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Office of Student Affairs Introduction

The main missions of the Office of Student Affairs are to cultivate an environment on campus that is conducive for learning. We aim to care for and assist students in both physical and mental well-being. Furthermore, we aim to assist students to develop a positive attitude towards their studies at the university, by providing a pleasant living environment and abundant opportunities for students to learn and grow. The Office is organized into a number of integrated but specific sections : Student Financial Aid Section, Career Services, Overseas Chinese & Foreign Students Advising Section, Extracurricular Activities Section, Student Guidance and Counseling Section, Student Guidance Section, Health Care Section and Student Housing Section.

Student Financial Aid Section

Student Financial Aid Section is responsible for the application of scholarships and on-campus part-time jobs, and related matters.

■ Service

1、Scholarship/financial aid application : Foreign students can apply for the following scholarships.

Types	Eligibility	Amount
Academic scholarships for high-achieving undergraduates	Awarded to high-achieving undergraduates in every class	1st: Equivalent amount to tuition fees 2nd : NT\$20,000 3 rd : NT\$10,000
Sports Excellence Scholarships	Students who participate in national or Formosa Enterprise sports competitions and have excellent achievements	NT\$500~NT\$3,000, according to relevant rules and regulations.
Excellent Service Performance or Special Talents Scholarships	Students representative of CGU participating in national activities or competitions and having excellent achievements.	NT\$1,000~NT\$5,000, according to relevant rules and regulations.
Work-study grants	Student of Chang Gung University	General Part Time Job: NT\$109 per hour Technical Part Time Job: NT\$150 per hour

2、Student part-time job processing procedures :

- (1)Recruitment : Recruitment will be carried out by each unit during the semester and during the summer/winter break.
- (2)Registration : Each unit will complete the registration by providing the name list to the Office of Student Affairs. The name list will be filed by the Office of Student Affairs.

(3)Salary Remuneration : Students need to fill out the “work record” and submit it to the Office of Personnel before the 20th of each month.

3、 Management and Maintenance of the Office of Student Affairs Website.

■ Contact Info

1、Ext No. : 2003

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Career Services, Overseas Chinese & Foreign Students Advising (COFA) Section

Whether you plan further academic pursuit or entering into the professional job market, the COFA has updated resourceful information right for you and will accompany you through the grope-about process at Chang Gung University.

■ Service

1、Career Planning Counseling

(1) Queries/Q&A of career planning, national examinations, and employment information.

(2) Arranging academic/professional career talks and workshops

2、Job-Hunting Advising

(1) Assisting the acquisition of employment information, helping students prepare their curriculum vitae, and sharpening-up students' job hunting skills.

(2) Arranging career expos, career talks, and employment-related activities

(3) Keeping online employment information updated.

(4) Electronic publication of "Career Development e-Post" to provide latest information regarding examinations, employment and career planning

3、Foreign Student Counseling：

(1) Career Q&A Service: "Foreign Students Service Counter" is available to foreign students during 12pm-1pm and 5pm-6pm on weekdays (Mon.-Fri.). Please note that the service is unavailable during winter and summer breaks.

(2) Handling group and public health insurances for foreign students.

■ Contact Info

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Extracurricular Activities Section

Extracurricular activity is considered one of the most important elements in university life. Through the extracurricular activities, students are able to acquire the core values of education, develop strong interpersonal relationship and gain hands-on experience. We encourage students to actively participate in the extracurricular activities and pursue their interests.

■ Types of Clubs/Societies

There are more than 100 clubs and societies available for students in the university. The clubs and societies in the University are mainly categorized into 6 categories; namely: public, religion and social service based, arts, sports, music, and regional based. We hope that students can actively participate in the extracurricular activities.

■ Service

- 1、Club activity planning assistance/promotion and event application/guidance.
- 2、Helping students take part in cross-school competition and social services.
- 3、Management and allocation of spaces for clubs and societies, student activity centre and equipments.
Equipment Loan Hours : 17:00~21:00, Monday to Friday.
- 4、Management of Culture & Arts Activities.
- 5、Clubs and societies carnival, school anniversary celebration, clubs and societies evaluation, etc.
- 6、Service Learning Centre
 - (1)Community service activity planning and management.
 - (2)Certification of service hours : Application for the certification of service hours.

■ Contact Info

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Student Guidance Section

Student Guidance Section is in charge of students' rewards, punishments, leave of absence requests, consolations and other student guidance related issues.

■ Service

1 · Leave Of Absence Procedure

Please submit your leave request according to the Leave of Absence SOP of the University and present the relevant documents if you are unable to attend classes/assemblies.

