

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	<i>E-mail :</i>					
聯絡電話 Contact Number	住宅 <i>Home :</i> 手機 <i>Mobile :</i>					
家庭狀況 Family Status	單親 Single-parent household : <input type="checkbox"/> Yes <input type="checkbox"/> No 父 Father : <input type="checkbox"/> Alive <input type="checkbox"/> Deceased 母 Mother : <input type="checkbox"/> Alive <input type="checkbox"/> Deceased					
共同生活親屬 Living Relatives	稱謂 Relation	姓名 Name	現況 Status	工作單位 Company	職稱 Position	行動電話 Mobile Number
			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			

(_____ person/people)			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
			<input type="checkbox"/> 就業 Employed <input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
			<input type="checkbox"/> 就業 Employed			

			<input type="checkbox"/> 無業 Unemployed <input type="checkbox"/> 在學 Studying			
附件 Attachments	<p>1. 國稅局全戶最新所得證明文件</p> <p>Latest household income certificate from the National Tax Bureau:</p> <p><input type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No (原因 Reason: _____)</p> <p>2. 前兩學期學業成績證明 Academic transcripts for the past two semesters.</p> <p>3. 是否已申請其他獎助學金</p> <p>Have you applied for other scholarships or assistantships ?</p> <p><input type="checkbox"/> Yes</p> <p>(單位 Organization, 名稱 Name, 金額 Amount: _____);</p> <p><input type="checkbox"/> No</p> <p><i>Note:</i> 建議先申請其他單位(校內、外)獎助學金</p> <p>It is recommended to first apply for other scholarships or assistantships (internal or external)</p>					
家庭狀況 Family Situation	<p><i>簡述 Brief Description:</i></p>					
導師意見 Advisor's Comments	<p>導師簽名 Advisor Signature : _____</p>					

<p>審查意見及結果</p> <p>Review Comments and Results</p>	<p><input type="checkbox"/> 通過補助金額 Approved for subsidy amount : \$ NT _____</p> <p><input type="checkbox"/> 未獲補助 Not approved for subsidy</p>
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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): _____