

National Sun Yat-sen University
Department of Photonics
Guidelines for Postgraduate Bursaries and Scholarships

Jan. 15, 2001	The Methods were approved at the institute affairs meeting.
Oct. 22, 2001	The Methods were modified and approved at the institute affairs meeting.
Jan. 15, 2002	The Methods were modified and approved at the institute affairs meeting.
Oct. 2, 2002	The Methods were modified and approved at the institute affairs meeting.
Feb. 24, 2003	The Methods were modified and approved at the institute affairs meeting.
May 6, 2009	The Methods were modified and approved at the departmental affairs meeting.
Mar. 28, 2012	The Methods were modified and approved at the departmental affairs meeting.
Mar. 13, 2013	The Methods were modified and approved at the departmental affairs meeting.
Mar. 27, 2014	The Methods were modified and approved at the departmental affairs meeting.
Dec. 10, 2014	The Methods were modified and approved at the departmental affairs meeting.
Oct. 21, 2015	The Methods were modified and approved at the Curriculum Committee meeting.
Oct. 28, 2015	The Methods were approved at the departmental affairs meeting.
Mar. 2, 2016	The Methods were modified and approved at the departmental affairs meeting.
Sep. 27, 2019	The Methods were modified and approved at the 3 rd Curriculum Committee meeting of Academic Year 2019.
Dec. 18, 2019	The Methods were modified and approved at the 6 th departmental affairs meeting of Academic Year 2019.

Article 1 The Guidelines were formulated in accordance with the “Guidelines for Postgraduate Bursary Disbursement of National Sun Yat-sen University.”

Article 2 The purpose of the offer of bursaries is to give subsidies to the graduate students of the Department to assist them in the related studies, teaching or other related affairs of the Department. At the departmental affairs meeting, the Department should carry out the related matters in accordance with the total amount of bursaries approved by the University.

Article 3 The postgraduate bursaries of the Department shall be collected by full-time graduate students only.

Article 4 The months for bursary disbursement by the Department to the Teaching Assistants: From October in the first semester to January in the next year; and from March to June in the second semester. To the students being suspended or expelled from the University, bursaries shall be paid until the month of suspension or expulsion.

Article 5 For the bursaries allocated to and obtained by the Department, after the total amount has deducted the amounts specified in the various collection qualifications under Article 6, the Chair shall be completely authorized to deal with the remaining fund.

Article 6 The application and disbursement details of bursaries of the Department are as follows:

(1) Application details of Teaching Assistant (TA):

1. Application date: One time in the first semester, and one time in the second semester. The deadline of application is the registration date of each semester. Two weeks before the deadline of application, a teacher may propose the eligibility and work requirements of a TA and post the hiring information in the Department Office. Students meeting these conditions may directly register at the Department Office. The selection of students to act as the TAs of a course shall be determined by the teacher of the course.
2. The number of students taking the course is regarded as a base number. For a general course having 3 credits (including the courses of Bachelor’s, Master’s and Ph.D. Programs), with each student taking the course, the base number is 1. **The disbursement of a base number shall be adjusted**

according to the grant received by the University in the current year, and it shall be announced later. If the number of credits of a general course is not 3 credits, the base number shall be increased or decreased in accordance with the ratio.

3. The laboratory course having less than 3 credits shall be regarded as a 3-credit course, but the scholarship and bursary for the laboratory course shall be calculated based on the ratio of the number of weeks of lecture courses to that of laboratory courses in the semester.
 4. Amongst the courses of the Bachelor's Program and the Graduate Institute, any course having less than 8 students or the courses of "Special Studies" shall not be given a base number of TA. The "Special Studies" of the Bachelor's Program course also shall not be given a base number of TA.
 5. The post of TA of the Bachelor's Program is basically taken by the students of the Master's Program, whereas the post of TA of the Master's and Ph.D. Programs is basically taken by the students of the Ph.D. Program.
 6. If a Ph.D. student takes the post of TA of a general course, the base number shall be multiplied by 1. If a Ph.D. student takes the post of TA of a laboratory course of the Bachelor's Program, the base number shall be multiplied by 2.
 7. After weighted calculation, each student of the Master's Program and each student of the Ph.D. Program acting as TA shall have their base numbers per month be a maximum of 40 and 60 respectively. Under special circumstances, the Chair may decide the size of the base number. If the number of students of a course has exceeded 50 students (actually 41~59) before making weighted calculation, the number of students shall be basically calculated as 40 students. For each additional increase of 10 students on top of 50 students taking the course, the course will be subsidized with an additional expense of 5 persons.
 8. The TA of outsourced courses shall receive a bursary of NT\$6,000 per credit. The list of students to be selected as the TAs of a course shall be provided by the teacher of the course.
 9. Duties and obligations: Correct assignments of students, assist in the practices of experiments, and assist in other teaching work.
- (2) Application details of Research Assistant (RA):
1. Application date: One time in the first semester, and one time in the second semester. The director of each laboratory is required to propose suitable students.
 2. Laboratory security officer: Assist in managing the condition of use and storage places of the chemical products of the laboratory, storage and recycling of waste solvents, and the related safety measures and management of the laboratory, write security records regularly, and deal with the related security check affairs of the laboratory of the University whenever required.
 3. Laboratory equipment management: Assist in managing the condition of use and storage places of the equipment of the laboratory, and be responsible for comprehensive checking of the properties of the laboratory when the Department, Graduate Institute and the University make inventory checks.

