

# Directives for the Establishment of Professional Development Scholarships for the Employability Development Program at National Chung Cheng University

Approved with amendments by the College of Management at the 1<sup>st</sup> College Supervisor's Meeting of the 2023-24 Academic Year on August 2, 2023

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1. In accordance with the key initiatives of the “Higher Education Sprout Project Guidelines” promulgated by the Ministry of Education (MOE), National Chung Cheng University (hereinafter referred to as “the University”) has formulated the directives governing the establishment of this scholarship for the purpose of encouraging students to actively participate in their studies, to enhance their diversified abilities, and to smoothly connect to the workplace and strengthen their employability.
2. Organization: This employability development program is run by the College of Management (hereinafter referred to as “the College”) of the University.
3. Source of funding: Higher Education Sprout Project Scholarships and Grants, depending on the annual budget, until all funds are used up.
4. Eligibility:
  - (1) Currently enrolled students who have applied for internships, excelled in competitions, or obtained professional licenses within one year of receiving such credentials are eligible for application.
  - (2) Target: Current students of the University (excluding executive programs).
  - (3) Applicants must have a conduct score of 80 or above in the previous semester, and academic scores of 80 or above in the previous semester, to be considered on a competitive basis.
5. The scope of this scholarship is as follows:
  - (1) Internships:
    - (I) Description: To encourage students to diversify their studies and accumulate workplace experiences, they may participate in off-campus internships offered by the University or apply for off-campus internships on their own during the semester.
    - (II) Application Documents: Applicants should complete the internship for at least one month, attach the following documents and complete the application form within the application period, and the scholarship will be granted upon review and approval:
      - (i) A copy of student ID card along with academic transcripts
      - (ii) Feedback form for student interns
      - (iii) Evaluation form from the internship company, with a score of 85 or above on the internship evaluation.
      - (iv) Letter of completion of the internship
      - (v) Proof of not having received the internship allowance (applicable to those who have not received the allowance for independent internship).
    - (III) Award System:
      - (i) 2,000 points will be awarded for internships that constitute departmental graduation requirements and are counted as credits in departments' curricula.
      - (ii) 2,000 points will be awarded for independent internships that involve allowances (e.g., salaries, bonuses, scholarships, incentives, study grants, etc.) offered by the internship organization.
      - (iii) 6,000 points will be awarded for independent internships without receiving any allowance from the internship organization.

- (IV) Graduating students who have participated in an internship during the current semester (February to May) shall apply for the scholarship before June of the current academic year, and the scholarship will be paid after the application has been approved. Applicants should wait for the approval of the scholarship before proceeding to the exit procedures.
- (2) Competitions:
- (I) Description: To encourage students to participate in various professional competitions within and outside the campus, cultivating diversified learning, developing students' professional skills, potential and creativity, as well as expanding students' horizons and related professional skills through observation and learning during competitions.
- (II) Application Documents: Applicants should attach the following supporting documents and complete the application form within one year after receiving the award, and the scholarship will be granted upon review and approval:
- (i) A copy of student ID card along with academic transcripts
  - (ii) Competition program or regulations
  - (iii) Proof of competition awards
  - (iv) Proof of participation
- (III) Award System:
- (i) Individual Competitions: The top three winners of various domestic and foreign academic and professional competitions must have at least 15 participants. 6,000 points will be awarded to the first-place winner, 4,000 points to the second-place winner, 2,000 points to the third-place winner, and 1,000 points to those without a specified rank in order to encourage students to participate in competitions.
  - (ii) Team Competitions: The top three winners of various domestic and foreign academic and professional competitions must have at least 10 participating teams. 10,000 points will be awarded to the first-place winner, 4,000 points to the second-place winner, 2,000 points to the third-place winner. Apart from the top three places mentioned above, 1,000 points will be awarded to those who have no specified rank in order to encourage students to participate in competitions.
- (3) Licenses:
- (I) Description: To encourage students to obtain professional licenses and certificates during their study period, thus enhancing their professional skills and competitiveness in the workplace.
- (i) Types of licenses and certificates: International certificates and certificates organized by government agencies (certificates issued, commissioned, certified, or recognized by central competent authorities, certificates associated with the Skills Certification of the Ministry of Labor, or certificates related to the professions issued by trade associations) are eligible to apply for the scholarships.
  - (ii) Enquiry System for Licenses and Certificates Issued by Government Agencies:  
<https://me.moe.edu.tw/license/units.php>
- (II) Application Documents: Applicants should attach the following supporting documents and complete the application form within one year upon obtaining their professional licenses and the scholarship will be granted upon review and approval:
- (i) A copy of student ID card along with academic transcripts
  - (ii) A copy of the professional license or certificate (date of issuance must be included).
  - (iii) For international licenses, a description should also be included.
- (III) Award System:
- (i) International professional licenses are categorized into elementary (4,000 points), intermediate (7,000 points), advanced (10,000 points), and the highest level (excellent) with 15,000 points.
  - (ii) Certificates issued, commissioned, certified, or recognized by central purpose authorities: 10,000 points for the Advanced level or equivalent to the certificates of the Senior Examination for the Civil Service, 4,000 points for the Intermediate level, and 2,000 points for the Elementary level.
  - (iii) Certificates related to the Skills Certification of the Ministry of Labor: 10,000 points for

Class A, 4,000 points for Class B, and 2,000 points for Class C and Single Class.

