

Tunghai University Guidelines for Rewards and Subsidies on Students' Professional Certificates

Article 1. The “Tunghai University Guidelines for Rewards and Subsidies on Students' Professional Certificates” (hereinafter referred to as the “Guidelines”) are set out for the purpose of encouraging the students at the University to actively take examinations of professional certificates of all kinds and acquire the relevant certificates in order to enhance their special technical capabilities and competitiveness in employment.

Article 2. A department receiving students' applications for reward for professional certificates according to these Guidelines shall submit application forms which have passed the preliminary review to the Center for Teaching and Learning Development according to the provisions of Article 4.

Article 3. Eligible applicants are currently enrolled undergraduates and graduate students of the University except on-job students.

Article 4. Rules of payment of rewards and subsidies:

1. The rewards herein do not cover language; for the category of sports, applications are reviewed depending on the balance of budget of the year.
2. Grant of rewards depends on the relevant budget of the year, where each certificate is entitled to up to NT\$10,000 of reward.
3. Apart from certificate rewards, students being awarded a certificate who are verified as students with disabilities, children of the persons with disabilities, indigenous people, people with low and medium incomes, people with low incomes, new immigrants, children of new immigrants, children or grandchildren of families in special situations, or students who have applied for Ministry of Education's subsidies for underprivileged college students, may apply for reimbursement of entry fee in full amount but not more than NT\$10,000. Entry fees shall be according to the recognition by the Center for Teaching and Learning Development, Academic Affairs Office.
4. Each certificate may be used in only one application and may not be used to apply for rewards or subsidies with any other unit of the University again.
5. This scheme belongs to Central government's subsidies; therefore, Mainland Chinese students (except those from Hong Kong and Macao) are not entitle to these rewards and subsidies.
6. A graduate may file an application within 6 months (inclusive) after the month of graduation according to his/her diploma.
7. Standard for payment of reward money (NT\$10,000 at maximum)

Type / level of certificate	International certificate	Governmental institution	Other certificates
Level A reward	50% of entry fee	50% of entry fee	NT\$2,000
Level B reward	30% of entry fee	NT\$1,500	NT\$1,000
Level C reward	20% of entry fee	NT\$200	NT\$200

Article 5. Time for application and review:

1. Time for application:

Semester	Receiving date	Deadline of filing	Effective dates of certificate
1st	School opening	The 7 th Friday after school opening day	March – August in the preceding semester

	day		
2nd	School opening day	The 7 th Friday after school opening day	September in the preceding semester – February of the following year

(If a deadline of filing date is a national holiday, the deadline is changed to a working day following such holiday.)

2. A department shall conduct preliminary review of the application form and evidencing document submitted by applicants and, after approving, refer the application to the Center for Teaching and Learning Development, Academic Affairs Office.
3. Reviews are expected to be performed in one month after the deadline of filing.

Article 6. Criteria for review:

1. For recognition of levels of certificates, please refer to “Tunghai University List of levels of professional certificates”.
2. By the criteria for review of professional certificates, professional certificates are divided in three levels according to the degree of difficulty in their acquisition and their consistence with the employment requirement for the departments, which are published on the website of the Center for Teaching and Learning Development, Academic Affairs Office after being approved at a school affairs meeting and updated each semester by the same meeting’s resolution.

Level	Criteria for review
A	1. Professional certificates of Level A in national technician skill evaluation 2. One who passed national high level civil tests (including one who passed special examination or special profession and technician tests of equivalent level) 3. International certificates that are recognized in 100 nations and are approved at school affairs meetings to be of difficulties equivalent to Level A professions certificates in Ministry of Labor’s skill tests 4. Certifications given by any private institution of a degree of difficulties equivalent to Level A professions certificates in Ministry of Labor’s skill tests 5. Any certificate that can be sought only with Level B certificates having been acquired.
B	1. Professional certificates of Level B in national technician skill evaluation 2. One who passed national ordinary level civil tests (including one who passed special examination or special profession and technician tests of equivalent level) 3. International certificates that are recognized in 100 nations and are approved at school affairs meetings to be of difficulties equivalent to Level B professions certificates in Ministry of Labor’s skill tests 4. Certifications given by any private institution of a degree of difficulties equivalent to Level B professions certificates in Ministry of Labor’s skill tests 5. Any certificate that can be sought only with Level C certificates having been acquired.

C	1. Professional certificates of Level C in national technician skill evaluation 2. International certificates that are recognized in 100 nations and are approved at school affairs meetings to be of difficulties equivalent to Level C professions certificates in Ministry of Labor's skill tests 3. Certifications given by any private institution of a degree of difficulties equivalent to Level C professions certificates in Ministry of Labor's skill tests 4. Any certificate that can be sought just with basic professional knowledge.
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Article 7. This scheme does not cover TQC skill certifications for enterprise talents, for which subsidies should be sought with the Computer Center.

Article 8. If any professional certificate that an applicant produces in an application involves undue matters, such as forgery, plagiarism or infringement of other's intellectual property rights, the rewards and subsidies awarded shall be sequestered and the University's Regulations shall apply.

