

長榮大學外籍生、僑生、港澳生校外工讀管理輔導要點
Chang Jung Christian University Foreign Students, Overseas Chinese Students, Hong Kong and Macao Students Work Study Management and Guidance Regulations

108.05.28 107-2 學生事務會議通過
Approved on May 28, 2019 by the Student Affairs Meeting of Academic Year 2018 2nd Semester

- 一、為輔導非本國籍學生校外工讀，特依據就業服務法及雇主聘僱外國人工作許可及管理辦法相關規定，訂定「長榮大學外籍生、僑生、港澳生校外工讀輔導管理要點」（以下簡稱本要點）。
 - I. The Chang Jung Christian University Foreign Students, Overseas Chinese Students, Hong Kong and Macao Students Work Study Management and Guidance Regulations (hereinafter referred to as the Regulations) are formulated in accordance with the relevant provisions of the Employment Service Act and the Regulations on the Permission and Administration of the Employment of Foreign Workers to guide students who are not nationals of Taiwan in their off-campus work study.
- 二、「外國人留學生、僑生及華裔學生工作許可證」（以下簡稱工許可證）之申請對象為本校在學之外籍生、僑生、港澳生為主。
 - II. The Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students (hereinafter referred to as the work permit) application is mainly applicable to foreign students, overseas Chinese students and Hong Kong and Macao students enrolled in the University.
- 三、外籍生、僑生、港澳生之工作許可證為入學服務處境外業務組（以下簡稱境外組）承辦，校外工讀輔導訪視業務由學生事務處生活輔導組（以下簡稱生輔組）負責。
 - III. Work permit for foreign students, overseas Chinese students, and Hong Kong and Macao students shall be undertaken by the Overseas Student Service Section of the Office of Admissions (hereinafter referred to as the Overseas Section). Guidance visitation for their off-campus work-study shall be undertaken by the Student Life and Residential Service Section of the Office of Student Affairs (hereinafter referred to as the Student Service Section).
- 四、外籍生、僑生、港澳生申請工作許可證，應具備下列條件：
 - IV. Foreign students, overseas Chinese students, and Hong Kong and Macao students shall meet the following requirements to apply for work permit:
 - (一)學業成績平均及格，惟新生於第一學期申請時除外。
 - (1) Except for new students applying in their first semester, the average grade of students must be a passing grade.
 - (二)工讀時數：除寒暑假外，在學期間每週不得超過 20 小時。
 - (2) Work study hours: Except for winter and summer vacations, work study shall not exceed 20 hours per week.
 - (三)工讀性質：工作場所為安全及合法營業場所，且工作內容不得妨礙身心正常發展。
 - (3) Nature of work study: The workplace shall be a safe and legal place of business, and the work content shall not hinder normal physical and mental development.
- 五、外籍生、僑生、港澳生在校外工讀如符合前條各款規定者，可逕向行政院勞動部勞動力發展署外國專業人員工作許可申辦網申請核發工作許可證，申請時須檢附最近一學期成績單、學生證、居留證及護照等影本上傳，經審查有疑慮時由境外組通知學生所屬教學單位之主任導師、導師知悉，並協助關懷輔導。

- V. Foreign students, overseas Chinese students, and Hong Kong and Macao students who meet the requirements of the preceding article for off-campus work study may apply for work permit online via the Executive Yuan Ministry of Labor's Work Force Development Agency EZ Work Permit website. Photocopies of transcript from the last semester, student ID, resident certificate and passport must be uploaded in the application. In case of issues arising from the review process, the Overseas Section shall notify the department advisor and academic advisor of the student's teaching unit to assist with guidance.
- 六、工作許可證期限以一學期申請一證之原則，當學期變更時，工作證也需重新申請。工作許可證有效期限最長為6個月，凡上學期申請者，期限至次學期的3月31日止；於下學期申請者，期限至同年9月30日止。惟大學部(含碩士)之屆畢業年班者，其期限至同年6月30日止。
- VI. The work permit shall generally be valid for one semester. In case of any change during the semester, another application must be submitted for the work permit. The maximum validity period of the work permit is 6 months. Applications made for Semester 1 shall expire on March 31 of the following semester. Applications made for Semester 2 shall expire on September 30 of the same year. However, expiration date for graduating undergraduate students (and master's program students) shall be on June 30 of the same year.
- 七、經同意在校外工讀之外籍生、僑生、港澳生，如有下列情形之一者，得酌情不予同意核發工作許可證。
- VII. Foreign students, overseas Chinese students, and Hong Kong and Macao students who have been approved for off-campus work study shall be denied work permit according to discretion if found in any one of the following situations:
- (一)申請書填寫不實。
(1) Provided false information in the application form.
- (二)休學、退學或畢業。
(2) Suspended from school, withdrawal or graduation from school.
- (三)居留證逾期。
(3) Expired resident certificate.
- (四)違反校規經記過以上處分。
(4) Violation of school regulations that warrants demerits or above.
- (五)工讀期間言行失檢有損校譽。
(5) Inappropriate speech or conduct that damages the reputation of the University during the work study period.
- (六)未向學校報備，擅自轉換工作。
(6) Independently changing jobs without authorization from the University.

八、外籍生、僑生、港澳生未經許可或原工作許可證失效，非法從事工作，經反映或警察機關查獲報校處理者，除依就業服務法規定處罰外，得視情節依本校校規處理。

VIII. Foreign students, overseas Chinese students, and Hong Kong and Macao students who are reported or who are found by the police and reported to the University as working illegally without permit or on expired work permit shall be penalized in accordance with the Employment Service Act and relevant regulations of the University in proportion to the severity of the circumstances.

九、導師依據本校校外工讀輔導訪視要點規定負有輔導訪視之責，應於每學期至少一次實施輔導訪視，瞭解外籍生、僑生、港澳生校外工讀情形。將訪視所見事實填寫於輔導訪視紀錄表內備查。倘若外籍生、僑生、港澳生校外工讀場所變更時應主動向生輔組及導師告知，俾利持續關懷輔導作為。

IX. Academic advisors shall be responsible for guidance visitation in accordance with the University's work study management and guidance regulations. The advisors shall conduct on-site guidance visitation at least once every semester to understand the work study situation of foreign students, overseas Chinese students, and Hong Kong and Macao students. Observations made during the visit shall be noted in the guidance visitation record for reference. Foreign students, overseas Chinese students, and Hong Kong and Macao students who have any change in the work place of their off-campus work study shall take the initiative to notify the Student Service Section and their advisors to ensure continuing care and guidance.

十、接獲外籍生、僑生、港澳生於校外工讀之相關違規情事時，應由生輔組負責邀請相關人員召開處理暨輔導小組會議，綿密因應作為，輔導以正視聽。

X. If notified of relevant violations by foreign students, overseas Chinese students, and Hong Kong and Macao students, the Student Service Section shall be responsible for convening a group of relevant persons for a management and counseling meeting to carefully confront the problem and provide guidance.

十一、外籍生、僑生、港澳生應主動配合境外組辦理有關校外工讀規定之研習活動，熟悉並恪遵校外工讀之相關規定。

XI. Foreign students, overseas Chinese students, and Hong Kong and Macao students shall take the initiative to participate in seminars on off-campus work study regulations conducted by the Overseas Section, and be familiar with and abide by relevant off-campus work study regulations.

十二、本要點經學生事務會議通過後，陳請校長核可後公布施行，修正時亦同。

XII. The Regulations are announced and implemented upon approval by the Student Affairs Meeting and the University President; the same procedures shall apply to any amendments.