

## **YZU Regulations for Staff Applying for ON-the-job Study**

Passed by the 25<sup>th</sup> Administrative Committee of the 1989 School Year, July 10, 1990  
Amended by the 27<sup>th</sup> Administrative Committee of the 1990 School Year, July 29, 1991  
Amended by the 12<sup>th</sup> Administrative Committee of the 1995 School Year, July 29, 1996  
Amended by the 16<sup>th</sup> Administrative Committee of the 1998 School Year, June 14, 1999  
Amended by the 6<sup>th</sup> Administrative Committee of the 1999 School Year, January 17, 2000  
Amended by the 13<sup>th</sup> Administrative Committee of the 2003 School Year, February 23, 2004

Article 1 These regulations are established to improve staffs' professional knowledge and skills, to increase administrative efficiency and service quality, to enhance working effect, and to match with individual career plan.

Article 2 These regulations apply to those who take on-the-job studies for a bachelor or a master degree under the conditions of position retained with pay or without pay.

Article 3 Applicants shall be organizational staffs who have served University for above two years and did not suffer the punishment more serious than reprimand in the past two years; and whose performance evaluation in the past two years were both above A. Applicants can take on-the-job studies which will not affect their duties after being recommended by the office director to President for verification. Applicants shall take courses that are not during the office hours; if not, they shall get the office director's approval and ask for leave or do the compensatory work in accordance with relevant regulations.

Article 4 The percentage of staffs taking on-the-job study in the same unit (office, department, college, center) shall not exceed one-third of the total; if there are less than three staffs in the department, only one is allowed to taking on-the-job study simultaneously.

Article 5 Those who take on-the-job studies shall obey the following rules:

1. the period of taking on-the-job studies shall be the same as mentioned in the Student Recruitment Regulations;
2. the period of position retained without pay is limited to two years and the duties shall be substituted by existing staffs or temporarily appointed contract-based staffs;
3. the degree received shall not be used for the application of promotion or raising the salary scale; the said personnel shall keep serving the school for the years equivalent to those of taking on-the-job studies;
4. after the end of the studies, the said personnel shall return to the school to serve; if not, the said personnel shall pay back the subsidy and the received salary from the school on a proportion of the duration of not fulfilling the service duties (the salary will be calculated based on the received salary of the month of leaving);

Article 6 Regulations for those personnel who are selected by University to take short-term studies out of the country:

1. seniority: above five years;
2. performance evaluation in the past three years: one year with 'excellent' and two years with above 'A';
3. period: within six months;
4. foreign language proficiency: Personnel shall get the certificate issued by the Language Training and Testing Center (LTTC) proving the language proficiency is equivalent to the standard of regulations for civil servants to take short-term studies out of the country before leaving.
5. tuition and fee: offer subsidies that come from University's budget or refer to the standard of government scholarship as reference;
6. salary: paid with full salary;

Article 7 Those who take on-the-job studies shall apply for job assigning through written documents within one month after the expiry of studies but shall not ask for postponement for any reason; otherwise it shall be deemed as abandonment of the right.

Article 8 Those who apply for on-the-job studies shall fill out the application forms and submit relevant documents to the office director for getting approval, and then the office shall submit to Personnel Office for initial examination and to President for final verification. If personnel take on-the-job studies without being approved by University, University will not offer subsidies and the personnel can not ask for an official leave.

Article 9 Those who have taken on-the-job studies for half year or above shall not apply again within three years.

Article 10 Those who take on-the-job studies at University with seniority of above three years and with performance evaluation as 'excellent' or 'A' will be given a subsidy equivalent to thirty percent of the tuition and fee. However, those personnel shall reach the score of eighty points for each course they take, and the subsidy is given for two years the most.

Article 11 These regulations are adopted by Administrative Committee, as shall amendments when they are made.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**