- (iv) Licenses or certificates accredited and issued by other organizations: 10,000 points for Advanced level, 4,000 points for Intermediate level, and 2,000 points for Elementary level.
  - (v) Life insurance specialists, general knowledge of financial markets and professional ethics, financial technology literacy certification, securities specialists, property and casualty insurance officers, and futures specialists are recognized as basic financial-related certifications, and are classified as elementary level with 2,000 points awarded. Senior securities specialists are classified as intermediate level with 4,000 points awarded. (Any other licenses not listed above will be subject to discussion and resolution at the review committee meeting.)
  - (vi) Language certificates (for those that are not listed, the number of points awarded will be based on the number of points awarded for elementary, intermediate, and advanced levels):
    - (a) Japanese-Language Proficiency Test (JLPT): 2,000 points for Elementary level (N5, N4, N3), 4,000 points for Intermediate level (N2), and 6,000 points for Advanced level (N1).
    - (b) Diplomas of Spanish as a Foreign Language (Diplomas de Español como Lengua Extranjera, DELE): 2,000 points for Elementary level, 4,000 points for Intermediate level, and 6,000 points for Advanced level.
    - (c) Test of Proficiency in Korean (TOPIK): 2,000 points for Elementary level, 4,000 points for Intermediate level, and 6,000 points for Advanced level.
    - (d) Test of English for International Communication (TOEIC, or other English proficiency tests such as IELTS): 2,000 points for Elementary level (650-729 points), 4,000 points for Intermediate level (730-859 points), and 6,000 points for Advanced level (860-990 points). For other English proficiency tests, refer to the comparison of scores with those of TOEIC.
  - (vii) Digital proficiency tests (for those that are not listed, the number of points awarded will be based on the number of points awarded for elementary, intermediate, and advanced levels): 1,000 points for Intermediate and Advanced levels of the Collegiate Programming Examination (CPE), 2,000 points for Professional level of CPE and 4,000 points for Expert level of CPE.
  - (viii) SAS Academic Specialization: 1,000 points for Tier 1 and 2,000 points for Tier 2.
  - (ix) Any other licenses not listed above will be subject to discussion and resolution at the review committee meeting.
6. Application Method: Applicants should submit the following documents to the College within the deadline.
- (1) A copy of the application form (as shown in Appendix 1)
  - (2) A copy of academic transcripts and conduct reports
  - (3) Relevant supporting documents
  - (4) Feedback form for student interns (as shown in Appendix 2)
  - (5) Evaluation form from the internship company (as shown in Appendix 3)
7. Application Procedures: Within one year of obtaining the relevant supporting documents for each award category, the applicant should complete the application form for the Professional Development Scholarship of National Chung Cheng University Employability Development Program (with relevant documents attached), and submit the application documents to the College within the application deadline.
8. April and September of each year. All applications shall be collected and reviewed centrally by the College.
9. The number and amount of scholarships may be adjusted according to the annual budget of the Higher Education Sprout Project approved by the Ministry of Education, and may be calculated based on the number of applications received during the semester and the availability of scholarships (one point does not necessarily equal one dollar). The number of scholarships and the amount of the scholarships may be adjusted according to the annual budget of the Higher Education Sprout Project approved by the Ministry of Education, and may be calculated based on the number of applications received during the semester and the availability of scholarships (one point does not necessarily equal one dollar).
10. The same application documents shall not constitute repeated grants for those who have already received other scholarships from the University. Should it be found out that there is duplication of grants, the

scholarships granted shall be reclaimed in accordance with the applicable rules and regulations.

11. The College will notify the recipients of the approved scholarships within two months after the review and approval of the scholarship applications.
12. These directives shall be implemented upon approval by the governing body of the Higher Education Sprout Project. In case of any unresolved issues, they may be amended by a resolution of the College and sent to the Office of the Higher Education Sprout Project for reference, and the same shall apply for amendments.

