



# China Medical University

## Guideline for University Scholarship and Financial Aid

\*This version was approved by Administrative Meeting on 14 October 2015  
and issued on 23 November 2015 by Office of Student Affairs\*

### Chapter One - Overall

- Article 1. This guideline is set according to the guidelines and regulations published by the Ministry of Education in Taiwan.
- Article 2. The financial source of the scholarships and financial aids listed in this guideline are percentages of the total student fee money.
- Article 3. The CMU University Scholarship and Financial Aid Review Committee will be formed and chaired by the Dean of Student Affairs. The Review Committee also includes Dean of Academic Affairs, Dean of Graduate Affairs, Director of Office of Finance, Director of Military Education, Guidance and Counseling Division, Director of Extracurricular Activities Section, Director of Registration and Curriculum Section as well as all the Deans and Chairs from all colleges, schools, and departments.
- Article 4. This guideline includes all scholarship, financial aids and emergency funds supported by China Medical University.
- 1) Academic Support
    - a. Graduate Student Financial Aid
    - b. Academic Exchange and Student Group Financial Support
  - 2) Academia
    - a. Academic Excellence Scholarship
    - b. Chinese Medicine Academic Excellence Scholarship
    - c. Athletic Scholarship
    - d. Student Excellence Award Scholarship
    - e. CMU Employees' Children Enrollment Scholarship
    - f. Resident Scholarship for Attending Beikang Campus
    - g. Low Income Taiwanese Indigenous Peoples Scholarship
  - 3) Student Leadership
    - a. Class Student Leader Service Scholarship
    - b. Student Club Leader Service Scholarship
    - c. Student Officer Service Scholarship
  - 4) Emergency
    - a. Emergency Fund
    - b. Low Income Oversea Chinese Student Emergency Fund
  - 5) University Services
  - 6) Minority Support
    - a. Minority Student Scholarship
    - b. Living Support Financial Aid
    - c. Low Income Student Housing Support Fund
    - d. Low Income Student Book Fees Support Fund

### Chapter 2 - Application Process and Requirements

Article 5. All graduate and undergraduate (including 2year program) students who met the requirements are qualified to apply for scholarships and financial aid listed in this guideline. Student who are withdrawn or re-enroll after withdrawal are not qualified for the scholarship and financial aid.

To apply, please have the following documents ready:

1. Application
  2. Grades transcript from previous term or Admission Letter
  3. Copy of bank deposit book from the post office or specific bank
  4. All other documents listed for individual scholarship or financial aid
- ❖ All application for scholarship and financial aid (unless specified otherwise) must be turned in between October 1<sup>st</sup> and October 31<sup>st</sup> for the first semester and between March 1<sup>st</sup> and March 31<sup>st</sup> for the second semester.
  - ❖ All scholarship and financial aid are in New Taiwan Dollar and will be wired directly to the awardees' bank account.
  - ❖ Application deadlines and other details for scholarships and financial aid not listed in this guideline should refer to their own guideline or announcements.

Article 6. Academic Support: This fund is specifically designed to encourage new research development, heighten research qualities and support recruitment.

- 1) Graduate Student Financial Aid: Please refer to the Guideline for Graduate Student Financial Aid.
- 2) Academic Exchange and Student Group Financial Support:
  - a. Students with limited household income (less than NTD 1,140,000 combining incomes from both parents and student themselves) may apply for this scholarship when attending oversea academic exchange conferences or student group activities. To apply, student must submit through the Extracurricular Activities Section under approval of the school Chancellor. Each student can only apply once per semester and the total amount of the financial support combining with other financial supports student might receive cannot exceed the total amount of the actual spending for the conference attending fee and travel fee. The Financial Support detail are listed as below:
    - i. Attend: NTD 5,000 per person per conference.
    - ii. Frist Person Poster Publishing: Additional NTD 10,000 per person per conference.
    - iii. Verbal Publishing: Additional NTD 15,000 per person per conference
  - b. Required Documents:
    - i. Conference Invitation
    - ii. Paper publishing in the conference
    - iii. Conference handbook
    - iv. Personal Reflection from the conference
    - v. Household income statement
    - vi. Travel Agent Receipt
    - vii. Flight Tickets
  - c. Application Deadline: 15 days before attending the conference.

