

National Yunlin University of Science and Technology Guidelines for the Protection of Rights and Interests of Scholarship Recipients and Part-time Assistants

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- I. In order to protect the rights and interests of scholarship recipients and part-time assistants, National Yunlin University of Science and Technology (hereinafter referred to as Yuntech) has formulated the National Yunlin University of Science and Technology Guidelines for the Protection of Rights and Interests of Scholarship Recipients and Part-time Assistants (hereinafter referred to as these Guidelines) in accordance with the Guiding Principles for the Protection of Rights and Interests of Scholarship Recipients and the Guiding Principles for the Protection of Labor Rights and Interests of Part-time Assistants in Colleges and Universities.
- II. The definitions of scholarship recipients and part-time assistants referred to in these Guidelines are as follows:
  - (1) Scholarship recipients: Yuntech students who receive scholarships for the purpose of learning and who have a service burden. This includes research scholarship recipients, teaching scholarship recipients, and students with service burdens who receive financial aid.
  - (2) Part-time assistants: Yuntech students who have an employment relationship with Yuntech, characterized by the provision of labor for remuneration and subordination.
- III. Yuntech students who serve as scholarship recipients participate in teaching and research activities with the primary purpose and scope of learning, or receive Yuntech's disadvantaged student aid to participate in service activities as students with service burdens. These are not considered to be employment relationships with consideration. The scope is as follows:
  - (1) Scope of course learning:
    1. It is part of a course, thesis research, or a graduation requirement.
    2. The previous course or thesis research or graduation requirement is autonomously regulated by Yuntech under the authorization of the University Act, including internship courses, field survey courses, experimental research, or other learning activities.
    3. The course, thesis research, or graduation requirement should apply equally to domestic students, foreign students, overseas Chinese students, students from Hong Kong and Macao, or students from mainland China.
    4. Complying with the previous three items, there is no provision of labor or work facts beyond learning activities.
  - (2) Service burden: Yuntech allocates funds to award or subsidize students to assist disadvantaged students in their studies, and arranges for students to participate in service activities planned by the school without a consideration relationship.

The scholarship recipients mentioned in the previous paragraph do not include students employed by the school, and those who are commanded and supervised by the school, and who engage in assisting research, teaching, or administrative work for the purpose of

obtaining remuneration, and should be classified as part-time assistants with a consideration employment relationship.

- IV. Research scholarship recipients refer to students who receive research scholarships to publish papers, conduct research internships, courses, or meet graduation requirements, participate in research projects related to their research or take research courses, assist in the execution of related research under the guidance of teachers, learn and practice research practices, and aim to enhance research capabilities and develop research results.

The research scholarship recipients who belong to the learning scope mentioned in the previous paragraph should follow the following procedures to be recognized:

- (1) Consultation procedure: The unit responsible for coordinating research projects in the school invites teachers who implement the project and a certain ratio of student representatives to jointly discuss and reach a consensus, with the principle of holding one meeting a year.
  - (2) Establishment of basic norms: Based on the scope and procedure of the previous item, draft and establish the basic norms for the requirements and diversion of research scholarship recipients in the whole school, as the basis for the implementation of departments and project units.
  - (3) Written agreement: At the time of implementation, the project implementation unit or teacher and the student should reach a written agreement on the learning scope under the previous norms.
- V. Teaching scholarship recipients refer to students who receive teaching scholarships to participate in internship courses within the scope of professional development and which they have no choice, or to participate in formal credit courses of the school for the purpose of receiving professional teaching practical skills training, with the aim of enhancing teaching professionalism or practical ability.

The teaching scholarship recipients who belong to the learning scope mentioned in the previous paragraph should follow the following procedures to be recognized:

- (1) Course planning meeting: It should follow the procedure of the internal course planning meeting stipulated in Article 24 of the Enforcement Rules of the University Act.
  - (2) Student representative participation: The meeting procedure of the previous item should have the participation of student representatives from the school, and their ratio should not be less than one-tenth of the total number of meeting participants.
  - (3) Formal credit course: The teaching internship or practical course that students participate in should be included in the compulsory and elective courses that are officially counted for graduation credits.
  - (4) Guidance from teaching teachers: During the process, there should be actual guidance from teaching or guiding teachers for student behavior.
- VI. Students with service burdens refer to students who receive scholarships according to the

Ministry of Education's College and University Disadvantaged Student Aid Plan, participate in service feedback activities planned by Yuntech according to the Implementation Guidelines for Yuntech's Disadvantaged Student Aid Plan Scholarships, and the scholarships received and their service hours do not constitute an employment relationship with consideration.

VII. The learning activities of research scholarship recipients or teaching scholarship recipients, in addition to complying with the relevant regulations of Yuntech, should comply with the following principles:

- (1) The learning activity should be directly related to the scope defined in points IV and V as the main purpose, and under the guidance of the teaching or guiding teacher, it should be agreed upon by the student and the guiding teacher.
- (2) Yuntech should have clear corresponding courses, teaching internship activities, thesis research guidance, etc., and clearly define and announce the relevant learning norms, evaluation methods, credit or graduation requirement calculations, and scholarship methods.
- (3) Teachers should have the behavior of guiding students to learn professional knowledge.
- (4) During the period when students participate in the aforementioned learning activities, they may receive scholarships or necessary research or internship allowances or subsidies due to learning or service activities.
- (5) Scholarship recipients who participate in learning activities and have risks should increase their rights protection or related insurance.

