

CYCU Implementation Directions for Student Part-Time Job Scholarship

Passed at the Student Workers Committee Meeting on May 9, 2002
Amended at the Student Workers Committee Meeting on April 24, 2003
Amended at the Student Workers Committee Meeting on April 20, 2004
Amended at the Student Workers Committee Meeting on June 30, 2005
Amended at 932nd School Administration Council on June 4, 2015
Amended at 939th Expand School Administration Council on January 27, 2016
Amended at 941st School Administration Council on April 14, 2016
Amended per the official letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016
Amended at 987th School Administration Council on January 7, 2021

Article 1. CYCU established the Directions in order to help CYCU's students cultivate independent and self-regulatory spirit, expand the field of learning and life, support various units' work, train the correct work attitude and instill ideas of responsibility.

Article 2. The student workers' functions include the assistance in dealing with any temporary, specific and routine jobs of the school's units.

Article 3. Any of CYCU's students who needs to take any part-time job may register on the website with the Student Advising Division of the Office of Student Affairs. The information filled in is provided for reference by all units in the school, and each unit will contact and recruit by itself. The students who are low-income households or disadvantaged students will be employed as the first priority.

Article 4. The students who have been given a major demerit or above shall not work as student workers in that school year.

Article 5. Where any student worker performs his/her duty defectively or becomes incompetent during the work, the employment unit may propose to cancel his/her qualification as a student worker. The employment unit shall hire another competent student worker to fill the vacancy.

Article 6. The employment unit shall appoint dedicated personnel to guide and conduct performance appraisal on the student worker. The contents of job shall not obstruct the student's studies and physical and mental exhibition, and the student worker cannot be absent from class on the ground of the part-time job.

Article 7. The new student workers shall accept basic training and also cooperate in the professional training courses organized by the related unit. Any of the student workers violates said requirement will be disqualified for the part-time jobs. The employment unit will award student workers who outperform during the part-time job incentives and commendation.

Article 8. Part-time job scholarship is allocated in the following manners:

1. The student workers shall complete the attendance record in the course of the part-time job, which shall be certified and controlled by the employment unit to support the application for the part-time job scholarship.
2. The employment unit shall calculate the scholarship of part-time job students based on their working hours at the end of each month and complete the "name list of the part-time job scholarship recipients" by the end of each month, and submit the same to the Student Advising Division for compilation. The Cashier Division will allocate the part-time job scholarship to the students' accounts by 15th day of next month, and

the scholarship shall be included into that for next month if it is allocated beyond said-noted time limit. Notwithstanding, no part-time job scholarship for the previous school year is claimable by the student workers, if they take the part-time job across the next school year.

Article 9. The Directions are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Directions are amended.