- (1) Types of Leave : Personal Leave, Sick Leave, Official Leave, Funeral Leave, Marital Leave, Maternity Leave.
- (2) Standard of Leave of Absence: Students who are absent from classes for more than 23 hours will be expelled.
- (3) [Leave Of Absence SOP](#) (click to download) ◦

Types	Unit	Marks deducted/per unit
Sick leave	16 hours	1 pts
Hospitalization	1 day	0.2 pts
Personal Leave	10 hours	1 pts
Every 4 hours after the first 10 hours of personal leave		1 pts
Late/Leave Early	1 time	0.5 pts
Absent from assembly on/off campus		2 pts
Truancy	1 hour	1 pts

2 · Rewards and Punishments

(1) Reward/Punishment Standards

In order to develop the student' s sense of social responsibility, self discipline and to implement the core values of education, the University has set up the following reward/punishment standards for students.

Merit/Demerit	Marks Awarded	Merit/Demerit	Marks Awarded
Commendation	+1	Admonition	-1
Merit	+2.5	Demerit	-2.5
Major Merit	+7.5	Major Demerit	-7.5

(2)Calculation:

- Each student has 82 points as basic points at the beginning of each semester.
- Class teacher has the authority to add/deduct 0~4 points
- The Head of Department has the authority to add/deduct 0~4 points
- 3 points will be rewarded to students who do not miss out any classes.
- Marks will be awarded for rewards and deducted for punishments and truancy/absenteeism.
- The total points above added together will be the student' s conduct scores.

(3)Absenteeism, Merit/demerit checking procedure

I. Log in to the University Information System

(<http://www.is.cgu.edu.tw/portal/DesktopDefault.aspx>), type in your student ID number and password (ARC number) to check absenteeism, merit/demerit status and also conduct grades °

II. Students should check absenteeism and merit/demerit status regularly. If there are any problems with the information shown, students should notify the Student Guidance Section during the working hours (8:30-17:00). All notifications should be made before the 18th week.

3、Emergency Relief Fund and Other Related Aids

(1)Ministry Of Education Emergency Relief Fund :

Students can apply for the Emergency Relief Fund from the Ministry of Education if they meet the following criteria:

I. Students who have had an accident or suffered from a major disease (Hospitalized for more than 1 week, deceased or in any situation that can be considered as major disease/injury.)

II. Students whose family members suffered through a major crisis or catastrophe (Loss of parents, major disease, Act of God, etc)

which has caused the students to lose economic support from their family.

(2) Student Emergency Relief

The University will still provide aid to students who suffer from one of the above-mentioned even if the students cannot meet the criteria set by the Ministry Of Education Emergency Relief Fund.

(3) Chang Gung University Student Emergency Relief Fund:

If a class teacher or tutor pays a visit to students who are hospitalized/injured, relief fund or financial aid can be requested (within a week).

4、Demerit record cancelling procedure

For those students who committed minor violations, they can apply for demerit record cleaning. If the student makes the same mistake again after their record is cleaned, they cannot apply for the procedure anymore and heavier punishment will be imposed.

5、Traffic Safety Talk

Undergrads who are interested in applying for the motorcycle parking pass are required to attend the traffic safety talk. Eligible students then can apply at the Office of General Affairs. The university will organize the “Motorcycle Safety Awareness Seminar” twice annually. For further information, please refer to the Student Guidance Section on the University website. Students only need to attend the talk once.

※ The Student Guidance Section is only in charge of talk related issues, for the issuance of parking pass, please refer to the Office of General Affairs.

6、Campus Safety Management & Disaster Management Training.

7、Legal Education.

8、Chang Gung University Excellent Youth Candidate Nomination.

9、Lost & Found.

10、Orientation and Graduation Ceremony Arrangement & Management.

■ Contact Info

1、Ext No. : 2051、2052

2、e-mail : cih@mail.cgu.edu.tw

Student Housing Section

The student housing section is mainly responsible for accommodation services and other accommodation and dormitory related services.

“Dormitory Guide Book” is printed annually and distributed to students so that they can understand the dormitory lifestyle, rules and regulations and other accommodation related issues.

■ Service

- 1、Accommodation Administration：dormitory application, dormitory checkout service, refund/registration, room changing service, etc.
- 2、Dormitory Services：Facility repair and maintenance, internet repair, postal service, key-lending, application for mini refrigerator, check in/out, dormitory facility management, etc.
- 3、Safety Measures：Curfew, guest regulations and emergency management.
- 4、Dormitory Discipline：In event that a student exceeds five penalty counts, the Student Housing Section will notify the student's teachers and parents. Students who exceed ten penalty counts will be asked to vacate the dormitories immediately. Information web：
<http://studentaffairs.cgu.edu.tw/ezfiles/12/1012/img/121/Dormitoryregulationsforinternationalstudents.doc>
- 5、Activities：
 - (1)A 2-day dormitory orientation, opportunities for enquiry, and check-in service are provided specially for freshmen.
 - (2)Tidiest & Cleanest Dormitory Room Competition：The aim is to encourage students to maintain the tidiness and cleanliness of their room. There will be prizes for winners.
 - (3)Christmas gingerbread house creating activity and relevant talks on dormitory life.

