

Guidelines for the Characteristic Development Scholarships Allocation of the Department of Physics, National Taiwan Normal University

Approved at the 2nd department meeting in the Academic Year 2005 on January 6, 2016
Amended and approved at the 3rd department meeting in the Academic Year 2005 on March 9, 2016
Amended and approved at the 1st department meeting in the Academic Year 2006 on October 5, 2016
Amended and approved at the 2nd department meeting in the Academic Year 2006 on January 6, 2017
Amended and approved at the 1st department meeting in the Academic Year 2007 on September 27, 2017
Amended and approved at the 3rd department meeting in the Academic Year 2008 on February 27, 2018

- 1 These working guidelines are formulated in accordance with the "Key Points of Assignment of Characteristic Development Scholarships and Grants in Various Departments (Institutes) of National Taiwan Normal University".
- 2 The Department's "Characteristic Development Scholarship Review committee" is composed of the department chair and the conveners of the standing committee of the department in the current academic year, and is responsible for reviewing matters.
- 3 The source of funding for this scholarship and bursary is student public funds and incentives. The distribution principle is based on the proportion of the number of postgraduate students studying in the department in the previous semester, and it is allocated twice a year. Priority is given to disadvantaged students.
- 4 The specific projects of this scholarship are as follows:
 - (1) Dissertation research and study: The amount of the award is based on the decision of the department's characteristic development award and bursary review team.
 - (2) Teaching assistants: The employment qualifications, responsibilities and obligations and other related matters shall be handled in accordance with the "Key Points for Teaching Assistants" of the school.
 - (3) Scholarships: Only for full-time master and doctoral students, and the amount of the scholarship will be processed in accordance with the decision of the department's characteristic development scholarship review team.
 - (4) Study activity: The amount of the subsidy is based on the decision of the department's characteristic development scholarship review committee. The travel expenses will be reimbursed, verified and reported within the approved quota according to the overseas travel expense guidelines.
 - (5) Living stipend: Its specifications are in accordance with the guidelines of the school's student living stipend. However, it is not allowed to apply for the living stipend of the Office of Academic Affairs simultaneously.

- 5 The department needs to enter into a contract with the employment-oriented students with work-study jobs, specifying the workplace, working hours, working period, work content, wages, work standards, contract termination and other related rights and obligations, and conduct labor management and duty management in accordance with the Taiwan Labor Standards Act and labor-related regulations.
- 6 Grievances Policy: Within 30 days from the day after the department receives the appeal case, the head of the department will be responsible for holding a discussion of the characteristic development scholarship committee. Unless the case is not accepted or the review is suspended, a report on the review results shall be made within two months from the day following the receipt of the appeal case. When necessary, the deadline for making a report on the evaluation results can be postponed, and the parties must be notified. The extension shall be limited to one time, and the maximum shall not exceed one month.
- 7 These guidelines were approved and implemented by the departmental meeting, and were sent to the Life Counseling Section of the Student Affairs Office of National Taiwan Normal University. And the same is true for corrections.