

生活學習生問答集
Work-Study Student Q&A

1	我該如何申請生活學習學生資格? How to apply for work-study student?
答 Ans	至「校務行政系統」→「各種申請作業」→「生活學習生資格申請」登錄，顯示「已通過申請」即可。(不須印出紙本) Go to “Administration System”, click “Various Applications”, click “Work-Study Student Application” and fill out the form. Once you see “Your application is approved.” your application is accomplished. Hard copy is not necessary.
2.	我要如何知道學校的工讀職缺? How to get information about work-study job vacancies?
答 Ans	您可以上「嘉義大學首頁」→「最新消息」→「徵才消息」查看，各單位若有徵求生活學習生的訊息，會刊登在上面，您可依照徵才訊息的要求去應徵面試，或者請學長姊、同學幫忙留意或介紹。 Please check NCYU homepage. (NCYU Homepage > Bulletin > Job Vacancy) Units in need of work-study student will post information on the webpage. You can apply for the job position based on given information. Besides, you can ask seniors or classmates for help.
3	僑生、外籍生及陸生可以申請學校的生活學習機會嗎? Can overseas Chinese, foreign students and students from China apply for work-study students as well?
答 Ans	僑生及外籍生需先取得工作許可證，方可工作(欲申請工作許可請逕洽國際事務處)。另依規定陸生經許可來臺就學，僅得從事與就學目的相符之活動，若從事專、兼職工作，與許可之就學目的不符，則不得為之。 Overseas Chinese and foreign students may apply for job only if work permit is acquired. Please turn to Office of International Affairs to apply for work permit. According to relevant regulations, students from China with permission to study in Taiwan can only engaged in events in accordance with the purpose of studying. Students from China are not allowed to work part-time or join work-study program since it's against the purpose of studying.
4	可以自行選擇生活學習單位嗎? Can I choose any service unit on my own?
答 Ans	可以，只要您與用人單位雙方合意即可。 Of course, as long as both you and your service unit agree.
5	學校的生活學習範圍有哪些? What's the scope of work?
答 Ans	基本上是由各用人單位安排您的生活學習內容，其生活學習範圍為協助教學活動、策畫、研究、文書行政、環境整理或其他適當工作。 Basically, work assignment will be arranged by each service unit. The scope of work includes assisting teaching activities, programing, researching, word processing, campus organizing and other suitable affairs.

6	申請期間為何? When to apply for work-study student?
答 Ans	隨時可以申請。 Anytime.
7	生活學習生的申請條件是什麼? What are the requirements to apply for work-study student?
答 Ans	(1)本校大學部(含進學班，不含大陸籍學生)在學學生且前一學期學業成績 70 分或班排名前 70%(領有身心障礙證明者 65 分或前 80%)、操行成績 80 分以上之清寒學生或具有專長之學生。 (2)未受學校小過以上處分者。 (3)新生及轉學生第一學期無成績限制。 1. Relative poverty or skilled students who are undergraduates, Division of continuing education students included, students from China excluded, with school grades over 70 points or class ranking top 70% last semester. Students with disability card should get school grades over 65 points or class ranking top 80%. 2. Students with no punishment go beyond minor demerit. 3. The first semester of freshmen and transfer students do not apply to scoring rules mentioned above.
8	我可以一直工讀到畢業嗎? Can I work until I graduate?
答 Ans	得視用人單位之用人需求，原則上，只要您與用人單位雙方皆合意即可持續僱用。但因學校對於生活學習生申請資格有學業成績等要求，故每學年初需重新申請資格，若您有不符資格之情形(請參考第 7 題)，則當學期無法申請成為生活學習生。 Generally, as long as both you and your service unit agree, you can work until your graduation, but still whether the unit needs a work-study student need to be taken into account. Since we have some limitations on school grades for students applying for work-study, you'll have to file for application at the beginning of each semester again. If your application is not qualified for scoring rules mentioned in Question 7, you may not be able to become a work-study student that semester.
9	如果在學校工讀，我可以將勞、健保投保在學校嗎? If I join the work-study program, does school cover the Labor Insurance and Health Insurance?
答 Ans	可以。 Yes.
10	薪資如何計算? What would the salary be?
答 Ans	薪資是以行政院勞動部公告之基本時薪，乘以您當月之服務時數，即為您當月之應領薪資。 Your monthly paid will be the minimum wage announced by Ministry of Labor, Executive Yuan times working hours of the month.
11	每月幾號發放薪資?

	When is the monthly payday?
答 Ans	若您的僱用單位於當月1日前送出生活學習時數統計表及日誌表，則薪水會於15日發放，若係2至10日送出，則於25日發放。 If your service unit submits the work-study record before 1 st of the month, you can expect to receive your paycheck on 15 th . If the record is submitted during 2 nd to 10 th of the month, then you will receive on 25 th .
12	薪資如何發放? How do I get paid?
答 Ans	薪資是直接匯入您本人的郵局帳戶。 Your salary will be deposited into your Chunghwa Post Co., Ltd. Account.
13	在學校工作可以請假嗎?需要多久前告知? Can I ask for leave of absence during work-study? When should I inform the service unit in advance?
答 Ans	可以。除緊急事故外，應於2日前向用人單位請假。 Yes. If you'd like to ask for a leave of absence, please inform your service unit two days in advance except for emergencies.
14	離職需要在多久前告知?需要做哪些離職手續嗎? When should I inform in advance for resignation? Is there any resignation procedures?
答 Ans	您於勞動契約期滿前，若需提前離職，應於1個月前填妥離職申請表，向您的服務單位提出申請，並經單位同意，始得離職。 If you'd like to resign before the labor contracts ends, you'll need to file for "Application for Resignation" one month in advance. You may leave after your application is approved.
15	我若有生活學習生相關問題要到哪裡詢問? I have some questions about work-study students. Who should I turn to?
答 Ans	蘭潭及新民校區-生活輔導組 王小姐 271-7052 民雄校區-民雄學務組 劉小姐 2263411#1212 Please call 271-7052 to reach Ms. Wang of Division of Student Assistance in Lantan and Simmin. Or call 2263411#1212 to reach Ms. Liu of Office of Student Affairs in Minsyong.