

YZU Regulations for Staff Taking Further Studies Outside University

Passed by the 25th Administrative Committee of the 1989 School Year, July 10, 1990

Amended by the 5th Administrative Committee of the 1996 School Year, December 16, 1996

Amended by the 8th Administrative Committee of the 2003 School Year, December 8, 2003

Article 1 “YZU Regulations for Staff Taking Further Studies Outside University” (hereafter ‘these regulations’) are established to develop the staffs’ serving attitude of being up-and-coming, active, positive, aggressive, to enhance staffs’ professional knowledge and working skills, and to improve administrative efficiency.

Article 2 These regulations apply to full-time faculties and staffs, contract-based staffs whose salary comes from University’s personnel expenses. The application is limited to once per year.

Article 3 Studies taking outside University shall be directly related to the applicant’s job duties and shall be the courses not held by University for training purposes. Courses shall be approved by the 1st rank director of the applicant’s department/office.

Article 4 The 1st rank director of the applicant’s department/office shall approve the application first before sending relevant documents (official documents and recruitment regulations) and an application form of subsidy to Personnel Office for examination and to President for verification. And then the applicant can register for taking studies (University shall design another format for the application form of subsidy for taking further studies). Those who take further studies without getting approval will not be given any subsidies or government scholarship.

Article 5 Methods of applying for subsidies for taking further studies: Those who are approved to take further studies through individual application or office director’s recommendation based on the job duties shall apply to Personnel Office for fifty percent of the studying expenses with payment receipts; the rest expenses shall be paid by the authorized department/office or by the applicant himself/herself.

Article 6 Those who take further studies outside University shall not apply for the reimbursement of food, transportation expenses or overtime pay because of taking studies. If there is an accidental and temporary changing of the class time that is during the office hours, the applicants shall report to the department/office for approval before asking for an official leave.

Article 7 Those who take further studies by receiving subsidies from University shall not be absent from the classes except for the following reasons:

1. a sudden notification of recruitment of military services;
(limited to unexpected ones before registering for the studies)
2. suffer from injury due to performing duties;
3. on business trips; (limited to unexpected ones before registering for the studies)
4. other inexorable major or accidental events;

Article 8 Those who take further studies outside University shall hand in study reports to be viewed by the office director within two weeks beginning from the end of the studies. The study reports shall be submitted to Personnel Office to be kept and saved in the records of individually educational training; if there are relevant educational trainings in the future, those who take further studies will be the lecturers of the trainings. The study reports can also be the reference for the personnel's yearly performance evaluation, promotion, or job transfer. For those whose study reports haven't been handed in after being pushed twice, University's subsidies will not be given and the right of applying for taking further studies will be temporarily suspended for a year. (University shall design the format for study reports separately.)

Article 9 Personnel leaving University who have applied for the subsidies for taking further studies within three months before the date of leaving shall give back the received subsidies of these three months while leaving.

Article 10 These regulations are adopted by Administrative Committee, reported to President for ratification and implementation, 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.