

銘傳大學工讀生管理辦法

Ming Chuan University Work-Study Program Regulations

94年5月30日學務會議修訂通過

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

97年5月25日學務會議修訂通過

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

108年6月26日學務會議修訂通過

Revised and passed at the Student Affairs Committee Meeting on June 26, 2019

第一條 本校提供學生校內工讀，旨在藉工讀機會，培養學生敬業精神及生活適應能力，進而能自我激發潛能，養成獨立自主之人格。

Article 1. Ming Chuan University offers on-campus Work-Study assistantships to cultivate positive working attitudes, to help students to adjust to everyday life, and to help them cultivate independent character.

第二條 工讀生之工作以不影響學生課業及正常身心發展者為限。

Article 2. Program participants' work should not interfere with their studies or their physical/psychological well-being.

第三條 申請工讀應依照以下規則：

Article 3. Application for Work-Study Program should follow regulations as below:

一、凡本校大學部及研究所學生均得申請工讀。(在職班學生不得申請工讀)

(1) All MCU graduate and undergraduate students, except for work-experience Students, are eligible for applying Work-Study Program.

二、勤務性工讀生由需求單位，於每年七月向學務處提出申請。並再由學務處彙整後提請工讀金審查委員會審查通過，經簽奉核准後於次學年正式錄用。勞務性工讀生需求申請則由相關雇用單位視任務性質自行遴選錄用。

(2) Application for Office Work-study Students,

All units should submit their application to the Student Affairs Division every July. Student Affairs Division will collect all relevant documents for Work-study Application Committee review. Work-study Program participants will begin their work in the following academic year after their applications are approved by the Committee. General Work-study Students will be directly assigned by the responsible applying units based on duties and responsibilities.

三、欲申請工讀之學生應上網登記申請。校內各相關單位欲雇用工讀生，亦上網遴選學生工讀。凡申請工讀之學生須經相關業務單位主管同意後錄用。

(3) Students who would like to apply for the work-study program should file an application online. Hiring units may also select students online. Applicants can only be hired after approval of the unit administrator is given.

四、學生申請工讀以一項為限，不得重複申請。工讀生遴選錄用以中、低收入戶、家境清寒或服務學習課程表現優異者優先錄用，操行成績與學業成績可列入參考。

(4) Students who wish to apply for the Work-Study Program may select ONE job category only. Double application is not allowed. Priority will be given to students from below median household incomes, low household incomes, those in financial need or those who have shown outstanding performance in Service-Learning courses. Conduct grades and academic grades will be used for reference.

第四條 工讀生種類與計薪方式：

Article 4. Work-Study Program Job Categories and Payment

一、大學部工讀生：分為「勤務性工讀生」與「勞務性工讀生」

兩類。

(1) Undergraduate Work-study Students: Students are divided into two categories, Office Work-study Students and General Work-study Students.

(一)勞務性工讀生：依實際工讀時數及工作性質計算工讀金。

a. General Work-study Students: Total wage amount is calculated based on actual working hours and work content.

(二)勤務性工讀生：依約定勤務工讀時段及薪酬，按月計算工讀金。

b. Office Work-study Students: Monthly wage is calculated based on designated work schedule and hourly rate.

(三)勤務性與勞務性工讀學生中，若有符合教育部核發之弱勢助學金身份者，得依教育部規定其工讀金改以核發「生活學習助學金」，並得免扣所得稅。

c. For students who meet the conditions for MOE economically disadvantaged scholarships, their wages can be designated as life-learning scholarship, which is exempt from income tax.

二、研究所工讀生：依約定工讀時段及工作性質計算工讀金。

(2) Graduate Work-study Students: Total wage amount is calculated based on actual working hours and work content.

三、本校工讀金由學校學雜費的之百分之三支付。

(3) All work-study students' wages will be paid from 3% of university tuition fee income.

第五條 工讀種類：

Article 5. Work-study Program Job Categories

一、一般事務及勞務性質工讀：包括校園整理、粉刷或其他服務

類工作。

(1) General Work: Work contents include campus environment maintenance, painting, or other campus service affairs.

二、行政助理性質工作：包括各行政單位行政助理、場所管理、考試監考、課堂點名、會場佈置等工作。

(2) Administrative Assistance Work: Work contents include assisting staff in each administrative unit, campus space management, campus exam proctoring, attendance checking, activity venue decoration, and so on.

三、專案簽奉核准之行政、文書工作。

(3) Other administrative work and paperwork approved as part of a special project.

第六條 申請工讀者，必須填寫以下表格：

Article 6. Applicants for the work-study program need to complete the following forms:

一、工讀生助學金印領清冊：填寫身分證字號、學生金融卡卡號、戶籍地址、學號及系所別等資料。

(1) Work-study Program Participant Information Form:

Applicants need to provide their ID number, student bank card number, permanent address, student ID number, and department information.

