

# **National Kaohsiung University of Hospitality and Tourism**

## **Directions Governing Scholarship Granting Procedure**

Amended and passed at the 329<sup>th</sup> Administrative Meeting on June 4, 2015

1. This “Directions Governing Scholarship Granting Procedure” (hereafter referred to as the directions) was drawn up to ensure the application and approval procedures for student scholarships at the National Kaohsiung University of Hospitality and Tourism are fair, impartial and disclosed.
2. The university scholarships are granted in accordance with the following regulations:
  - (1) The university scholarships are open for application to current students studying towards a doctorate degree, master degree (including in-service programs), and bachelor degree (including college programs). Suspended students are not eligible to apply.
  - (2) Number of grantees and amount of various scholarships:
    - A. The top best student in each class of doctorate degrees with minimum 80% in behavior and conduct assessment will be awarded a scholarship in the amount of NT\$15,000 (behavior and conduct grade is not required for the new entrant who is awarded for having the best results of university entrance examination in his/her class).
    - B. The top best three students in each postgraduate class with minimum 80% in behavior and conduct assessment (behavior and conduct grade is not required for the new entrant who is awarded for having the best results of university entrance examination in his/her class). These three students in each class will be awarded a scholarship in amount of NT\$15,000, NT\$12,000 and NT\$10,000 respectively.
    - C. The top best two students in each undergraduate class based on their grades obtained in previous semester with minimum 80% in behavior and conduct assessment and 75% in labor education (you are not eligible for the scholarship if you don't have grades in previous semester at this university, or your academic reports are for external internships only). The top best two students will be awarded a scholarship in the amount of NT\$6,000 and NT\$5,000 respectively.
    - D. On the entrance of new students during the first semester in the research institute, one student shall be picked by the Institute Affairs Meeting according to his/her grade at entrance, and shall be awarded a scholarship of NT\$10,000 each. In the first semester every year, institute meetings are held to discuss and select excellent new entrants for postgraduate study; selection is based on students' academic achievements in the application for university admission. The best entrant who is admitted to the university by a recommended application will be awarded in the amount of NT\$10,000.
  - (3) Application: Students who intend to apply for scholarships shall pay attention to the promulgation made by the Extracurricular Activities Section (hereafter referred to as the Section) of the Student Affairs Office. Applications along with required documents shall be submitted to the section.
  - (4) Review and Approval: For scholarships requiring preliminary review at each department and institute, applications are selected preliminarily before a list of scholarship candidates is forwarded to the University Scholarship Committee for final decision.

For scholarships requiring no preliminary review at each department and institute, applications are selected preliminarily by the Section, which will forward a list of scholarship candidates to the “Scholarship Review Committee” for final decision.

3. Application procedure for external scholarships are as follows:
  - (1) Application: Students who intend to apply shall submit applications according to the application procedure as promulgated by the Section. Applications for some external scholarships are accepted and processed by individual departments or institutes. Students shall pay attention to the application procedure and required documents when making an application.
  - (2) Review and approval: After preliminary selection by the Section, or individual departments or institutes, a list of qualified applicants will be forwarded to external institutions or organizations which offer scholarships for final decision.
4. Organization of the University Scholarship Committee:
  - (1) The chairman of the committee shall be served by the Dean of Student Affairs, and 7 ~ 25 committee members shall be appointed from the Head of the Accounting Office and Deans of various institutions and departments.
  - (2) One executive secretary shall be appointed from the Section staff.
  - (3) The committee chairman, also the convener for committee meetings, shall designate a committee member to convene a meeting if he/she is unable to do so.
  - (4) A meeting shall only be held with attendance of more than half of the committee members. Resolution shall not be made without reaching consensus among more than half of the attending committee members. When it ends up with a half-vote each, the chairman shall make the final decision.
  - (5) When it is necessary, the committee may invite representatives of related institutions to attend the meeting and provide their opinions.
5. The same applies during amendment. The directions have been approved at the administrative meeting before subject to the president for approval and implementation. The same applies to the amendment.