

## **Enforcement Rules of Study-work Scheme of National Changhua University of Education**

Amended and Approved by Administrative Meeting on Oct.3, 2007

Amended and Approved by Administrative Meeting on Jan.7, 2009

1. Purpose: The Enforcement Rules (hereinafter referred to as the Rules) were regulated to implement the Study-work Scheme for our students to expand their horizons of study and support all kinds of university affairs.
2. The Rules were regulated pursuant to Regulations on Subsidy Scheme for Student's Study (辦理學生就學補助要點) of our university.
3. Eligibility and Evaluation Criteria:
  - 3-1 The students of our university (postgraduates are also included, self-supporting undergraduate students are prioritized) who are keen to provide services without any records of demerit are eligible to apply for.
  - 3-2 Students with one of the following conditions are prioritized:
    - a) Students with disability. (relevant documents such as Disability Handbook, or an identification for the student with special needs issued by municipal, county or city government or by the committee of identification, placement and consultation for the student with special needs are required.)
    - b) Students with indigent status. (relevant documents such as Certificate of Low-Income/Mid-Income Status; or proof of indigent status provided by chief of village are required.)
    - c) Aboriginal students.
    - d) Students with an expertise are recommended by the unit they work for. (A certificate of their expertise is required.)
    - e) Students with excellent work performance are being continuously employed. (A recommendation from the unit they work for is required.)
    - f) Others: depend on employer's demand. Candidates will be prioritized by their academic grade (or by freshmen's record of entrance exam) and conduct score in the last academic year.Applicants who are not employed by the Scheme will be put in the possible candidate list in an order of candidates' ranking in academic grade and conduct score.
4. Date of Application: the existing students shall file their applications before the end of that academic year while freshmen shall file an application before the deadline announced by Office of Student Affairs (OSA).
5. Application Procedure:
  - a) Applicants shall fill out an application form with all attachments required including transcript and submit them to OSA for evaluation and assignment.
  - b) If an employer of Study-work Scheme wishes to recommend a student worker with certain expertise or to continue the employment, the employer shall collect the aforementioned information and submit them to OSA within the deadline of application.
6. Duration of an Assignment: the duration for an assignment of Study-work Scheme is set to be one academic year. Re-application is required if the scheduled assignment is due.
7. The student workers of the Scheme who are absent at work for over two weeks shall not be employed. The vacancy will be filled by other candidate on the list of OSA.
8. An employed student who has one of the following situations shall be disqualified immediately:

- a) being evaluated poor at work by their employer of the Scheme.
- b) being punished by a demerit.
- c) suspending or withdrawing from school in the middle of a semester.
- d) quitting for no reason or switching jobs with others without permission. The vacancies caused by the former situations will be filled by other candidates on the list of OSA until the end of the original assignment.

9. Quota: is subject to change by the relevant budgets arranged.

10. Job Content: depends on the demands of the employers of the Scheme.

11. The number of student workers for each employer of the Scheme arranged by OSA is based on the quota given for that academic year as well as the actual demand of each employer before being ratified by Dean of OSA. Any extra request for employees during the semester shall be submitted to President for approval and informed OSA by each employer.

12. Hours for an assignment of the Scheme:

- a) The hours for an assigned job of the Scheme shall be arranged by the employer based on their actual demand. However, the total number of hours shall be limited within 32 hours a month, 8 months an academic year. If an extra support is needed during summer/winter vacations, the employer can make a request to extend the employment that is ratified by President.
- b) If there is a need in full-time employment due to the continuity of services/ business, only students of our university shall be considered. At least 20 working days a month are required for full-time employment.

13. Allowance provided: the calculation of hourly wage shall be based on the “minimum wage” promulgated by Workforce Development Agency, Ministry of Labor as workers shall be paid by their actual working hours. The workers with expertise and supportive techniques at Computer Center shall be paid NT\$ 125 per hour.

14. Assessment: the job performance and service attitude of a student worker shall be assessed by their employer on a monthly basis.

15. The Rules shall go into effect after being approved by Administrative Meeting and ratified by President. The same procedure shall be applied to the amendments likewise.