分頁 1

**National Chung Hsing University of Department of Chemical Engineering**

**Application Guidelines for Student Assistantship**

Approved at the Provisional Department Affairs Meeting on September 10, 2010
 Revised and approved at the Department Affairs Meeting on January 11, 2012
 Revised and approved at the Department Affairs Meeting on February 27, 2019 (Revised Articles 5 and 7)
 Revised and approved at the Department Affairs Meeting on February 15, 2023 (Revised Article 2)

### **Article 1: Purpose**

To assist undergraduate and graduate students in the department who face financial difficulties during their studies, and to encourage academic diligence, this assistantship is established.

### **Article 2: Amount**

Each recipient may receive up to NT$50,000 annually as a general guideline.

### **Article 3: Eligibility**

1. Students currently enrolled in the department’s undergraduate or graduate programs are eligible to apply. Students in extended study or on leave of absence are not eligible.
2. Academic performance requirements:
	* **Undergraduate students**: A minimum average academic score of 60 or above for the past two semesters.
	* **Graduate students**: A minimum average academic score of 70 or above for the past two semesters.

### **Article 4: Application Period**

Applications are accepted annually from December 15 to December 31. Emergency or urgent cases are exempt from this timeline and may be reviewed upon submission.

### **Article 5: Required Documents**

1. One completed application form (downloadable from the department website; do not alter the format).
2. The most recent household income certificate issued by the National Tax Bureau.
3. Academic transcripts for the past two semesters.

### **Article 6: Review Process**

Applications will be reviewed by the conveners of the department’s Undergraduate Affairs Committee and Graduate Affairs Committee.

### **Article 7: Budget Allocation**

If the number of applicants exceeds the available budget, subsidies will be distributed based on the following family annual income brackets:

| **Family Annual Income Bracket** | **Annual Assistance Points** |
| --- | --- |
| **Level 1:** NT$300,000 or below | 6 points |
| **Level 2:** NT$300,001–NT$400,000 | 5 points |
| **Level 3:** NT$400,001–NT$500,000 | 4 points |
| **Level 4:** NT$500,001–NT$600,000 | 3 points |
| **Level 5:** NT$600,001–NT$700,000 | 2 points |

*Note:*

1. The subsidy amount per point and eligibility criteria will be determined in the review meeting.

### **Article 8: Implementation**

These guidelines will take effect after approval by the Department Affairs Meeting. Amendments follow the same procedure.

**國立中興大學化學工程學系學生助學金申請表**

**National Chung Hsing University of Department of Chemical Engineering**

### **Application Form for Student Assistantship**

| **學生姓名****Student Name** |   | **學號****Student ID** |   | **年級****Grade** |   |
| --- | --- | --- | --- | --- | --- |
| **學業成績****Academic Score** | 前兩學期學業平均Average for the past two semesters: \_\_\_\_ points |
| **戶籍地址****Household Address** |   |
| **通訊地址****Correspondence Address** |  E-mail： |
| **聯絡電話****Contact Number** | 住宅 Home： 手機 Mobile： |
| **家庭狀況****Family Status** |  單親 Single-parent household : □ Yes □ No 父 Father : □ Alive □ Deceased 母 Mother : □ Alive □ Deceased |
| **共同****生活****親屬****Living Relatives****(\_\_\_\_\_\_\_\_\_\_\_\_\_ person/people)** | **稱謂****Relation** | **姓名****Name** | **現況****Status** | **工作單位****Company** | **職稱****Position** | **行動電話****Mobile Number** |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
|   |   | □就業 Employed□無業Unemployed□ 在學 Studying |   |   |   |
| **附件****Attachments** | 1. 國稅局全戶最新所得證明文件

Latest household income certificate from the National Tax Bureau: □ 有 Yes □ 無 No (原因 Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)1. 前兩學期學業成績證明 Academic transcripts for the past two semesters.
2. 是否已申請其他獎助學金

Have you applied for other scholarships or assistantships ? □ Yes (單位 Organization,名稱 Name,金額 Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);□ No*Note:* 建議先申請其他單位(校內、外)獎助學金It is recommended to first apply for other scholarships or assistantships (internal or external |
| **家庭狀況****Family Situation** | *簡述 Brief Description:* |
| **導師意見****Advisor’s Comments** |  導師簽名 Advisor Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **審查意見及結果****Review Comments and Results** | □ 通過補助金額 Approved for subsidy amount : $ NT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ 未獲補助 Not approved for subsidy |
|  |  |  |  |  |  |  |  |  |  |  |

**大學部事務召集人簽名 Undergraduate Affairs Convener Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**研究所事務召集人簽名 Graduate Affairs Convener Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**系主任（簽章） Department Chair Signature (Stamp)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_