

# National Sun Yat-sen University Guidelines for Allocating and Distributing Bursary for Students

104.11.19 Approved at the second Chief Officer Meeting at the center in the 104 academic year.

105.09.05 Approved at the first Chief Officer Meeting in the 105 academic year.

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- Article 1 To allocate and distribute the bursary (hereinafter the Bursary) for students who assist general education, National Sun Yat-sen University (hereinafter NSYSU) established this guideline.
- Article 2 The Bursary aims at financing or awarding students who assist general education. The total amount of fund in each year is allocated from students' scholarship.
- Article 3 The Bursary is administered according to the following guidelines:
1. Available for full-time students enrolled in any master or doctoral program at NSYSU. (Part-time students and students from People's Republic of China are not eligible).
  2. Following the previous clause, those who enroll in any five-year combined bachelor and master degree program, and those who received direct admission to doctoral program are exempt from the first clause of article 3.
  3. Undergraduate students might be exempt from the first clause of article 3 if they serve as teaching assistants at general education courses. However, to be eligible for the bursary, students need to acquire a reference from faculty members to confirm their qualification, and present a teaching assistant certificate issued by NSYSU.
  4. Students from low income families or need urgent assistance, aborigines, and disable students are exempted from the first clause of article 3.
- Article 4 If recipients of the Bursary are teaching assistants, they are required to attend the training session for teaching assistants to receive the mandated certificate in accordance with the Act of Training and Evaluating Teaching Assistance at NSYSU. Teaching assistants for Service-learning courses are limited to those who have obtained required qualification for Service-learning teaching assistant.
- Article 5 The Bursary is considered as a research grant or stipend. The Bursary is under regulation of the Ministry of Education's guidelines for higher education students' benefits. The Bursary can be distributed to students only after the administrative procedure on NSYUS's part-time assistant recruitment system is completed.
- Article 6 The grantees allocated to each college can be arranged and distributed to those who meet the requirement of each institution. The requirement of each institution should follow the Article 5 of this Guideline.

- Article 7 The amount of fund allocated to each unit will be adjusted according to the total annual budget and approved at the Chief Officer Meeting at Si Wan College.
- Article 8 The balance of the Bursary for the current calendar year can be used in the following calendar year, yet it must be reimbursed prior to 15<sup>th</sup> February of the following year. If the procedure of reimbursement is not completed, the rest of the amount can not be kept in the institution.
- Article 9 The guideline and amendments are promulgated after being approved by the Chief Officer Meeting at Si Wan College