For various types of scholarship recipients during their involvement in related research, teaching, or service activities, in addition to the original student group insurance, they should refer to the compensation amount for occupational accidents stipulated in the Labor Standards Act to increase their protection range through commercial insurance, and the necessary funds should be allocated by Yuntech or supported by the Ministry of Education.

VIII. The copyright of the related research results of the learning activities of research scholarship recipients or teaching scholarship recipients should be agreed upon in advance with the guiding professor, and it is recognized as follows:

- (1) If the guiding professor only provides conceptual guidance for the research report or the thesis written by the master's or doctoral student, and does not participate in the expression of the content, but the student writes the report or thesis content by himself, according to the Copyright Act, the student is the author of the report or thesis, and enjoys the copyright (including moral rights and property rights) when the thesis is completed.
- (2) If the guiding professor not only provides conceptual guidance for the research report or the thesis written by the master's or doctoral student, but also participates in the expression of the content and completes the report or thesis together with the student, and each person's creation cannot be used separately, it is a joint work, and the student and the guiding professor are the joint authors of the report or thesis, and jointly enjoy the

copyright. The exercise of the joint copyright (including property rights and moral rights) should be agreed upon by the student and the guiding professor.

- IX. The part-time assistants referred to in these Guidelines, who have a work fact of providing labor for remuneration between the student and Yuntech, and have a subordinate relationship, are all employment relationships. Their part-time forms, including research assistants, teaching assistants, temporary workers for research projects, and other student part-time assistant workers regardless of their names, should be handled in accordance with relevant labor regulations; if the two parties have a contract relationship, they should be handled in accordance with relevant laws and regulations.

The recognition principle of the employment relationship between Yuntech and the student part-time assistant is handled in accordance with the Guiding Principles for the Protection of Labor Rights and Interests of Part-time Assistants in Colleges and Universities formulated by the Ministry of Labor.

- X. Part-time assistants should check for no criminal record of sexual assault, or no sexual assault, sexual harassment, sexual bullying approved by the competent authority for dismissal or non-renewal, before they can be employed.
- XI. In order to cooperate with labor and health insurance operations, new part-time assistants should complete the school's employment procedures three days before the date of employment and sign a labor contract.

The content of the labor contract in the previous paragraph should include work content, contract period, work remuneration, work hours, work location, rights and obligations, and other work conditions.

The same student serves as a part-time assistant, with one as the principle, and cannot serve as other part-time assistant positions during the same employment period.

- XII. The work remuneration of part-time assistants is negotiated by both labor and management, but the hourly wage should not be lower than the basic wage implemented by the Executive Yuan.
- XIII. The payment of wages should be paid before the 20th of each month for the previous month's wages. If it falls on a holiday, it will be postponed. If the payment is not made within the deadline due to reasons attributable to the principal investigator, an overdue interest should be paid at an annual interest rate of one percent, but it is subject to its agreement or for special reasons such as the funding agency has not yet approved the allocation of funds.
- XIV. Work ~~hours~~ times, work hours, and work locations are negotiated by both labor and management.

If it is necessary to work overtime due to business needs, the principal investigator or supervisor should apply for overtime in advance and agree with the project host or unit supervisor before working overtime. If the approval procedure is not completed in

accordance with the regulations, it cannot be regarded as overtime.

The overtime in the previous paragraph should be applied for overtime, and the labor and management should negotiate to choose compensatory leave or overtime pay.

- XV. Part-time assistants should take leave in accordance with the Labor Standards Act, Labor Leave Rules, Act of Gender Equality in Employment, Matters to be Noted for Employing Part-time Workers, and relevant regulations of Yuntech.

The personnel in the previous paragraph should apply for leave or adjust work hours in advance. If due to acute illness or emergency, they should first verbally inform their supervisor and then make up for the leave procedure. Their leave and attendance records are managed by the principal investigator or their supervisor, and in accordance with the Labor Standards Act, attendance records should be kept for five years.

- XVI. The related research results produced by part-time assistants assisting or participating in the execution of teacher research projects, except for other agreements between the two parties, are handled in accordance with the following regulations:

- (1) Copyright ownership: The student is the author, and Yuntech enjoys the property rights of the work.
- (2) Patent ownership: The patent rights of the research results belong to Yuntech.

- XVII. The assessment, rewards and punishments of part-time assistants are handled by the principal investigator or their supervisor.

- XVIII. Yuntech should handle the addition of insurance and payment of labor pension according to the "Labor Insurance Act", "National Health Insurance Act", and "Labor Pension Act" on the day when the part-time assistant takes office.

The insurance premiums and voluntary pension payments that the personnel in the previous paragraph should bear themselves are deducted from their salaries by Yuntech every month.

If the first paragraph is not handled in accordance with the regulations or the insurance premium is delayed, the costs derived from it or the penalties for violating the regulations, and can be attributed to the parties, the principal investigator or related personnel, should bear the liability for damages.