4. Laboratory website and IP management: Regularly update and maintain the contents of the laboratory website, and renew the IP user form and submit it to the managing staff of the Department office in the first semester of each academic year.

(3) Part-time student worker of departmental affairs

1. Maintenance and management of Department Office website: Be responsible for renewing and maintaining the contents of the website, and regularly maintain the safety of the website server and the stability of the system.
2. Others: Irregularly provide opportunities for students to act as student workers depending on the business needs of the Department Office.

Article 7 The review, approval and disbursement of the bursaries are basically made for one semester each time. The Application Form has to be submitted to the teacher of the course or the laboratory director for signing and agreement. Approval has to be obtained prior to employment.

Article 8 Each of the graduate students receiving the bursaries has to fulfill the obligation to assist the Department in the related departmental affairs or teaching or research work. If the work performance of the student is poor, the Department shall stop disbursement of the bursaries.

Article 9 Scholarship for economically disadvantaged students of the Department of Photonics:

1. Eligible applicants: Students of the Department of Photonics.
2. Application date: From the registration date of the first semester to the end of September.
3. Documents required: Transcript of the previous academic year (Year-1 student of the Master's Program has to produce the evidence of the enrollment result) and an evidence of the economic condition of the economically disadvantaged student issued by a person above the grade of Village Chief (exclusive of Village Chief).
4. Amount to be disbursed: After approval by the Review Committee, each of the economically disadvantaged students will receive NT\$20,000 maximum.
5. Number of scholarship recipients: 1~3 students, subject to the number of students announced every year.

Article 10 Students of the University are encouraged to apply for admission to the Master's Program of the Department. Any students having met the following requirements shall be disbursed with a scholarship of NT\$40,000 per student:

1. A student of the University, attending the admission examination of the Master's Program of the Department, has passed the examination with his/her result positioned No. 1 amongst the students of the University taking the same examination.
2. A student of the University, taking the entrance examination for admission to the Master's Program of the Department, has passed the test with his/her test result positioned No. 1 amongst all the students of the University taking the same test.
3. A student of the Five-Year Bachelor's and Master's Degree System of the University has taken the entrance examination for admission to the Master's

Program, and has passed the test with his/her test result positioned No. 1 amongst the candidates applying for the Five-Year Bachelor's and Master's Degree System of the University.

4. If the recipient of the scholarship fails to obtain a Master's degree within the study period specified for the Master's students, or discontinues from the Master's Program in the midway during the study period (including voluntary or non-voluntary discontinuance of schooling), the student has to return the full amount of the actually received scholarship. But if the discontinuance of schooling is caused by a non-voluntary factor concerning health or family, and the reason is proposed to the Department and then reviewed and agreed by the Department, then the above restriction shall not apply to the student.

Article 11 The applicants of TA and RA have to be nominated by the teachers of the courses or by the laboratory directors. Within the specified period of time, a list of nominees has to be provided and submitted to the Department Office. The part-time staff employment procedure of the University has to be completed prior to employment of the nominated students. If the application form is not submitted, or the registration on the part-time staff system is not completed within the specified period of time, bursaries shall only be paid starting the month after completion of registration, and no payment shall be made to the past months being missed out.

Article 12 These Guidelines were approved at the departmental affairs meeting of this Department prior to implementation. Any modifications to be made to the Guidelines shall follow the same procedure.