Article 7. Academia

1) Academic Excellence Scholarship

- a. Graduate Student: This scholarship will be distributed based on the number of students in each graduate institute. For 1 in 5 in the doctoral program and 1 in 10 in the master program can be chosen for this scholarship. If the program has less than 10 students, the ratio will be based on the total of doctoral or master students in the college. After selected by the college and approved by the review committee, the selected doctoral student will receive NTD 12,000 and master student will receive NTD 10,000.
- b. Undergraduate Student: Student must rank in the top three in his or her class and must pass all classes. The student also needs to receive "A" on his behavioral grades with no violation of the student code of conduct. The first prize is NTD 7,000, the second prize is NTD 6,000 and the third prize is NTD 5,000.
- c. The scholarship for the Clinical Training class will be distributed once per academic year. The Clerk Intern classes are not qualified for this scholarship.
- d. The student selected for this scholarship will be listed by the second week of each semester. This list will be created by the Office of Graduate Affairs and Office of Academic Affairs and reviewed by the Review Committee.

2) Chinese Medicine Academic Excellence Scholarship

- a. This scholarship is designated for all undergraduate students not in Chinese Medicine major but enrolled in the Chinese Medicine related courses. Student must be in the top 2 of the class with an A or above for their behavioral grades with no violations to the student code of conduct. The scholarship will award NTD 7,000 for first prize, NTD 6,000 for second prize, and NTD 5,000 for third prize.
- b. When the student scores the same in their Chinese Medicine, for the purpose of this scholarship, student will be ranked based on their overall cumulative scores.
- c. The awardee for this scholarship will be selected after the 2<sup>nd</sup> week of the second semester. The awardee list will be named by the Office of Academic Affairs and sent it to the Office of Student Affairs for the committee review to finalize distribution.
- d. To apply for this scholarship, more than 50% of the class must enroll in the Chinese Medicine curriculum.

3) Athletic Scholarship

- a. The athletic scholarship is offered for both group competitions and individual competitions.
- b. The scholarship is designated for three conditions:
  - i. Participated in the universities sports competition or universities ball games competitions and won 1<sup>st</sup> ~ 6<sup>th</sup> places in the competitions.
  - ii. Participated in the Medical School competition and won 1<sup>st</sup> ~ 6<sup>th</sup> places.
  - iii. Selected to attend oversea competition representing Taiwan or China Medical University.
- c. Scholarship Details
  - i. Group Competitions
    1. Universities Sports Competitions and/or Universities Ball Games:
      - a) 1<sup>st</sup> Place – NTD 12,000
      - b) 2<sup>nd</sup> Place – NTD 10,000
      - c) 3<sup>rd</sup> Place – NTD 8,000
      - d) 4<sup>th</sup> Place – NTD 6,000
      - e) 5<sup>th</sup> Place – NTD 4,000
      - f) 6<sup>th</sup> Place – NTD 2,000

