



National Cheng Kung University Library Guidelines

For Part-time Student Earnings

Approved as of November 3rd, 2015 by the Library Committee
Approved as of November 18th, 2015 by the 178th Administrative Meeting

1. The standard operating procedure (SOP) hereunder is set forth in order for the National Cheng Kung University Library (hereinafter referred as the “Library”) to protect the rights and benefits of the Library’s part-time working students.
2. The so-called part-time student earnings referred hereto denotes the work remuneration expenses, allocated under the National Cheng Kung University (hereinafter referred as “NCKU”) “Student Public Funds and Awards” budget account for part-time student employment, are disbursed for services required at the Library.
3. The SOP hereunder applies to the current and valid NCKU students, in principle.
4. The part-time student remuneration is determined in accordance with the work log and timesheet, and the payment standards are subject to the competent authority’s rules and regulations.
5. The daily working hours permitted for every part-time student are capped at eight (8) hours a day; and during any university term, the monthly hours are capped at 80 hours each month for every part-time student and, during any winter/summer holiday, capped at 160 hours per month. The restrictions of working hours for foreign students and overseas-born Taiwanese are subject to the rules and regulations of the competent authority.
6. The ownership of copyright and patent, as a result of a part-time student’s duty and work at the library, shall belong to NCKU, unless otherwise agreed by both parties.
7. A part-time student shall complete the employment process before being hired; and the employment agreement shall be entered and signed before the commencement day of the employment, with all necessary steps processed.

The employment agreement may specify the term of employment, remuneration rate, job description, workplace, working hours, number of hours, leave days, insurance and all other matters pertaining to the rights and obligations.

8. Upon the part-time student’s commencement of employment, pursuant to the Labor Insurance Act, National Health Insurance Act, and Labor Pension Act, the Library will apply for insurance registration (transfer-in) and share the pension contributions under the payroll; upon employment maturity or midway termination, the Library shall apply to stop the insurance (transfer-out) and cease to share the pension contributions.

Notwithstanding the foregoing, the self-assumed insurance premium and personal pension contributions, unless otherwise provided, will, in principle, be deducted from the monthly earnings by NCKU for the part-time student.

9. Where a part-time student deems the measures or dispositions implemented through the Library's work-related supervision detrimental to his/her rights or interest, he/she may file an appeal in accordance with the "National Cheng Kung University Appeal Committee Assembly and Appeal Procedure".
10. Any other matters pertaining to part-time student affairs that are not prescribed hereunder shall be applied *mutatis mutandis* to other applicable policies.
11. The SOP hereof will be effected upon the administrative meeting, and so will any future amendment hereto.