

Regulations for scholarships for graduate students at Asia University

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1st Article Aim.

To award and support graduate students in their research, thereby improving the academic level by assisting certain education units, research or administration works. Asia University (referred as the School) established the "Regulations for Scholarship for Graduate Students at Asia University" (referred as the Regulations).

2nd Article Eligibility.

All graduate students of Asia University.

3rd Article Category of scholarship.

The category of scholarship is divided to four types, as set out below:

1. Scholarship for new students.
2. Scholarship for outstanding performance in school work.
3. Scholarship for outstanding performance in academic work or talent.
4. Service learning stipend.

4th Article Scholarship for Freshman:

4th Article Scholarships for new students.

The requirements for an application for a scholarship by graduate students are as set out below:

1. Two academic years' tuition and accommodation fees to a student who achieves 1st rank in the admission list for a Master's class and those who come in the first three in the admission list of related departments of a national university's Master's class, but decide to study in Asia University in the same academic year.
2. An amount equal to the tuition fees for a national university for two academic years for students who are admitted to a Master's class of a national university or medical university, but decide to study in Asia University in the same academic year.
3. An amount equal to the tuition fees for a national university for two academic years for students who get 1st rank in the admission list (including entrance examinations and auditions) of Asia University's Master's class.
4. To provide opportunities for teaching assistants, an amount equal to the tuition fees for a national university for the first academic year for students who apply as pre-graduate students and who are later admitted to a Master's class of Asia University. These students take precedence for being teaching assistants in the 4th academic year of undergraduate studies.

Students who are awarded any one of above scholarships would take precedence by being teaching assistants or research assistants.

Applicants who fulfill the criteria for 1st, 2nd, and/or 3rd scholarships, as set out in Article 4, will only be awarded one scholarship; being that with the highest value award(s).

The application of these four scholarship must be completed through the Office of Student Affairs within one month after the first day of school.

The students who receive an award must rank in the top 10% in the department, or achieve 90 points or above in average scores to receive the scholarship for the next semester, otherwise they are not eligible to apply for a scholarship for the remaining semesters.

The admission list mentioned in the 1st and 3rd sub-article will be comprehensive and ranked by the relevant department after the audition and entrance examination.

Firstly, the applicant's relevant information will be passed to the Office of Academic

Affairs for verification by the Office of Student Affairs. The information will then be reviewed by the school's scholarship investigative committee. An application which been verified will be duplicated and the duplicate filed by the Office of Student Affairs. The original application will be passed to the Accounting Office as the proof of scholarship issued.

5th Article Scholarship for outstanding performance in schoolwork.

1. The applicant should be verified by the department as being in the top three in class, with the rank list provided to the Office of Academic Affairs. In the case of there being less than five students in the class, only the first will be considered for an award, and the student must have achieved more than 85 points in the semester's average score and conduct score, and also be without any punishment other than minor demerit. The list of candidates should be passed to Office of Student Affairs within ten days after the first day of school. After consideration by the Office of Student Affairs, the application will be review by the scholarship investigative committee. An application which been verified will be duplicated and the duplicate filed by the Office of Student Affairs. The original application will be passed to the Accounting Office as the proof of scholarship issued.
2. The value of the award will be as set out below:
 - 2.1 First : 8,000 TWD
 - 2.2 Second : 6,000 TWD
 - 2.3 Third : 4,000 TWD
3. Students who attend the school after the 2nd semester of the 2nd year and students who are already receiving a scholarship are not appropriate for this regulation. The details of this scholarship should be formulated by each department.

6th Article Scholarship for outstanding performance in academic work or talent.

The conditions for application for a scholarship for outstanding performance in academic work or talent are set out as below:

1. Cases to reward:
 - 1.1 Academic type: Any creation, invention, design patent or research results, which are published and contribute to, or may enhance the school's reputation
 - 1.2 Talent type: representing the school by participating in any national or international official contest, with outstanding result and enhancing the school's reputation.
2. Eligibility
 - 2.1 Only students of Asia University can apply for the scholarship for outstanding performance in academic work or talent. The related work or performance must be reported with the name of "Asia University". For the academic type, only one person and only one application per work.
 - 2.2 To apply for the awards, applicants should complete the application within one year of the publication or performance.
 - 2.3 In the case of a thesis of an academic type, the thesis should be complete at the time of application and no application for same thesis may be repeated. The thesis must not be incomplete, or in the form of a summary when the application is made.
3. Amount of Awards
 - 3.1 Academic type
 - 3.1.1 A certificate and 15,000 TWD or above for each thesis which is published or accepted by an internationally well-known journal (only for SCI, SSCI, EI).
 - 3.1.2 10,000 TWD or above for each graduation thesis, research thesis, seminar thesis, or project which is published or accepted by an international journal, seminar, or is awarded in a national contest
 - 3.1.3 10,000 TWD or below for each research thesis which is published or accepted by a journal or seminar with audit.

