

# Regulations for Work-Study Program for Postgraduates of I-Shou University

Amendment adopted on September 10, 2002

Amendments to the Regulations ratified and promulgated  
by the President on October 31, 2011

- Article 1 The Regulations for Work-Study Program for Postgraduates at I-Shou University (hereinafter referred to as the “Regulations”) are enacted to support the University’s master’s and doctoral students (hereinafter collectively referred to as “postgraduates”) by having them engaged in paid teaching-, research- or administrative jobs at departments or administrative units.
- Article 2 There are two sources of funding for the work-study program for the University’s postgraduates: self-provided fund and subsidies from the Ministry of Education, and the self-provide fund is budgeted by the Office of Student Affairs (hereinafter referred to as the “Office”).
- Article 3 Application Qualifications and Payment:
1. Application Qualifications: To be eligible for this work-study program, an applicant must be an enrolled postgraduate at the University, has no full-time or part-time job outside the University, and have no paid full-time jobs at the University. It is to be noted that mainland Chinese postgraduates are excluded.
  2. Application Deadline: Eligible postgraduates can apply for this work-study program once every academic year. They shall apply to their departments (institutes) or the Office by the deadline announced in the first semester of every academic year. Every single postgraduate can have only one work-study job.
  3. Work-Study Jobs:
    - a. Work-study postgraduates assigned by departments (institutes) are mainly responsible for managing laboratories (including computer labs) of academic units and assisting in teaching or administrative affairs.
    - b. Work-study postgraduates assigned by the Office are mainly responsible for tutoring and administrative affairs.
  4. Work-Study Payments:
    - a. As for work-study postgraduates at departments (institutes), their work-study payments are audited and verified by respective departments (institutes). In

principle, a work-study master's student receives up to NT\$5,000 per month, while a work-study doctoral student receives up to NT\$7,000 per month. If the monthly working hours exceed the statutory limit, the department (institute) concerned shall follow due administrative procedures to file an extraordinary petition to make up the difference. Under the aforesaid circumstances, a work-study master's student is allowed to receive up to NT\$6,000 per month, while a work-study doctoral student receives up to NT\$8,000 per month.

- b. Payment Procedures: Work-study postgraduates 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. Every unit shall collect applications for monthly work-study payments every month, and then deliver these applications to the Office by a given deadline.
- c. As for work-study postgraduates assigned by the Office, the hourly wage is NT\$150, and the monthly working hours shall not exceed thirty in principle. Monthly work-study payments are calculated based on their working hours.
- d. Work-study payments are administered once every month, and those who file a late application will receive their work-study payments in the following month. Work-study postgraduates who have missed the application deadline shall file an application within two months of the deadline; otherwise, the application will not be considered.

5. Sources of Funding:

- a. The source of work-study payments to work-study postgraduates assigned to departments (institutes) mainly comes from subsidies of the Ministry of Education. In case of a shortage of funding, the self-provided fund of the University shall be used. The work-study budget allocated to every department (institute) is determined based on the number of its postgraduates (including in-service ones). (The enrollment of eight in-service postgraduates is regarded as the enrollment of one daytime postgraduate.)
- b. There are two sources of work-study payments to work-study postgraduates assigned by the Office: self-provided fund and subsidies from the Ministry of Education.

6. Postgraduates who receive this work-study payment from the University are prohibited from having any full-time or part-time job outside the University, and any paid full-time jobs at the University. Violators will be disciplined according to the University's regulations and rules, and asked to return all the work-study

payments received to the University.

7. Work-study postgraduates shall be disqualified from this work-study program based on the decision made by the Department (Institute) Affairs Council if they are found having neglected their duties.
8. Application methods for this work-study program and application review criteria shall be drafted by Department (Institute) Affairs Councils, review by colleges, and finally become effective after ratified by the President.

Article 4 The Regulations become effective on the third day of promulgation after adopted by the University 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.*