

# **Implementation Guidelines for the Allocation of Graduate Scholarships and Assistantships**

Department of Psychology, National Cheng Kung University

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## **Article 1 Purpose**

These Guidelines are enacted by the Department of Psychology (hereinafter referred to as “the Department”) of National Cheng Kung University to encourage graduate students to conduct research, attend domestic and international academic conferences, and assist the Department in teaching and administrative work, in accordance with the University’s “NCKU Regulations for Graduate Students’ Scholarships and Assistantships.”

## **Article 2 Eligibility**

Applicants shall be limited to regular graduate students who are officially registered at the University (including readmitted students). Students who are on leave of absence or who have already graduated shall lose eligibility to apply.

## **Article 3 Ineligibility Due to Full-time Employment**

Graduate students in full-time employment either on or off campus are not eligible to apply for scholarships or assistantships under these Guidelines.

## **Article 4 Allocation Principles and Review**

The allocation ratios among subsidy categories and the review of applications shall be determined by the Curriculum Committee, taking into account the annual budget, the number of applicants and their needs, and the nature of applications. The Committee shall decide whether to grant a subsidy and the approved amount. In principle, funds allocated for teaching/administrative assistantships shall account for 85% of the annual scholarship/assistantship budget, and the total funds allocated for academic research awards shall account for 15%. The above ratios may be adjusted flexibly in accordance with the total annual budget or specific subsidy categories.

## **Article 5 Categories and Application Procedures**

### **I. Teaching/Administrative Assistantships**

(1) Work assignments and stipends for each semester shall be arranged by the Curriculum Committee based on the annual budget, the number of applicants and their needs, and the scope and workload of duties, and shall be implemented in accordance with the Department’s relevant rules.

(2) The minimum stipend shall, in principle, comply with the statutory minimum hourly wage.

## II. Subsidy for Ph.D. Qualifying Examinations and Doctoral Dissertation Proposal Oral Defense

(1) Subsidy for fees related to question-setting, grading, and attendance for committee members of the Ph.D. Qualifying Examination.

(2) Subsidy for attendance fees for the Doctoral Dissertation Proposal Oral Defense.

(3) Transportation expenses shall be reimbursed based on actual expenditures with supporting receipts.

(4) Each student may apply for the subsidy for the Ph.D. Qualifying Examination and the Doctoral Dissertation Proposal Oral Defense only once in total.

## III. Subsidy for Attending Domestic and International Academic Conferences

### 1. Eligibility

Applicants shall be graduate students of the Department who participate in a domestic or international academic conference and whose research presentation is listed in the conference program. Each applicant may receive this subsidy at most once per year; priority will be given to first authors or presenters. Applicants for international conferences must first apply for funding from the National Science and Technology Council (NSTC), the Ministry of Education, the University, or other organizations, and provide proof of such application (please note relevant deadlines in advance; many organizations require submission one to two months before the conference).

### 2. Subsidy Amount

In principle, the subsidy covers registration fees and transportation. If other funding sources are available (and such funding does not prohibit receiving additional subsidies), the Department will subsidize only the shortfall, within the maximum amount (if any) stipulated by the Department for the respective year. The final approved amount shall be determined by the Curriculum Committee.

### 3. Application Procedure

There are two annual application deadlines: May 31 and September 30. The Curriculum Committee shall announce results within one month after each deadline. Applicants shall submit the application form and required supporting documents (see the appendix) either before the conference begins or by the nearest deadline after conference participation, to the Department Office for compilation and submission to the Curriculum Committee. Applicants must be officially registered graduate students both during the conference period and at the time of reimbursement.

### 4. Reimbursement Procedure

Within one month after approval or within one month after the conference concludes, applicants shall submit to the Department Office the approved application form, copies of receipts for actual expenses, a list of all other subsidies obtained and their amounts, and a post-conference reflection report for reimbursement processing. Reimbursement shall be based on actual expenditures and shall not exceed the actual expenses after deducting other subsidies.

## **Article 6 Handling of Unused Balance**

If there is any remaining balance before the end of the fiscal year (early December), it may be used to hire student assistants for the Department or the handling method may be discussed and resolved at the Department Affairs Meeting.

## **Article 7 Implementation**

These Guidelines shall take effect after approval at the Department Affairs Meeting. Amendments shall follow the same procedure.

**Disclaimer (Chinese version prevails)**

This English translation is provided for reference only. In the event of any discrepancy or inconsistency between this translation and the original Chinese text, the Chinese text shall prevail.