

## **Tamkang University Regulations for Grants to Graduate Students and Excellent Senior Students**

Secretariat Regulation No. 1040000061 (2015/11/11)

### **Article 1**

In order to encourage TKU straitened graduate students (hereafter called graduate students) and excellent senior year and architecture fifth year students (hereafter called senior students) assist in work related to departments or institutes, these regulations have been especially enacted.

### **Article 2**

These grants are divided into teaching assistant grants, administrative assistant grants and laboratory assistant grants. The designated number of positions is budgeted in accord with the actual provision of each academic year; and the teaching, administrative and laboratory work of each semester must be allotted accordingly.

### **Article 3**

If graduate students receive a grant, they must help on campus with the work related to teaching, administration and laboratory maintenance. If there is no suitable teaching assistant, then an excellent senior student can serve the post after a special case is approved.

### **Article 4**

If graduate students or senior students who help on campus with the work related to teaching, administration and laboratory maintenance do not do their best or violate school regulations, then a punishment of a demerit or higher will be noted on their record. They should not be permitted to apply for a grant or the grant will be discontinued.

### **Article 5**

The grants should be applied for one time each semester. The applicant should submit an application within the second week at the start of the semester to the department (institute) or college. Each department (institute) or college based on the distribution allocation should send the related information to the responsible business unit for compiling so that the concerned matters can be processed and verified.

### **Article 6**

The examination principles for these grants are as below:

1. Teaching assistant grant: these assistants are responsible for the courses which have a fixed time and place to hold a class, run experiments or training (drills) for each

department (institute) or degree program

2. Administrative assistant grant: these assistants help the departments (institutes) with administrative work.
3. Laboratory assistant grant: these assistants are responsible for the work of the actual operation of and maintenance of computer rooms, darkrooms, recording rooms and multimedia classrooms.

#### **Article 7**

All graduate students who receive a teaching assistant grant must serve during the time of the midterm exams and final exams doing the work of invigilation or proctoring.

#### **Article 8**

The issuing of these grants—the teaching assistant grants will be in September of each academic year; every hour is NT\$500.00. The administrative assistant grants and laboratory assistant grants will be in November; every hour is NT\$150.00

#### **Article 9**

This set of regulations will take effect on the date of its publication after being passed in a meeting of the Student Scholarship Committee and approved by the TKU President. The same applies to any later amendments made.