

健行科技大學僑外生及港澳生工讀輔導實施要點

中華民國 113 年 5 月 22 日 112 學年度第 2 學期第 2 次國際專修部部務會議訂定通過

- 一、為協助僑外生及港澳生在臺從工讀中學習成長，並符合相關法令，據以訂定本要點。
- 二、本校僑外生及港澳生之工作許可(以下簡稱工作許可)之申請適用對象需符合下列條件之一，且無發生違反就業服務法之情事或曾經違反就業服務法但經輔導改善者。
 - (一)依「外國學生來臺就學辦法」規定入學之學位生。
 - (二)依「僑生回國就學及輔導辦法」規定入學之僑生。
 - (三)依「香港澳門居民來臺就學辦法」規定入學之港澳生。
- 三、工讀輔導實施事項：
 - (一)訂定僑外生及港澳生工讀管理輔導流程，給予學生即時、適切的輔導。
 - (二)國際合作處網頁及僑外生相關規定輔導入學手冊公告工作許可申請須知、工讀相關法規，並隨時更新法規資訊，以利學生查詢。
 - (三)每學期辦理僑外生及港澳生在臺工讀注意事項說明會，說明內容包含在臺工讀、勞工保險、勞動權益等法規常識。完成說明會及會後評量切結書始可申請工作許可。
 - (四)對於僑外生及港澳生需辦理工作許可者，協助其申請、補件等業務。而領取已到件工作許可須簽署文件及工讀須知切結書。
 - (五)每學期期初進行工讀狀況普查並造冊，並提醒學生有工讀異動之情形須隨時回填資料以利即時工讀輔導。
 - (六)學生自行尋找工讀機會後，提醒須與廠商簽訂工讀契約。若經學校協助提供僑外生及港澳生工讀資訊時，將協助學生簽訂工讀契約，充分掌握學生與廠商簽訂之工讀契約內容及實際工讀情形。
 - (七)僑外生及港澳生未經許可或原工作許可失效、非法從事工讀，經接獲反映或警察機關查獲報校處理者，除主管機關依就業服務法規處罰外，本校得視情節依校規處理。
 - (八)本校接獲僑外生及港澳生於校外工讀之相關違規情事時，國際專修部應負責邀請相關人員召開處理暨輔導會議，提出因應措施並追蹤其成效。
- 四、僑外生及港澳生應主動參與相關校外工讀規定之宣導說明活動，熟悉並恪遵校外工讀之相關規定。
- 五、本要點經國際專修部部務會議通過陳請校長核定後實施，修正時亦同。

Guidelines for the Implementation of Work-Study Counseling for Overseas Chinese and Hong Kong-Macau Students at Chien Hsin University of Science and Technology

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1. **Purpose** To assist overseas Chinese and Hong Kong-Macau students in learning and growing through work-study in Taiwan, while complying with relevant laws, these guidelines are established.
2. **Eligibility for Work Permit Application** Overseas Chinese and Hong Kong-Macau students eligible to apply for a work permit (hereinafter referred to as "work permit") must meet one of the following conditions and have not violated the Employment Service Act, or have violated it but have since improved under counseling:

- Degree students admitted under the "Regulations Regarding International Students Undertaking Studies in Taiwan."
- Overseas Chinese students admitted under the "Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan."
- Hong Kong-Macau students admitted under the "Regulations Regarding Hong Kong and Macau Residents Studying in Taiwan."

3. **Implementation of Work-Study Counseling**

- Establish a management and counseling process for work-study of overseas Chinese and Hong Kong-Macau students to provide timely and appropriate guidance.
- Announce work permit application guidelines and related work-study regulations on the Office of International Cooperation website and in the admission handbook for overseas Chinese students, updating regulations as needed for easy student reference.
- Conduct orientation sessions each semester for overseas Chinese and Hong Kong-Macau students on work-study matters in Taiwan, covering regulations on work-study, labor insurance, and labor rights. Students must complete the orientation and submit an evaluation form before applying for a work permit.
- Assist students needing work permits with their applications and document submissions. Students must sign documents and a work-study agreement upon receiving their work permits.
- Conduct a survey at the beginning of each semester on work-study status and remind students to update their work-study information as needed for timely counseling.
- Remind students to sign a work-study contract with employers when finding work-study opportunities independently. If the university provides work-study information to students, it will assist in contract signing and closely monitor the contract content and actual work-study situation.
- If students engage in unauthorized or illegal work-study without a valid work permit, or if reported or discovered by police, the university will handle the matter according to the Employment Service Act and may impose additional school regulations based on the severity of the violation.

- Upon receiving reports of off-campus work-study violations by overseas Chinese and Hong Kong-Macau students, the Office of International Specialization will convene a meeting with relevant personnel to address and track the effectiveness of corrective measures.

4. **Student Responsibilities** Overseas Chinese and Hong Kong-Macau students must actively participate in educational activities related to off-campus work-study regulations, familiarizing themselves and strictly adhering to these regulations.
5. **Implementation and Amendment** These guidelines are implemented after approval by the Office of International Specialization and the university president. The same procedure applies for amendments.