二、工讀生考核表：供工讀單位評核工讀生工作表現。

(2) Work-study Program Participant Evaluation Form: The form will provide to responsible units to evaluate student's work performance.

三、工讀約定書：工讀生應切結遵守所有工讀業務規定。

(3) Work-study Program Agreement: Students need to follow all the regulations on the agreement.

以上三種表格，應於開學後兩週內或開始工讀一週內送交生輔組

辦理，否則取消工讀資格。

All forms mentioned above must be completed and submitted to Student Advising Section within two weeks after the semester starts or within one week after students start the program. Qualification for participating in the program is revoked if forms are not submitted on time.

第七條 工讀生應於錄取名單公布後三日內向各工作單位報到，逾期未報到者視同自願放棄工讀機會。

Article 7. Work-study students should register at the designated work place within three days after the application results are published. Those who fail to do so will forfeit the assistantship.

第八條 工讀生經錄用後若不克執行工讀業務，應向工讀單位報告放棄工讀，並由該單位另覓工讀生遞補，工讀生不得私自轉讓頂替。

Article 8. If a work-study student finds himself or herself unable to meet the demands of the job, she or he should notify the unit and forfeit the assistantship. The workplace will search for a substitute for any student who forfeits their position. The work-study student may not find his or her own replacement nor trade positions with others.

第九條 工讀生應參加職前講習，了解【工讀生管理辦法】及本身之權利與義務。

Article 9. All work-study students should attend a pre-service education program to understand Ming Chuan University's Procedures for Management of Work-study Program and their own rights and obligations.

第十條 工讀生職前講習每學年至少辦理一次，於工讀生錄取名單公佈後一週內辦理完畢，並得視情況需要隨時舉辦訓練。

Article 10. Pre-service education programs will be held once every semester; and will be held within a week after the application results are published. As needed, in different situations, pre-service education programs will be held anytime necessary.

第十一條 工讀生職前講習承辦單位：由學務處統籌主辦。

Article 11. The Student Affairs Division is in charge of the pre-service education program:

第十二條 工讀生應遵守工讀時間，準時至工作單位工讀，並親自簽到（退）。凡工讀生未依規定簽到（退），或工讀未滿約定時間百分之七十五者，工讀單位應予以罰薪或解約處分。

Article 12. Work-study students should follow assigned work time, show up at responsible unit on time; they are to sign in and out by themselves. If they don't follow regulations to sign in and out or they miss 25% of the total work hours, the responsible unit should punish with wage deduction or contract termination

第十三條 工讀生工作表現由各用人單位負責考核，考核表於期末交付生輔組統籌辦理。

Article 13. Work-study students' work performance will be reviewed by the responsible units. Units are requested to submit the evaluation form to the Student Advising Section at the end of the semester.

第十四條 工讀生遭受不當待遇及處分時，當事人可主動提出申請，並向本校申訴委員會請求協助。

Article 14. Work-study students can file an application to seek assistance from the Student Appeal and Review Committee if they encounter improper treatment or punishment.

第十五條 凡工作績效不佳，表現不良之工讀生，得依情節輕重給予警告或停止工讀之處分。

Article 15. According to the actual situation, work-study students may receive punishment such as oral warning or contract termination if they don't have good work performance or have a bad work attitude.

第十六條 工讀生請假須於兩日前向工讀單位提出申請。因請假而不足之工作時數，需擇期補回，未依規定補班者，工讀單位應扣抵或追繳其工讀金。

Article 16. Work-study students who need to take leave should apply with responsible unit two days in advance. Participants need to find other free time for making up work; their wage may be withheld or repayment pursued in accordance with their missed working hours.

第十七條 工讀生請假次數或時數過多，工讀單位應予以口頭告誡，仍不改善者，得取消其工讀機會。

Article 17. Supervisors will give an oral warning to work-study students who miss work too often. If the situation persists, the contract may be terminated.

第十八條 工讀生因志趣不合，申請改換工讀工作，原工讀單位可自行在其單位內調整其工讀工作並通知生輔組。

Article 18. If work-study students wish to change jobs for personal reasons or personal interests, the relevant unit may make the change internally or with other units' work-study positions and notify the Student Advising Section.

第十九條 工讀單位應注意工讀生工作場所之安全性，不得交付工讀生執行具有危險性之工作或赴校外不安場所工作。

Article 19. Each unit must ensure work safety for program participants, not requiring them to do dangerous jobs, or work at off-campus sites that are not safe.

第二十條 本管理辦法經工讀金審查委員會及學務會議通過，校長核定後公佈實施，修正時亦同。

Article 20. Upon being passed at the Work-study Application Committee and Student Affairs Committee meetings, and being approved by the president, these procedures were announced and implemented.

**In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail. **