

Yuan Ze University Student Work-Study Scholarship Regulations

Approved in the 16th Administrative Meeting of the 87th Academic Year on June 14, 1998

Amended and approved in the 9th Administrative Meeting of the 89th Academic Year on April 23, 2001

Amended and approved in the 18th Administrative Meeting of the 90th Academic Year on May 27, 2002

Amended and approved in the 7th Administrative Meeting of the 92nd Academic Year on November 24, 2003

Amended and approved in the 1st Administrative Meeting of the 96th Academic Year on August 20, 2007

Amended and approved in the 17th Administrative Meeting of the 97th Academic Year on June 22, 2008

Amended and approved in the 15th Administrative Meeting of the 99th Academic Year on May 23, 2011

Amended and approved in the 11th Administrative Meeting of the 100th Academic Year on March 9, 2012

Amended and approved in the 6th Administrative Meeting of the 102nd Academic Year on October 16, 2013

Amended and approved in the 4th Administrative Meeting of the 104th Academic Year on September 23, 2015

Amended and approved in the 23rd Administrative Meeting of the 104th Academic Year on July 20, 2016

Amended and approved in the 16th Administrative Meeting of the 105th Academic Year on March 29, 2017

Amended and approved in the 10th Administrative Meeting of the 108th Academic Year on December 18, 2019

Amended and approved in the 5th Administrative Meeting of the 111th Academic Year on September 28, 2022

Article 1: These regulations are established to provide opportunities for students to work during their studies, cultivate independent and autonomous spirits, expand their learning experiences, and to support the university in conducting various key projects and temporary tasks. These regulations are formulated in accordance with the "Principles for Enhancing Student Part-Time Assistant Learning and Labor Rights Protection in Colleges and Universities" issued by the Ministry of Education.

Article 2: The review of work-study scholarship applications shall be handled by the Yuan Ze University Student Work-Study Scholarship Review Committee. The committee members include the Provost, the Dean of Student Affairs, the Chief of General Affairs, the Chief of Research and Development, the Chief Information Officer, the Deans of various colleges, the Secretary General, the Director of the Personnel Office, the Director of the Accounting Office, the Director of the Continuing Education Division, the Director of the Office of Global Affairs, the Director of the Environmental Protection and Safety Health Center, the Director of the Sports Office, and one student representative. The Dean of Student Affairs serves as the convener.

Article 3: Any diligent and willing student at the university may apply to various work-study employing units. Employing units should prioritize hiring students who have completed work-study training courses and obtained certificates, and should give

preference to economically disadvantaged students. Specific arrangements for each work-study position should be made by the employing units based on job requirements.

If applicants do not receive relevant financial assistance subsidies but meet the conditions specified in Article 5, Paragraph 3 of the Financial Assistance Regulations, they will be given priority for work-study arrangements upon approval by the Dean of Student Affairs.

Article 4: The work-study status of approved students will be revoked if they meet any of the following conditions:

1. Unable to fulfill job duties.
2. Suspended or withdrawn from school.
3. Subject to major disciplinary actions.

Article 5: Work-study students should be assigned tasks based on the needs of employing units. Work assignments may include administrative tasks, management, indoor cleaning, event services, document transmission, educational equipment, venue management, and other ad hoc tasks.

Article 6: Employing units for work-study students should designate personnel to guide them. The work content should not hinder students' academic and personal development. Dangerous tasks should be avoided, and appropriate insurance coverage should be provided by employing units based on job requirements.

Article 7: For general administrative service work, the basic hourly wage set by the Ministry of Labor will be used as the standard. For other labor-intensive, technical, special tasks, or cases identified by the Work-Study Scholarship Review Committee, the maximum hourly wage should not exceed twice the basic hourly wage set by the Ministry of Labor. Each employing unit should calculate the work hours at the end of each month and complete the reporting process.

Article 8: Employing units for work-study students should be responsible for assessing the work habits of students:

1. For tasks involving copying documents, students should work at designated locations. Unauthorized removal of work materials is not allowed.
2. Work-study students should maintain the confidentiality of work-related

information. Any unauthorized disclosure or illegal behavior will result in penalties.

3. If a work-study student cannot work within the specified work hours due to illness or other reasons, they should request leave from the employing unit. Otherwise, absenteeism hours will be deducted from their work-study earnings. If, after assessment by the employing unit, it is determined that the
4. Work-study students should properly maintain the tools required for work. In case of damage or loss, after the reason is determined by the executing unit, decisions can be made for full compensation, partial compensation, or exemption from compensation.
5. Work-study students are required to fill in the sign-in record within work-study hours. It should be verified and managed by the employing unit, serving as evidence for applying for work-study remuneration.
6. Work-study students must sign the "Yuan Ze University Work-Study Student Labor Contract."

Article 9: Matters not covered by these regulations shall be handled in accordance with relevant government laws and regulations.

Article 10: These regulations shall be announced and implemented after being passed by the Administrative Meeting. The same procedure applies to amendments.