■ Accommodation Introduction

1、Accommodation Info：

There are currently 5 dormitory blocks on campus with up to 6,236 beds. For further information please refer to:

<http://www.cgu.edu.tw/files/13-1000-4286.php?Lang=en>

Dormitory Allocation :	
Undergraduate	Male : JuDe Block 、MingDe Block Female : YunDe Block 、MingDe Block
Graduate Students	Male : YiDe Block 、 JuDe Block 、 MingDe block Female : ChongDe Block 、MingDe Block

2、Dormitory Management and Guidance :

- On-site dormitory supervisor is available all day long.
- Curfew at night (Entry by using their access card).
- Assistance and guidance available for students.

■ Contact Info

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jingling516@mail.cgu.edu.tw

Student Guidance and Counselling Section

The role of the Student Guidance and Counselling Section is to help students whenever they are emotionally troubled by a problem. Professional services will be provided to students by trained psychiatrists, counsellors and special education teachers.

■ Service

- 1、Campus Support Network: A team consisting of teachers and Senior students will be available at the Student Guidance and Counselling Section to help foreign students to adapt to the school life in the University.
- 2、Individual counseling service : Please fill in the reservation form online (or at the Student Guidance Counselling Section) for individual counselling service. We will arrange a one-to-one counselling session according to your preferences.
- 3、Group activities: These activities consist of 8-15 participants led by a tutor. We hope to help students to improve themselves and adapt to the university life with the guidance from tutors and peer-to-peer learning.
- 4、Themed activities : The Student Guidance and Counselling Section carry out a series of themed activities which aim to help students in every aspect of their lives.
- 5、Psychological tests : Currently, there are 7 types of psychological tests available. Appointment must be made prior to taking psychological tests.
- 6、Campus sexual harassment prevention programme : The aim of this programme is to prevent sexual harassment on campus and to provide information for faculty, staff and students about sexual harassment. Please refer to the Gender Equity Education Committee if help is needed.
 - ※ Gender Equity Education Committee
 - ※ TEL : 03-2118427、Fax : 03-2118428
 - Email : gender@mail.cgu.edu.tw
- 7、Book lending service : The student guidance and health section provides a wide range of reading materials. Each student is only allowed to borrow 2 reading materials each time. Students can borrow these

materials for 2 weeks and can renew the books once.

■ Counseling Service

1、Service Hours :

Monday to Friday 09 : 00~12 : 00, 13 : 00~17 : 00

Wednesday 18 : 00~20 : 00 ◦

2、Counseling service appointment form download link:

<http://studentaffairs.cgu.edu.tw/ezfiles/12/1012/img/1141/ReservationforCounselingservices.docx>

■ Contact Info

1、Ext No. : 2030、2031、2032

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Health Care Section

The University uses the “Health Promoting School” model as part of the school health programme. We hope to improve the overall living quality and to promote a healthy lifestyle.

■ Service

- 1、Freshman Health Examination : The annual Freshman Health Examination is conducted by the medical crew from Chang Gung Memorial Hospital.
- 2、Clinic Service : The clinic is open from 11:30am to 2:00pm on Tuesdays and Thursdays except during winter/summer vacation.
- 3、Disease Prevention : The Health Care section collaborates with other sectors to ensure that the prevention of diseases is carried out effectively.
- 4、Accident/Injury Handling : Medical personnel are available during working hours for emergency health attention on campus.
- 5、Equipment lending service: Please present the student/staff ID before borrowing equipment such as first aid kit, crutches, wheelchair, etc.

■ Student insurance

- 1、Eligibility : Insured Students
- 2、Coverage : Injuries, crippling, hospitalization, death due to diseases or accidents within the validity period.
- 3、Documents required for the application : Medical Certificate and receipt. If a photocopied document is used, please make sure that the document has the seal of the hospital/related units.

Payment Documents	Medical Insurance Payment	Disability Insurance Payment	Living Allowance	Death Benefits	Major Surgery Subsidy
Student Group Insurance Claim Form	✓	✓	✓	✓	✓
Medical Certificate	✓				✓

Hospital or Clinic Receipt	√				√
Disability Certificate		√			
Death Certificate or Autopsy Report				√	
Student Record		√		√	
Identity Proof					√

4、[Emergency SOP](#) (click to download)。

■ Contact Info

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