

The Operations of Basic Labor Program of Office of Student Labor (For Foreign Teachers and Students)

1 Labor Work Arrangement :

- 1.1. All freshmen, except extension program and transfer students (first year) are required do basic labor. The maximum hour is 2.5 hours per week (half an hour a day, five days a week).
- 1.2. Labor time each day is as followed:
Morning: 7:10 to 7:40 Afternoon: 12:20 to 12:50
- 1.3. Students who are physically challenged will be assigned appropriate labor work depending on the actual situation.
- 1.4. The Basic Labor Office will assign the locations for basic labor. Students who switch work locations without consent from the Basic Labor Office or who attempt to find substitutions without official approval, will be put under investigation. If the investigation is revealing of violation, a failing grade for basic labor in that particular semester will be recorded and the student(s) will be consequently punished according to the student regulations.
- 1.5. For students repeating a term of basic labor, their work schedule will be based on their original basic labor registration form. Abdication from Basic Labor after registration will result in a failing grade for the term.
- 1.6. Basic labor education will be demonstrated, counseled and evaluated by qualified senior students well trained by the Office of Student Labor.

2. Performance Evaluation

- 2.1. To pass Basic Labor Education, students need to obtain a point of 60. If failed, depending on the actual situation, students may need to retake Basic Labor Education. Students need to pass Basic Labor Education in order to graduate.
- 2.2. The Basic Labor is divided into four terms in each semester. One grade will be recorded per semester. The final grades will be calculated as the average of the grades for the four terms. Students being absent without any given reason will suffer a 3-point grade reduction. If the number of absences exceeds more than half of the counted days in a term, the grade of the term will be counted as zero. Receiving zero in any of the four terms will result in a failing grade for the Basic Labor Program.

3. Regulations of Leave-Taking:

- 3.1. If students cannot attend basic labor, with the exception of serious mishap or walking disability, they should personally apply to The Student Basic Labor Office for a time-off form. Taking time-off without permission will be marked as absence.
- 3.2. With the exception of sickness, other reasons of absence should be reported in advance for approval. However, in the case of unexpected mishap or special circumstances, students may be allowed to submit a Time-off Form on the day following the absence. Regulations for taking time-off are as follows:
 - Personal: Maximum 5 times per semester. Pre-approval is required and labor should be completed within the following week. Otherwise, the day(s) will be counted as absent.
 - Sickness:
 - (A) Students must bring the Time-off Form and official approval from a doctor within 3 days following the absence. Two days of absence are allowed for one episode of sickness - one day for going to the hospital and one day off for rest. Students are allowed 10 episodes of sickness before having to make them up in the following term.
 - (B) In the case of hospitalization or injury which cannot be fully recovered from within ten days, the student must apply for labor extension, and must make up the missed work during the next semester or when fully covered.
- 3.3. Official Reasons: Students who have permission to take time-off due to official reasons according to the Student Time-off Regulations are allowed to apply for official days off with the official Time-off Form from the Basic Labor Office. It will not be necessary to make up work for such absences.
- 3.4. Funeral: Student must bring the obituary and Permanent Resident Register Form when applying to take time off. However, this only applies to direct relatives (mother, father, grandparents, brothers or sisters, or direct-relative of cohabitant). There will be no requirement to make up labor. °

4. Incentives:

Tunghai University Scholarship for Full Basic Labor Attendance: The scholarship is awarded to students who have done amazing labor work and have never taken a leave or absented from Basic Labor Education.

- 4.1. Tunghai University Labor Award: Students who receive the highest grade from every class, given the grade is above B (one male and one female from each of the classes), will be awarded with a testimonial.
- 4.2. Tunghai University Labor Achievement Award: given full-attendance, those

students who receive a grade above 90 percent of their fellow classmates will be awarded with a testimonial.

4.3. Tunghai University Labor Honor Award: Awarded to four students with senior (4-th year) standing: two students (one male, one female, having received the highest grade in the labor program), and two students (one male, one female, having previously received the Competency Award and Leadership Award). Each student will have had 2 or more years of work-study experience, and will have had the optimum achievement in Basic Labor. These students will receive a Gold Medal Award and a testimonial by the principle during their graduation ceremony.

5. Others:

5.1. Tunghai University put great emphasis on Basic Labor Education. To apply for grants, scholarship, teacher education programs, teaching assistant job, minor subject, double major, exchange students and dormitory administrator all requires a high labor education score.

5.2. During each Basic Labor term, there is a “Labor Course Day.” The contents are divided into core courses and value-added course.

- Core courses:

The main purpose of core courses is to give students better understanding of the ideals of labor education.

- Value added-courses:

Value-added courses introduce history, people, architecture, landscape and ecosystem of Tunghai University. In this way students can build up emotional connection with Tunghai University and feel a sense of belonging.