

Regulations for undergraduate scholarships at Asia University

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1st Article Aim

To support those undergraduate students who show outstanding performance in academic studies but suffer a financial disadvantage. In order to provide an opportunity for those students to study, Asia University (hereinafter referred to as the School) established the “Regulation of Scholarship for undergraduate students in Asia University” (hereinafter referred to as the Scholarship).

2nd Article Eligibility

All undergraduate students of Asia University.

3rd Article Category of Scholarship

The Scholarship is divided into four areas, as shown below:

1. Scholarship for Freshman.
2. Scholarship for outstanding performance in schoolwork.
3. Scholarship for outstanding performance in academic work or talent.

4. Service learning stipend.

4th Article Scholarship for Freshman: scholarship for outstanding performance in English, recommend scholarship, scholarship for personal application, scholarship for entrance examination, scholarship for elite in international design class, scholarship for short-term training abroad, scholarship for internship with employment guarantee, scholarship for study for students below the poverty line, etc. The establishment of a grant standard and related rules for all the above scholarships are to be referred to the related person-in-charge and are issued after approval by the President. Students whose situations fulfill the criteria for more than one grant from the above scholarships, are eligible for only one grant, which will be the one with the highest amount of subsidy.

5th Article Scholarship for outstanding performance in schoolwork.

1. Except for the final semester, any student who achieves 1st, 2nd, or 3rd place in class for any semester; and who has an average score equal to or greater than 80 points; and without any failed subjects; who has a conduct score equal to or higher than 80 points; without any punishments other than minor demerit, can be rewarded with a scholarship.
2. Students who have been approved as outstanding performing students by the relevant committee will be presented with a certificate, and awarded as below:
First: 5,000 TWD; Second: 3,000 TWD; Third: 2,000 TWD
3. Students who have been approved for scholarship for outstanding performance in schoolwork will not be suitable for the scholarship if they leave the school. Except for students who transfer between departments or the Day-Evening division, no vacant scholarship shall be awarded to another student.
4. All the students who apply for the scholarship for outstanding performance in schoolwork, will be verified by the Office of Student Affairs with the name list of the first three ranking students in each class, as supplied by the Office of Academic Affairs within ten days after the first day of school. In the case of students with identical average scores, the higher score in conduct will be taken. Both students will be granted equal awards if they have also achieved identical conduct scores.

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

1. Cases to reward:
 - 1.1 Academic: Any creation, invention, design patent or research results, which when published may enhance the school's reputation.
 - 1.2 Talent: representing the school in any national or international official contest, achieving an outstanding result and enhancing the school's reputation.
2. Eligibility:
 - 2.1 Only students of Asia University can apply for a scholarship for outstanding performance in academic work or talent. The related work or performance must bear the name of "Asia University". For the academic work, only one person may apply once for each work.
 - 2.2 To apply for the rewards, applicants should finish the application within one year after publishing or performing.
 - 2.3 In the case of an academic thesis, the thesis should be complete when the application is made and no application for the same thesis should be repeated.

The thesis must not be unfinished, or in the form of a summary when the application is made.

3. Amount of Awards

3.1 Academic type:

1.3 A certificate and 15,000 TWD or above for each thesis which is published or accepted by an international well-regarded journal (only for SCI, SSCI, EI).

1.4 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 rewarded in a national contest.

1.5 10,000 TWD or below for each research thesis which is published or accepted by a journal or seminar with audit.

1.6 For thesis with more than one author, the 1st author will be rewarded with 100% of the award, the 2nd author with 30%, and the 3rd author with 10%. There will be no rewards for any remaining authors.

1.7 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 (refer to the rank) for students who performed outstandingly in 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 fill out 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 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 the 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 set out 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 for application of service learning stipend for undergraduate students is as set out 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 Students 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

The service learning hours application for approved service learning students by each education unit and administration unit is as below:

5.1 Regular service learning: the service learning hours will be draw up at a later date.

5.2 Project service learning: the service learning hours will be draw 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 provisions, 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 by 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 procedures will be incorporated into the next month.

Stop issuing subject.

If service learning students who are receiving a stipend display any 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.

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 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.

10th 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.

11th 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 ratio of tuitions by registered students.

12th Article The ratio between funding scholarships and stipends.

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

Except in certain situations, the scholarship investigative committee will make the decision by following the above principle above.

13th Article The regulation is made by the administration meeting, issued after approval or amendment by the President.

Attachment 1

recipient no.

Asia University

The application form for a scholarship of outstanding performance in academic work or talent for graduate and undergraduate students in any semester of an academic year

name		student number		educational system	<input type="checkbox"/> graduate <input type="checkbox"/> undergraduate
class		e-mail		contact number	
1. Category of application : <input type="checkbox"/> academic work <input type="checkbox"/> talent					
2. Participant's/author's name (co-authors should also signature)					
※Representative of the application was agreed by the co-author of the product Signature of entrust applicants : _____					
3. Title of thesis/ contest					
4. Organizers (awards or publish)					
5. Date of awards or publication					
6. Rank of awards/the volume no., subvolume, pages of the published thesis in journal					
7. Attachments					
<input type="checkbox"/> One copy of the front cover, contents, thesis summary of related journal (attach a copy to verify)					
<input type="checkbox"/> Proof of Awards					
<input type="checkbox"/> Copy of financial account passbook for scholarship deposition (reasons for those who are exempted)					
8. Advice for head of relevant unit					
* Academic type: _____ * talent type: _____					
<input type="checkbox"/> The product was awarded or published (or accepted) by international journal					
<input type="checkbox"/> The awarded contest was an International Contest					
<input type="checkbox"/> The awarded contest was a National Contest					
※Proof should be provide if published by <input type="checkbox"/> SCI <input type="checkbox"/> SSCI <input type="checkbox"/> EI The product was published (or accepted) by <input type="checkbox"/> national journal <input type="checkbox"/> seminar					
Head of unit :		Signature:		Date:	

Note: one application form for one contest/thesis (amended on 3/5/2013)

Signature of applicant:

Date: