

Guidelines on Application for Scholarships and Grants by Postgraduates of Department of Industrial Management at I-Shou University

Adopted and promulgated on September 18, 2002 by the Departmental Affairs Council

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I. Legal Basis

The Guidelines on Application for Scholarships and Grants by Postgraduates of Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) are stipulated by the Department of Industrial Management (hereinafter referred to as the “Department”) based on relevant guidelines for application for scholarships by postgraduates at the University.

II. Purpose

The Guidelines are established with the aim of awarding postgraduates to conduct research, assist in teaching, and elevate the academic standards.

III. Types

There are postgraduate scholarships and work-study grants.

IV. The number of recipients and the criteria for application are as follows:

Postgraduate scholarships:

1. Scholarship for doctoral students: the scholarship for doctoral students shall be applied for in accordance to the Regulations for Application for Scholarships by Outstanding Doctoral Students at I-Shou University.
2. Scholarship for master’s students: only first-year and second-year master’s students (in-service master’s students excluded) are eligible for application. In each class, one candidate shall be proposed for the scholarship when there are ten master’s students or less in a class. If there are more than ten master’s students in a class, one more candidate shall be added for each additional ten master’s students. If there are only six more master’s students added to a class of ten master’s students, one more candidate may be added as well. Every scholarship recipient shall receive NT\$ 20,000 (the scholarship amount shall be subject to the regulations of the University)

for three semesters: in the second semester of the first academic year of the master's program, and the first and second semesters of the second academic year of the master's program.

3. Scholarship criteria for the master's program:
 - a. A master's student shall be ranked among the top 50% in his/her class in terms of academic performance in each semester.
 - b. Any master's student who fails a course or whose average score in any semester is lower than 80 shall be ineligible for application.
 - c. Any master's student who has violated the regulations and rules of the University and was assigned a minor demerit or further punishments shall be ineligible for application.
 - d. The Department shall establish the Postgraduate Affairs Committee which consists of three members. The aforesaid committee shall select a scholarship recipient(s) from qualified master's students. The regulations related to the selection shall be otherwise prescribed.
4. Master's students who have been awarded a reduction or exemption of the tuition and other required fees shall not apply for the master's student scholarship.

Work-study grants for postgraduates:

1. The work-study grants of the Department shall be paid in accordance to the budget audited and verified by the College of Management.
2. Work-study postgraduates (including in-service postgraduates) are responsible for assisting in administrative affairs, assisting in teaching, maintaining computer labs (including laboratories), assisting in holding seminars, etc.
3. The office of the Department, faculty members, and custodians of laboratories may propose a request for work-study postgraduates. Work-study students assigned by the University are not included.
4. Work-study postgraduates shall be paid for 5 months per semester and the work-study program shall not include winter and summer vacations (February and August).
5. Work-study postgraduates of the Department shall not concurrently receive grants from other work-study programs at the University.
6. Work-study postgraduates of the Department are prohibited from having any full-time or part-time job outside the University. Violators shall be disciplined according to the University's regulations and rules, and asked to return all the grants received to the Department.
7. Criteria for work-study grants:
 - a. All doctoral students are eligible to apply for the work-study program.
 - b. Master's students and in-service master's students who have no full-time or part-time job are eligible to apply for the work-study program.

- c. Any postgraduate who has violated the regulations and rules of the University and was assigned a minor demerit or further punishments shall be ineligible for application.
 - d. Any postgraduate who fails a course or whose average score in any semester is lower than 80 shall be ineligible for application.
 - e. Any postgraduate who has not submitted any of relevant application forms before the deadline announced by the Department shall be ineligible for the next application, such as Application Form for Supervisor Selection, Application Form for Doctoral Proposal, etc.
 - f. If work-study grant recipients are found having neglected their duties, such as not working as scheduled, not exerting their ability at work, having a negative attitude, or leaving without permission during the period of work-study program, such recipients shall not be considered when applying next time after the Postgraduate Affairs Council approves.
 - g. The Department shall establish the Postgraduate Affairs Committee which consists of three members. The Postgraduate Affairs Committee shall select qualified postgraduates for the work-study program.
8. Calculation of working hours/loads and payment:
- a. When work-study postgraduates assist in teaching, administrative affairs, and maintaining computer labs (including laboratories), their working hours shall be calculated as assigned by the Department. For assisting in holding seminars, the Department shall assess the workload to pay.
 - b. Course instructors shall calculate working hours done by postgraduates who assist in teaching; the Chair of the Department shall calculate working hours done by postgraduates who assist in administrative affairs, and the custodians of computer labs (including laboratories) shall calculate working hours done by postgraduates who assist in maintaining the computer labs (including laboratories).
 - c. Work-study postgraduates shall not work longer than the hours specified by the Department.
 - d. The spare monthly working hours shall not accumulated to be used in next month. The Department may use such working hours in other aspects.
9. The tasks assigned to work-study postgraduates shall be related to their responsibilities.
10. If work-study postgraduates are found having neglected their duties, such as not working as scheduled, not exerting their ability at work, having a negative attitude,

leaving without permission, violating the regulations and rules the University and being assigned a minor demerit or further punishments, etc. during the period of work-study program, the Postgraduate Affairs Council shall assess the severity of the case to determine either to deduct the work-study payment, to stop granting the work-study payment or to ask for returning the work-study payment granted.

11. Work-study postgraduates shall take on the tasks assigned by the Department. If work-study postgraduates are found having neglected their duties, the Postgraduate Affairs Council reserves the right to disqualify such postgraduates. If work-study postgraduates violate any regulations and rules of the University, they shall be disciplined according to the University's regulations and rules

V. Promulgation, enforcement and amendment:

The Guidelines become effective after being adopted by the Department Affairs Council. The same procedure applies to any amendment to the Guidelines.

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