- 3.1.4 For a thesis with more than one author, the 1st author's reward is 100% of the award, the 2nd author will receive 30%, and the 3rd author will receive 10%. There will be no rewards for any remaining authors.
- 3.1.5 For rewards concerning creation and study, invention and design, the regulations will be formulated by the related person-in-charge, and issued after approval by the President.
- 3.2 Talent type: a certificate and 15,000 TWD or below for students who perform outstandingly in a national or international contest. The formulations of, or amendments to, the regulations for sports competition are the responsibility of the Physical Education Office, while other competitions (such as calligraphy and speech) are the responsibility of the Office of Student Affairs..
- 3.3 In the case of a team participation in a contest, the reward will be 50,000 TWD or below to the team as a unit. (See other regulations.)
- 3.4 For applicants as special cases, the rewards will be formulated by the related person-in-charge and issued after the approval of the President.
- 4. Methods of Application
 - 4.1 Application is open to all undergraduate students of Asia University, every semester, through the Office of Student Affairs. The application should be completed within one month of the first day of school. No expired applications will be accepted.
 - 4.2 All applicants should complete the application form for a scholarship for outstanding performance in academic work or talent for undergraduate and graduate students (refer to attachment 1). Firstly, the application form should be signed and commented on by the person-in-charge of the relevant unit and then passed to the Office of Student Affairs with a copy of the related information. The application will then be assessed by the Office of Research and Development, the Physical Education Office, the creative design and invention center, etc. The list of suggestions, laureates, and value of awards will be determined by the Office of Student Affairs and will finally be reviewed by the appropriate committee.
 - 4.3 A copy of the application form and rewards list, after the review, will be filed in by the Office of Student Affairs and the original application will then be passed to the Accounting Office as proof of scholarship issued.

7th Article Application of service learning stipend.

Students who need to apply for the service learning stipend should follow the conditions as set out below:

1. Type of service learning

The students who apply for a service learning stipend will be dispatched to an office unit and undertake service learning as either regular service learning or project service learning.
2. Quota of people

The quota of people that can be approved for a service learning stipend is as below.

 - 2.1 Regular service learning: the Office of Student Affairs will consider the budget of service learning students for the academic year and the needs of each office every semester. The results will be approved by the President after verification by the scholarship investigative committee.
 - 2.2 Project service learning: because of the addition of some special needs and project work; service learning should be approved by the President as a proposal before it commences.
3. Application procedure

The procedure of application of service learning stipend for graduate students is as set out as below:

- 3.1 Students who apply for a stipend should check the vacancies of each office unit on the Office of Student Affairs website and participate in the audition according to the following the rules.
 - 3.2 Every education unit and administration unit should run an audition or perform a recruitment with the name list given by the investigative committee, and follow the procedures which are listed in 4th subtitle of this article.
4. Audit standard:
- During the audition of each education unit or administration unit, precedence should be given to students as follows:
- 4.1 Student from low-income households.
 - 4.2 Students from families in which the annual income is lower than 70,000 TWD.
 - 4.3 Students from families affected by natural or unnatural disasters.
 - 4.4 Students or their families which have met with critical misfortune or special circumstances.
 - 4.5 Aboriginal students, overseas Chinese students, etc.
 - 4.6 Students that have a professional skill and are recommend by the service learning department.
 - 4.7 Students that have outstanding performance in service learning.
5. Service learning hours
- Service learning hours for each category are as set out below:
- 5.1 Regular service learning: the service learning hours will be drawn up at a later date.
 - 5.2 Project service learning: the service learning hours will be drawn up at a later date.
 - 5.3 To avoid student's schoolwork, physical development and mind being affected, students may apply for only one service learning task (excluding part-time jobs), and the service learning hours should avoid school hours.

8th Article Service learning stipend issued by relevant provision as set out below:

1. Amount of service learning stipend. The investigative committee should include the number of applicants and the situation, and approval should be issued after meeting and discussion with the President.
2. Service learning release procedure
 - 2.1 Service learning students should fill out the claim form for stipends according to their real service learning hours and salary at the end of each month.
 - 2.2 Each service learning unit should assess their service learning students' claim forms for the previous month before the 1st of every month. The Cashier will handle the funding after calculation by the Office of Student Affairs, audit by the Accounting Office, and approval by the President.
 - 2.3 Late applications shall be accompanied by proof of cause of delay and the replacement will be incorporated into the next month.
3. Cancellation of Stipend.

If service learning students who are receiving a stipend display poor work, discomposure, or any violation of school rules that receive a demerit punishment twice (or more), their stipend may be cancelled after a decision reached by a meeting by the service learning unit, the Office of Student Affairs or investigative committee.
4. Working outside the school is prohibited for students receiving a stipend. Students who are receiving a stipend are not allowed to work outside the school. Any stipendiary students who are proven to be working outside the school should accept a punishment according the school's regulations and surrender their stipend.

9th Article The period of stipend granted.

In principle, students who apply for a scholarship will, at most, be granted a scholarship for four semesters for a graduate students and eight semesters for a Ph.D. student. The service learning stipend is excluded.

10th Article Scholarship combination.

Students who obtain a scholarship and any service learning program at the same time should also receive the service learning stipend by following the regulations. This Article is not appropriate for overseas students, they and students who have special needs, should first be approved by the President.

11th Article Scholarship investigative committee.

To verify the regulations of the scholarships, the school will set up a scholarship investigative committee to decide which students will receive an award, and the value of the award.

The scholarship investigative committee will contain nine members comprising the President, the Dean of Academic Affairs, the Dean of Student Affairs, and others as appointed by the President. The chairman of the meeting will always be the President. In order to come to any decision, the meeting must be attended by more than half the total number of committee members and decisions must be agreed by more than half the committee members.

12th Article Sources and methods of funding.

All the scholarships and stipends will be funded by financial subsidy from the Ministry of Education in every semester. In the case of inadequate funding, the shortage will be supplemented by a certain percentage of the tuition by registered students.

13th Article The ratio between funding scholarships and stipends.

In principle, 40% of the total amount provided will be for scholarships and 60% will be provided for stipends.

14th Article

In the case of a deficiency in the regulations, the deficiency will be executed by following the relevant school regulations.

15th Article Date of execution

These regulations were executed in the 1st semester of the academic year of 2007. The regulations are Prepared by the administration meeting, and issued after approval or amendment by the President.