2. Medical School Competitions:
  - a) 1<sup>st</sup> Place – NTD 6,000
  - b) 2<sup>nd</sup> Place – NTD 5,000
  - c) 3<sup>rd</sup> Place – NTD 4,000
  - d) 4<sup>th</sup> Place – NTD 3,000
  - e) 5<sup>th</sup> Place – NTD 2,000
  - f) 6<sup>th</sup> Place – NTD 1,000
- ii. Individual Competitions
  1. Universities Sports Competitions and/or Universities Ball Games:
    - a) 1<sup>st</sup> Place – NTD 6,000
    - b) 2<sup>nd</sup> Place – NTD 5,000
    - c) 3<sup>rd</sup> Place – NTD 4,000
    - d) 4<sup>th</sup> Place – NTD 3,000
    - e) 5<sup>th</sup> Place – NTD 2,000
    - f) 6<sup>th</sup> Place – NTD 1,000
  2. For Regional Competitions:
    - a) 1<sup>st</sup> Place – NTD 3,000
    - b) 2<sup>nd</sup> Place – NTD 2,500
    - c) 3<sup>rd</sup> Place – NTD 2,000
  - iii. Overseas Competitions – NTD 5,000
- d. After the competition, the competition result must be submitted to the Athletic department as well as the Committee review by the second week of the second semester
- e. Required Documents:
  - i. Competition Award Certificate
  - ii. Overseas Competition Office Invitation or Report
- 4) Student Excellence Award Scholarship
  - a. University Entrance Exam Excellence Scholarship
    - i. Requirements and Details
      1. Listed China Medical University as #1 choice for the university entrance exam.
      2. Ranked top 3 in their class.
      3. Details: NTD 10,000 for student of excellence, NTD 30,000 for student with low-income family.
    - ii. Student who met the above requirements may continue to receive the scholarship only if they met the following conditions as well:
      1. Receive 80% or above on overall grades
      2. Receive A in their behavioral grades
      3. No violation to the student code of conduct
      4. Must stay in the same major(s)
        - Low-income definition: Income below NTD 1,140,000 combining the entire household.
    - iii. The list of the scholarship awardees will be created by the Office of Academic Affairs after the school starts. The list will then be forwarded to Office of Student Affairs for the Committee review.
    - iv. Required documents:
      1. First Semester – University Entrance Exam Notification
      2. From Second Semester onwards – grades transcript from the previous semester.
  - b. Athletic Merit Audition Scholarship

- i. Qualifications: all students who have showcased excellent athletic quality during the Audition Enrollment process may apply for this scholarship.
    - 1. Details: NTD 10,000 for student of excellence, NTD 30,000 for student with low-income family.
  - ii. Student who met the above qualification may continue to receive the scholarship if they met the following conditions:
    - 1. Pass all classes for the term
    - 2. No violation against the Student Code of Conduct
    - 3. Top 6 in the universities or medical schools competition.
    - 4. Attending all required training
    - 5. Recommended by the coach and approved by the director of the Athletic Department.
    - 6. Student who extended their studies are not qualified for this scholarship.
  - iii. The list awardees will be made by the Office of Academic Affairs and forwarded to the Office of Student Affairs for the committee approval.
  - iv. Required Documents:
    - 1. First Semester: athletic score and the college auditions transcript.
    - 2. From Second Semester onwards: transcript from the previous term, and the proof of awarding.
- 5) CMU Employees' Children Enrollment Scholarship
  - a. Please refer to the guideline specifying the details for this scholarship.
- 6) Resident Scholarship for Attending Beikang Campus
  - a. This scholarship is for all students who have resided in the Yunlin County for over a year by the time of enrollment. The student also needs to enroll in one of the majors which require attending Beikang campus during their freshman year.
  - b. Student interested in this scholarship should apply through the Office of Student Affairs and review by the Committee.
  - c. Required documents:
    - i. Residential documents
- 7) Low Income Native Taiwanese Scholarship
  - a. Requirements:
    - i. Must be a Native Taiwanese
    - ii. Must receive 80% or above during the previous term
    - iii. Must receive A in the behavioral grades
    - iv. Student with proof of low income documentation will receive priority selection.
    - v. 5 students tops can be selected to be awarded with NTD 5,000 dollar each.
    - vi. The awardees will be listed by the Office of Student Affairs for further committee approval.