# Application Form for the Professional Development Scholarship of National Chung Cheng University Employability Development Program

Program	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	School		Student ID No.	
		Department / Year		Name	
Contact	Tel.:				
	E-mail:				
Previous semester grades	Conduct Score		Academic Score		
Application Items	<input type="checkbox"/> Competitions	<input type="checkbox"/> Individual Competition Name of Competition: _____ Award Title: _____			
		<input type="checkbox"/> Team Competition Name of Competition: _____ Award Title: _____ Team Leader: _____ Team Members (Student ID No. and name) : _____  ※Scholarships for team competitions will be equally shared among team members. Please provide student ID cards, transcripts and official receipts of your team members.			
	<input type="checkbox"/> Internship	Duration of Internship: _____ Internship Score: _____ <input type="checkbox"/> Credit-bearing internship <input type="checkbox"/> Independent internship (non-credit-bearing) <input type="checkbox"/> With internship allowance <input type="checkbox"/> No internship allowance (please also provide proof of not receiving salary, e.g., contracts, notices, certificates, etc.) ※I, _____, declare that I have not received any internship allowance. Students who make false declarations will have their scholarships reclaimed.			
	<input type="checkbox"/> Licenses	Name of License: _____ Date of Issuance: _____ <input type="checkbox"/> International license; Grade: <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Other (Please specify) <input type="checkbox"/> Centrally recognized licenses: <input type="checkbox"/> Other levels <input type="checkbox"/> Intermediate level <input type="checkbox"/> Advanced level <input type="checkbox"/> Ministry of Labor <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C & Single Class <input type="checkbox"/> Language certificate Language: _____ ; Score _____ ; Grade: _____ <input type="checkbox"/> Digital proficiency test: Grade: _____ ;Description: _____ Other (Please specify) : _____ Grade: _____			
Applicants are required to submit the following documents (please check all that apply)					
<input type="checkbox"/> Application form		<input type="checkbox"/> Individual or team competition program or related regulations			
<input type="checkbox"/> A copy of student ID card		<input type="checkbox"/> Proof of individual or team competition awards			
<input type="checkbox"/> A copy of academic transcripts and conduct reports		<input type="checkbox"/> Proof of participation in individual or team competitions			

Feedback Form for Student Interns and Evaluation Form for Student Interns
  Copy of professional license or certificate  
 Proof of internship (e.g. internship certificate, internship contract, etc.)
  Scholarship receipt  
 Proof of not receiving subsidy for independent internship programs
  Other supporting documents

Applicant's Signature	<b>I hereby declare that the documents provided by me are true and correct and that I have not duplicated my application for other awards of the University.</b> <b>Applicant's signature:</b>		
Application Result	<input type="checkbox"/> Approved, granted _____ points <input type="checkbox"/> Not approved	Signature of Employability Development Program Leader	

\*All personal information collected will be used for review purposes only and will be deleted upon completion of the review and issuance of scholarships.

## National Chung Cheng University Employability Development Program – Feedback Form for Student Interns

Date	(mm/dd/yyyy)				
Program	<input type="checkbox"/> Undergraduate	School		Student ID No.	
	<input type="checkbox"/> Master <input type="checkbox"/> Doctoral	Department / Year		Name	
<b>Information about the Internship Organization</b>					
Name of the Company					
Unit / Department					
Duration of the Internship		From _____ to _____ (mm/dd/yyyy) _____ hours in total			
<b>Self-assessment and Reflections (at least 200 words)</b>					
The reflection should include the following key points:		◎Summary and insights gained from professional and non-professional activities. ◎Self-reflection: review, professional growth, achievements, self-expectations, etc.			
Applicant's Signature				Signature of Employability Development Program Leader	

## Evaluation Form for Internships under the National Chung Cheng University Employability Development Program

### Evaluation Form for Student Interns

To be completed by the student intern	Full Name of the Internship Company	Unified Business No.
	Name of Student	
	College / Department	
	Student ID No.	
	Duration of the Internship	From _____ to _____ _____ hours in total (mm/dd/yyyy)
To be completed by the supervisor of the internship company	Scoring Items	Score
	1. Learning attitude	
	2. Profession competence	
	3. Reflective reports	
	4. Attendance	
	5. Presentation skills and adaptability	
Total Score		_____
		※ Maximum 20 points for each item, with a total score of 100 points ※

## Remarks:

1. Learning attitudes include: proactive, open-minded, and responsible.
2. Professional competence includes: professional knowledge, professional skills, professional relationships, and utilization of resources.
3. Reflective reports include: punctuality of written report submission, organizational structure, reference materials, and presentation of personal viewpoints.
4. Attendance assessment includes: not being late or leaving early, and not taking leave arbitrarily
5. Presentation skills and adaptability: writing skills, verbal skills, problem solving skills, ability to cope with emergencies.

Overall Comments	
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※ Please give specific descriptions and suggestions on the student's internship performance in the comments for future reference to improve the internship program.

Signature	Internship company: Supervisor's signature: Contact no.:
Application Date: (mm/dd/yyyy)	