

# National Cheng Kung University Department of Environmental Engineering Regulations for the Implementation of Graduate Student Scholarships and Assistantships

Revised and approved at the 205th Departmental Affairs Meeting on April 9, 2003

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**Article 1:** These Regulations are formulated per the “NCKU Regulations for Graduate Students' Scholarships and Assistantships,” approved at the Academic Affairs Meeting on January 10, 2003.

**Article 2:** Applicants for the Department’s scholarships and assistantships shall meet the following requirements:

1. Limited to officially registered **graduate students** (including reinstated students) of this Department.
2. Graduate students who fall under any of the following conditions are not eligible to apply:
  - (1) Those holding part-time paid employment outside the university.
  - (2) Those holding part-time paid employment or receiving other on-campus scholarships and subsidies, totaling NT\$50,000 per month.
  - (3) Those who have not submitted the “Thesis Advisor Confirmation Form.”

**Article 3:** Types of Scholarships and Assistantships and Eligibility:

1. Doctoral Program Scholarship: Subsidized by departmental funds up to NT\$20,000 per month, for four years after admission. Extensions beyond four years require approval from the student’s advisor and confirmation by the Department’s Academic Committee. The advisor’s project funds must provide at least NT\$8,000 in research funding. Scholarships are limited to full-time doctoral students, and the number of awards is determined annually by the Academic Committee.

Doctoral students in need may, upon approval by the Academic Committee, apply for a loan from the NCKU Cultural and Educational Foundation, which is to be repaid after graduation at a minimum of NT\$6,000 per month.

Regulations for international students are stipulated separately.

Eligibility: Continuing students must have completed at least one-third of the required graduation credits in the previous academic year with an average grade of 80 or above. Students who have completed all the necessary credits must submit an advisor’s recommendation letter

and a thesis writing plan, subject to review and approval by the Academic Committee.

Disbursement Principle: Applications and reviews are conducted on a semester basis.

Continuing students must submit the transcript and enrollment certificate of the previous semester for application and review.

2. Master's Program Scholarship: Awarded to the top three admitted students in the Department's master's program entrance examination. Recipients will receive NT\$10,000 per month. Students who receive this scholarship must rank within the top 20% of their class in the first academic year to continue receiving it in the second year.
3. Assistantship: Awarded to graduate students who do not receive scholarships.

**Article 4:** Allocation of Scholarships and Assistantships:

The number and amount of scholarships and assistantships are based on the total allocation from the University to the Department. The allocation principles and priorities are as follows:

1. Assistantship positions shall first satisfy the needs of required courses and laboratory courses offered by full-time faculty each semester. In principle, one assistantship is required for each compulsory course, and two assistantships are required for each laboratory course.
2. After the first allocation, any remaining assistantship positions shall be used to fulfill the basic quota of two graduate students per semester recommended by each full-time faculty member (including those on leave or further studies). If the quota is insufficient, each faculty member may recommend only one student.
3. After the second allocation, the remaining positions may be distributed by the Academic Committee to support departmental development or outstanding student scholarships.
4. After the third allocation, if there are remaining positions, full-time faculty members may apply based on course needs. The application must include information such as the number of students enrolled and the course content, and be submitted to the Academic Committee for review.

**Article 5:** Application Period and Review Procedures:

1. The Department's scholarships are open for application once each academic year. Applicants must submit the required forms and supporting documents (as stipulated in Article 3) within the announced deadline. Applications will be reviewed and ranked by the Academic Committee, and the results will be announced.
2. The Department's assistantships are open for application once each semester. Applicants must submit the application form, signed and sealed by their advisor, at least two weeks before the start of the semester. Applications will be reviewed and ranked by the Academic Committee, and the results will be announced. Advisors recommending students for assistantships must consider the student's academic performance, research, and other achievements, and provide a priority ranking.
3. The Department Chair and conveners of administrative divisions shall allocate assistantship quotas (under Article 4, Item 3) either by recommendation from the conveners or by open application from graduate students who have not received scholarships or assistantships.

**Article 6:** Work Assignment for Scholarship and Assistantship Recipients:

1. Graduate students receiving assistantships shall serve as course teaching assistants or assist in departmental administrative work for up to ten hours per week.
2. Full-time faculty members may prioritize assigning their recommended assistantship recipients or scholarship recipients (doctoral or master's) as teaching assistants for their courses.

**Article 7:** Performance Evaluation of Scholarship and Assistantship Recipients:

The assisting faculty member or the Department Chair shall evaluate the performance of graduate students receiving scholarships and assistantships. The faculty member shall notify the Department Chair if a student is deemed unsatisfactory. Upon confirmation by the Academic Committee, the scholarship or assistantship shall be terminated immediately, and the student shall be barred from future applications. The vacancy may be filled by another qualified graduate student whom the faculty member recommends.

**Article 8:** These Regulations shall be implemented after approval by the Departmental Affairs Meeting and submission to the University for record. Revisions shall follow the same procedure.