## Article 8. Student Leadership

### 1) Class Student Leader Service Scholarship

#### a. Qualification:

- i. Receive 70% or higher during the previous term
- ii. Receive A for behavioral grades.
- iii. Meet all the deadline for the required work
- iv. With proven evidence of service
- v. Approved by the class meeting and recommended by the advisor
- vi. Approved by the department chair or director

- vii. 1 place for each undergraduate class, 1 per each master classes and 1 per each graduate classes with NTD 2,000 for each student
    - viii. The awardees will be listed by the Office of Student Affairs- for further committee approval
  - b. Required documents:
    - i. Letter of Recommendation from Advisors
    - ii. Grades transcript
  - c. Listed Officers:
    - i. Class Leader
    - ii. Vice Class Leader
    - iii. Class Secretary
    - iv. Class Treasurer
    - v. Service Crew Leader
    - vi. Activities Coordinator
    - vii. Cleaning Crew Leader
    - viii. Guidance Leader
- 2) Student Club Leader Service Scholarship
  - a. Qualifications:
    - i. Student Group Leader
    - ii. Receive 70% or higher during the previous term
    - iii. Receive A in Behavioral Grads
    - iv. Proof of Leadership in student groups
  - b. Required Documents:
    - i. Letter of Recommendation from Advisors
    - ii. Grades transcripts
  - c. Details:
    - v. 5 students may be selected from the Beikang Campus. Must be approved by the administrative meeting and recommended by the Director.
    - vi. 1 student from each of the student club from Taichung campus can be selected. 1 student from Student Government and 1 student from Student Senate may be selected. All students must be recommended by the Dean of Student Affairs and approved by the Review Committee.
    - vii. Each awardee for this scholarship will receive NTD 2,000.
- 3) Student Leader and Officer Service Scholarship
  - a. Student Leader Definition for this Scholarship: Officers in Student Government, Student Senate and Student Associations.
  - b. Qualifications:
    - i. Must be in a student leader position that fits the definition for this scholarship
    - ii. Must received 70% or above during the previous term
    - iii. Must receive an A in the behavioral grades
    - iv. Showcase an outstanding work at their position
    - v. 2 student from each student association may be selected, confirmed by the association meeting and recommended by the department chair
    - vi. 1 student from Student Government and 1 student from Student Senate may be selected and recommended by the Dean of Student Affairs.

- vii. The list of awardees will be review and approved by the Review Committee
- viii. Each awardees will receive NTD 2,000
- c. Documents:
  - i. Letter or Recommendation from Department Chair or Office of Student Affairs.
  - ii. Transcript

Article 9. Emergency

1) Emergency Fund

a. Considerations:

- i. Student suffers from an unforeseen family tragedy or accidental event

1. Examples:

- a) Death of parent(s)
- b) Student Admitted to the hospital but is unable to afford
- c) Other emergency situation

- ii. With proper documentation provided, approved by the advisors, Military Education instructors, and the school chancellor, each student may receive up to NTD 50,000

b. Required Documents:

- i. Letter of Recommendation from advisors, Military Education instructors, or the Office of Student Affairs.
- ii. Proof of events (doctors' notes etc.)

2) Low Income Oversea Chinese Student Emergency Fund

a. Qualifications:

- i. Finished registration process and have officially enrolled in China Medical University
- ii. Underwent foreseen tragedy in his or her Original residential region or unexpected failure in banking and/or wiring
- iii. Receive 65% or higher overall academic performance grade and A in behavioral performance grade without more than 3 classes failed.

- b. Time to Apply: After receiving proper proof of event from the Ministry of Foreign Affairs, please send for advisors, Military Education instructors and/or department chair for processing and filing.

c. Required Documents:

- i. Proof of event from the Ministry of Foreign Affairs

- d. Details: After processed by the Office of Student Affairs and reviewed by the review committee, each student will receive full coverage on their fees and stipend of NTD 5,000 per month for up to 10 months per year. Applicants must reapply every year and provide the most up to date documents. Once the residential region has recovered from the tragedy or event, the fund will stop immediately.

Article 10. University Services

1) Qualifications:

- a. Receive an average of 60% during the previous term.
- b. Volunteer to be a university service provider
- c. Student from low-income family or with special situation that requires financial support will receive priority selections.

