing exceptional specialty in a foreign language, with the ad hoc approval by the Ministry of Education, after his or her enrollment at the

University, to work on a part-time basis as a teacher in that language in a subsidiary language center affiliated with a university/college or with a foreign culture and education organization stationed in Taiwan; or

b. studying at a master's or doctoral program at the University and having obtained prior consent from the University to take part in research associate with his or her major.

3. Overseas compatriot students may take part-time employment on campus on the condition that they are formally enrolled at the University, and they are exempted from the restrictions referred to in the preceding two subparagraphs.

Article 3 Those who wish to take work-study jobs during the current semester shall file an application within one month after the semester begins, while those who wish to take or continue work-study jobs during the upcoming semester are required to file an application one month prior to the end of the current semester. However, the aforesaid deadlines do not apply to those who encounter sudden financial hardship.

International students shall file their applications to the International Student Section of the Office of International Affairs, while applications of overseas compatriot students are submitted to the Student Campus Life Guidance Section of the Office of Student Affairs.

Qualified applications shall then be forwarded to the Ministry of Labor (formally known as Council of Labor Affairs, Executive Yuan) to apply for a work permit.

Article 4 International students and overseas compatriot students may apply for work-study in person to administrative and academic units after being granted a work permit by the Ministry of Labor. Once admitted to the unit being applied for, they shall report to the International Student Section or Student Campus Life Guidance Section without delay. Other issues related to the work-study program shall be governed by the University's Regulations for Work-Study Program for Undergraduates.

Article 5 A work permit is valid for up to six months. The work-study hours are limited to sixteen hours per week when the University is in session.

Article 6 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.