- XIX. If part-time assistants plan to terminate the contract before the contract expires, they should apply in accordance with the notice period stipulated in the Labor Standards Act, and they can leave after the agreement of the project host or their supervisor.

Part-time assistants who terminate the labor contract without notice and leave directly, except as otherwise provided in the Labor Standards Act, cause damage to Yuntech, can claim compensation according to law and add a record on their departure certificate.

- XX. Part-time assistants, principal investigators or their supervisors should observe the following matters during the employment period:

- (1) The principal investigator or his unit supervisor should comply with the relevant regulations

on interest avoidance.

- (2) Part-time assistants should attend work according to work hours and sign in and out in person. They should not leave their posts without permission without being granted leave. Violators will be dealt with in accordance with relevant laws and regulations.
- (3) Both parties should comply with the Occupational Safety and Health Act and relevant regulations.
- (4) In the event of a natural disaster, part-time assistants who are hired daily should not be required to come to work.
- (5) When the contract of a part-time assistant expires or the contract is terminated, the labor insurance, national health insurance cancellation procedures, and stop payment of labor pension should be completed on the day of departure. If the violator derives costs from it, the responsible party, the principal investigator or related personnel are responsible for paying it off.
- (6) Part-time assistants should comply with workplace ethics and relevant laws on gender equality.

XXI. In order to protect the rights and interests of student part-time assistants and fulfill their management responsibilities, their business division is as follows:

- (1) Office of Academic Affairs: Management of learning courses.
- (2) Office of Student Affairs: Dispute resolution for scholarship recipients, comprehensive business for teaching scholarship recipients (B0400, 0410 graduate student scholarships) and students with service burdens.
- (3) Office of General Affairs: Regular payment of labor insurance, national health insurance, and labor pension fees.
- (4) Office of Research and Development: Comprehensive business and identity recognition dispute resolution group member appointment for research projects and part-time assistants.
- (5) Information Technology Services Center: Establishment and maintenance of the information management system for part-time assistants.
- (6) Environmental and Safety Technology Center: Labor occupational safety and health business.
- (7) Teaching Excellence Center: Comprehensive business for teaching scholarship recipients. (Current TA)
- (8) Personnel Office: Formulation and amendment of administrative rules, dispute resolution for part-time assistants, labor insurance, national health insurance, and addition and cancellation of labor pension insurance business.
- (9) Accounting Office: Budget compilation and control.
- (10) Principal investigator or employing unit: Employment, contract signing, assessment, rewards and punishments, attendance control, application for work remuneration, allocation

of labor and health insurance fees and labor pension fees that Yuntech should bear.

XXII. When the principal investigator or unit employs Yuntech students as part-time assistants, both parties should confirm their rights and obligations in writing as scholarship recipients or part-time assistants (confirmation form as Appendix 1). The person who expresses his intention is not bound by his expression of intention, and can apply for review to the "National Yunlin University of Science and Technology Part-time Assistant Identity Recognition Dispute Resolution Group" (hereinafter referred to as the Resolution Group) within ten days.

XXIII. The Resolution Group consists of eleven members, including the Chief Secretary, a representative of the Office of Academic Affairs, a representative of the Office of Research and Development, a representative of the Student Affairs Office, a representative of the Personnel Office, three teacher representatives (including those with education or legal expertise), and three student representatives. The term of office is one year and can be re-elected, and the Chief Secretary serves as the chairman.

The teacher representatives of the Resolution Group in the previous paragraph are appointed by the Office of Research and Development to the president, the student representatives are recommended by the student union, and the remaining unit representatives are appointed by the head of the unit.

XXIV. The Resolution Group should convene a meeting within thirty days from the day after receiving the case for identity recognition dispute review, except for non-acceptance or suspension of review. Unless there are circumstances of non-acceptance or suspension of review, a review book should be made within two months from the day after receiving the review case, and it can be extended if necessary, and the parties should be notified. The extension is limited to one time, and the longest should not exceed one month.

XXV. The Resolution Group should have more than half of the members present, and can be reviewed with the consent of more than half of the members present. However, the review result should be agreed by more than half of the members present.

Yuntech should notify the parties concerned and the principal investigator (unit) in writing within ten days after the deliberation result.

If part-time assistants disagree with the identity recognition deliberation result and believe that their rights have been infringed, they may submit relevant facts and appeals to apply for mediation with the Yunlin County Government..

XXVI. Scholarship recipients who believe that their rights and interests have been damaged can file a complaint in accordance with the National Yunlin University of Science and Technology Student Complaint Handling Regulations.

Part-time assistants can file a complaint in accordance with the National Yunlin University of Science and Technology Staff Complaint Review Committee Organization and Review Guidelines for disputes over the rights and adjustment items stipulated in the Act for

Settlement of Labor-Management Disputes.

XXVII. When students from other schools serve as scholarship recipients and part-time assistants of Yuntech, they should be handled in accordance with the provisions of these Guidelines.

XXVIII. These Guidelines shall be implemented after being approved by the Administrative Meeting and approved by the President; the same applies to amendments.