

Procedures for Management of Work-study Program

Revised and passed at the Student Affairs Committee Meeting on May 30, 2005
Revised and passed at the Student Affairs Committee Meeting on May 25, 2006

1. Ming Chuan University offers on-campus Work-study assistantships to cultivate positive working attitudes, help students to adjust to everyday life, and to help students cultivate independent character.
2. Program participants' work should not interfere with their studies or their physical and psychological well-being.
3. Application for Work-study Program must be in accordance with the regulations below:
 1. All Ming Chuan University graduate and undergraduate students, except for Work-experience Students, are eligible for the Work-study Program.
 2. Application for the graduate student Work-study Program and regular Work-study Program will be held once a year. All offices should submit their application for Work-study participants to the Student Affairs Division by August 25th. The unit in charge will put all relevant documents together for review by the Student Work-study Evaluation Committee. The approved Work-study Program participants will begin working in the following school year.
 3. Application for the Work-study Program is done once every semester. Students who wish to reapply should apply at the Life Counseling Section within two weeks before final examinations begin. New applicants should sign up at the Life Counseling Section within two weeks after the semester starts. Applications should be approved by the president and relevant unit supervisor before the assistantship will be granted.
 4. Students who wish to apply for full-time positions in the Work-study Program may select one job category only; double application is not allowed. Application forms will be collected by the Life Counseling Section and given to each office for selection.
 5. Priority will be given to students from families with low incomes, though conduct grades and academic grades will be used for reference.
4. Work-study Program Job Categories and Payment:
 1. The Undergraduate Work-study Program Participants are divided into two categories, the Office Work-study Students and the General Labor Work-study Students.
 1. General Labor Work-study Students: Payment calculation is in accordance with the nature of the work and the total working hours.
 2. Office Work Work-study Students: Payment is made on a monthly basis. The payment calculation is in accordance with on hourly pay for scheduled working hours.
 2. Graduate Student Work-study Program Participants: Payment calculation is made according to hourly pay for scheduled working hours and varies according to the nature of the job. The payment will be equivalent to 30% of Tuition and Miscellaneous Fees.
5. Work-study Program Job Categories
 1. General affairs and manual labor, including cleaning, maintenance of campus environment, painting, and so on.
 2. Administrative affairs, including assisting administrative staff, assisting with classroom management, proctoring examinations, checking attendance, arranging meeting venues, and so on.
 3. Specially approved administrative or documentation.
6. The following forms need to accompany the Work-study Program application:
 1. Work-study Program Participant Information Form: Payment information such as ID number, student bankcard number, student's address, student ID number, and department must be provided.
 2. Work-study Program Participant Evaluation Form: For use by the relevant unit.

3. Work-study Program Agreement: Work-study Program participants should read and sign agreement which stipulates working conditions and regulations regarding working on campus. These forms must be completed and turned in to the Student Advising Section within two weeks after the semester starts or one week after participant starts the job. Otherwise, their assistantships will be cancelled.
7. Work-study students should report to the designated work place within three days after the application results are published. Those who fail to do so will forfeit the assistantship.
8. If a participant finds himself or herself unable to meet the demands of the job, she or he should notify the workplace and give up the assistantship. The workplace is responsible for finding a substitute for the students who resign their positions. A participant may not find his or her own replacement nor trade positions with other participants.
9. All students should attend a pre-service education program to understand Ming Chuan University's Work-study Program Regulations and his or her own rights and obligations.
10. Pre-service education programs will be held once every semester; usually within one week after the application results are published. Those who start working as program participants during the semester should attend the education program held at the beginning of the following semester.
11. Units in Charge of Pre-service education program:
 1. General affairs and manual labor : The General Affairs Division
 2. Administrative assistance: The Student Affairs Division
12. All program participants are required to attend the pre-service education program. Those who fail to attend will have an unexcused absence put on their records.
13. Program participants should be punctual, showing up at the work place on time and signing in and out in person. Those who don't sign in and out as stipulated or miss 25% of the total working hours will have their pay deducted or their contracts terminated.
14. Program participants' work performance will be reviewed by the workplace. Units are requested to submit the evaluation form to the Student Advising Section at the end of the semester.
15. If program participants are not treated reasonably or are unfairly penalized, they can file an appeal with Student Appeal and Review Committee.
16. Program participants who have worked for a year with outstanding performance will receive a bonus and be given selection priority the following semester.
17. Program participants who perform poorly at work or have bad attitudes will receive an oral warning or have their contracts terminated, depending on the seriousness of the case.
18. Program participants who need to request leave should apply to the workplace two days in advance. Missed work hours need to be made up. Payment will be withheld for hours that have not been made up.
19. Supervisors will give an oral warning to program participants who miss work too often. If the situation persists, the contract may be terminated.
20. Office Work-study Students who have been on the job for less than a month and have performed poorly may not receive payment for the month.
21. If Work-study Students wish to change jobs for personal reasons or personal interests, the relevant unit may make the change and notify the Student Advising Section.
22. Each office must ensure work safety for program participants, not requiring them to do dangerous jobs, and not requiring them to work at off-campus sites that are not safe.
23. Full-time Work-study Students should be registered in the Labor Insurance program. Queries relating to this matter should be addressed to the General Affairs Division.
24. Upon being passed at the Administrative Council Meeting and being approved by the president, these procedures were announced and

implemented.