

## **Implementation Guidelines for scholarships for low income students in TKU**

Secretariat Regulation No. 1010000085 (11/12/2012)

1. Objective: The scholarships aim to help students from low income families or those who experience or encounter a serious accident or a family disaster to work part-time to successfully complete studies in the university.
2. Number of recipients: 150 students per academic year (based upon the university's annual budget).
  - a) Fixed quota: 120 undergraduate students and 30 graduate students.
  - b) Extra recipients: Extra applications will be accepted for those who encounter sudden accident in the family during the semester.
3. Hourly wage: NT\$138 per hour. Monthly payment will be accumulated by working hours and each student can work up to 390 hours per semester.
4. Eligibility: Those who meet one of the conditions below and are willing to work part-time:
  - a) Students of the Tamkang University who come from low income families and recommended by Chairman (Director) 、Department Military Instructor or class teacher.
  - b) The students who hold a low-income certificate issued by the local government.
  - c) Students who experience or encounter sudden disaster in the family that leads to financial difficulties.
5. When to file an application: For fixed quota, students must apply for the scholarship once an academic year and the continuing applicants must apply at the end of each academic year (specific date to be announced). The first-time applicants must complete the university enrollment and apply for the scholarship within a week after the semester starts. Those who experience or encounter sudden disaster in the family can apply anytime and if approved, they can start to work the week after the application.
6. Application Location: Tamsui Campus: Guidance Section. Lanyang Campus: Administrative office.
7. Application procedures : After applicant gets application form from the Guidance Section and prepare one's own low income certificate, the relative department must sign on the certificate and send the applications back to the office before deadline. If proves by the project group, the applications will be examined by the Vice President for Administrative Affairs. Students who pass applications will be assigned a part-time job in the campus.
8. Working hours: 10 hours per week. Scholarship recipients must also work during

the mid-term exam and final exam weeks.

9. Job description: For undergraduate program, scholarship recipients must offer services to all teachers and students, such as cleaning the surrounding area of Tamsui Campus, traffic controlling of Shuiyuan Road, clearing up the flower fields , working in the library, etc. For graduate program, scholarship recipients will be assigned to different department or office according to their major or specialty. The details such as content of job, quota allocation of each department or office and the payment are announced by the Office of Student Affairs.
10. Attendance records: The job performance of the scholarship recipient will be examined and checked by the project group. For those who perform badly, the project group can submit the job performance assessment form anytime explaining reasons of incompetence to the relative administrative office. If it is to be checked and found true, the part-time job will be terminated. Also, unless there are more working hours needed, it is not necessarily that each scholarship recipient will have maximum working hours. Those who fail the assessment cannot apply for the scholarship in the new academic year.
11. Those who meet the requirements and live in the dormitory would be accepted first.
12. This set of guidelines will take effect on the date of its publication after being passed by the Student Scholarship Committee. The same applies to any later amendments made.