2) Application:

- a. Please apply through all listed University Service units

- b. All University Service units will post their needs of service online
- 3) Limitation:
  - a. Number of awardees for this scholarship will be determined by the Review Committee which will later notify all units
- 4) Definition of University Services:
  - a. Services clearly showcase the school slogan (Compassion, Prudence, Diligence and Integrity)
  - b. Must not limit students' educational or personal development
  - c. Other specially assigned events
- 5) Special Conditions:
  - a. Each unit might adjust their numbers of service students due to specialties, or special assignments
  - b. To change the number of service students for the unit, units must submit a special request
- 6) Selection:
  - a. Student Selections
    - i. Students volunteering to University Service Student in the units.
    - ii. Student from low-income, minority, overseas, disabilities or experiencing unforeseen tragedy will receive priority selections.
  - b. Training and Development
    - i. After the Service Student has been selected and trained, each unit must evaluate whether he or she is fitted for the role and report the appropriate candidates to department chair or director to be approved and filed by the Office of Student Affairs for appointment purpose.
    - ii. To request change of numbers of service students, units must submit request 10 days before the day needed for Chancellor's approval.
  - c. Service Student may be eliminated from the program due to each of the following conditions:
    - i. Bad learning or working attitude
    - ii. Withdrawal or deferral from school
    - iii. Violates Student Code of Conduct
- 7) Considerations:
  - a. Service Student are not allowed to supervise financial transition of the office
  - b. Service Student can not represent the school on public affairs events
  - c. Service Student can not remain in their post after their service is no longer required
  - d. Service Student must keep their work confidential
- 8) Time of service and the details of services are listed in the guideline specifically designed for the University Service scholarship details.
- 9) CMU might allow extra allowance depending on the budgetary allowance of the school.

#### Article 11. Minority Support

- 1) Minority Student Scholarship
  - a. Based on the guideline set by the Ministry of Education
- 2) Living Support Financial Aid
  - a. Please refer to specific guideline for this financial aid
- 3) Low Income Student Housing Support Fund
  - a. Qualifications:
    - i. Met the requirement of academic achievement



- ii. Met the set guideline of low-income family
- b. Subsidy Amount:
  - i. For student living in the school housing: the room charge will be waived based on the set guideline.
  - ii. For student living outside: After submitting a copy of rental agreement, a subsidy of NTD 10,000 will be granted.
- 4) Low Income Student Book Fees Support Fund
  - a. Qualifications:
    - i. Student who met the definition of low incomers
  - b. Subsidy Amount:
    - i. NTD 500 per student per semester
  - c. Required Documents:
    - i. Low-income proof from government official
    - ii. Transcript from the previous semester.

### **Chapter 3 – Limitations**

- Article 12. There are some scholarships and financial aids listed in this guideline that are based on candidates' academic merits. If two candidates show the same academic performances, the candidates' behavioral measurement score will be taking into consideration when making the final decision.
- Article 13. If a student is awarded with multiple scholarships and/or financial aids in the Academic and Student Leader categories, the student can only pick one scholarship or financial aid from each of the category.
- Article 14. Graduating students are not allowed to apply for any scholarship or financial aids listed in this guideline for the term of graduation.
- Article 15. If a student is awarded with scholarship(s) and/or financial aid(s) listed in this guideline, he or she cannot receive more than one scholarship from other governmental or private sector group unless the scholarship is based on student's unique identity.
- Article 16. All scholarships and financial aids listed in this guideline are managed by a special appointed person in the Extracurricular Activities Sector and are reviewed and measured by the CMU University Scholarship and Financial Aid Review Committee due to fairness.
- Article 17. All financial aid and scholarship will be wired to awardees' designated bank account. Special cases can be arranged and approved by the Chancellor for cash payment.

### **Chapter Four – Sub Articles**

- Article 18. The actual scholarship and financial aid amount may be adjusted based on the article 2 of this guideline and the school budgetary allowance.
- Article 19. This guideline has been reviewed by the CMU University Scholarship and Financial Aid Review Committee, the Student Affairs Meeting, Administration Meeting and approved by the school Chancellor. The same procedure will apply with any future changes made.