**NATIONAL SUN YAT-SEN UNIVERSITY**

**Institute of Communications Engineering Rules of Support Fund Distribution to Postgraduate Students.**

Approved by the 5th Institute General Meeting on February 19, 2003, School Year 91.

Amended and approved by the 2nd Institute General Meeting on September 13, 2004, School Year 93.

Amended and approved by the 3rd Institute General Meeting on October 19, 2004, School Year 93.

Amended and approved by the 4th Institute General Meeting on March 21, 2007, School Year 95.

Amended and approved by the 6th Institute General Meeting on April 9, 2008, School Year 96.

1. The present rules are specifically established to regulate subsidies to postgraduate students who assist in relevant teaching, research, and administrative affairs of the institute.
2. Support funds are distributed per semester with each semester being five months. Support funds of the first semester cover from September through to January of the next year; and the support funds of the second semester cover from February through to June of the same year. Distributions to students who intend to suspend or withdraw from studies shall end in the respective months during which they suspend or withdraw from courses.
3. Recipients of the support funds are master’s degree students of the institute. Students with one of the following conditions are not eligible:
	1. A student who applies for the support fund may not simultaneously receive postgraduate support funds from other departments or institutes for any reason (including support funds received under a third person’s name)
	2. A student who violets regulation(s) of the university and has received demerit(s)
4. Duties of students who are granted support funds include serving as teaching assistants, research assistants, equipment assistants, Internet assistants in computer labs, work station assistants in laboratories, web assistants, and duty assistants of the department office. Each student may only apply once. Detailed regulations are as follows:
	1. Teaching assistants: Each lecture or training course established by a full-time faculty member of the institute has one teaching assistant allocated (topic and seminar courses not included). A course with 15 students or more will have one additional teaching assistant assigned. A seminar course has a separate teaching assistant assigned and chosen by the faculty member in charge. The support fund of a teaching assistant is four bases each month.
	2. Research assistants: Each laboratory has one research assistant allocated to assist in faculty research and management of laboratories. The support fund is four bases each month.
	3. Equipment assistants: One equipment assistant is allocated for teaching and management of equipment in the institute’s laboratory of expensive equipment. The assistant candidates shall be recommended by full-time faculty members of the institute. The support fund is four bases each month.
	4. Internet assistants in computer labs: One assistant is allocated for management and maintenance of the institute’s computer labs and relevant Internet soft- and hardware installments. The assistant candidates shall be recommended by full-time faculty members of the institute. The support fund is four bases each month.
	5. Work station assistants in laboratories: One assistant is allocated for computer teaching and management at a work station of a laboratory. The assistant candidates shall be recommended by full-time faculty members of the institute. The support fund is four bases each month.
	6. Web assistants: One assistant is allocated for management and maintenance of the institute’s website. The assistant candidates shall be recommended by full-time faculty members of the institute. The support fund is four bases each month.
	7. Duty assistants of the department office: Apart from the aforementioned assistants and teaching assistants, remaining applicants are rostered for duties in the department office.
5. The amount of each support fund base is calculated by having the total amount approved by the university in a school year divided by total bases applied by postgraduate students.