

# **Regulations Governing In-Service Master's Degree Programs for Staff Members, Chung Yuan Christian University**

Approved at the 719th Administrative Meeting  
Amended at the 783rd Administrative Meeting  
Amended at the 927th Administrative Meeting on December 4, 2014

## **Article 1**

In order to encourage staff members to acquire new knowledge and enhance their competencies, improve administrative efficiency and service quality, and promote administrative reform, Chung Yuan Christian University (hereinafter referred to as “the University”) hereby establishes these Regulations Governing In-Service Master's Degree Programs for Staff Members (hereinafter referred to as “the Regulations”).

## **Article 2**

The term “in-service master’s program” as used in these Regulations refers to staff members who pursue a master’s degree while on approved leave with or without pay.

## **Article 3**

Staff members officially employed by the University who meet one of the following criteria may apply to pursue a master’s degree during the in-service program, provided that such study does not delay their regular duties and is approved by the head of their unit and the President:

1. They have completed three years of service at the University, have received no disciplinary action of admonition or above in the past three years, and have received performance evaluations of two grades of A and one grade of B or above during that period; or
2. They have completed two years of service at the University and have received performance evaluations of grade A for both years.

## **Article 4**

The numbers of staff concurrently enrolled in in-service master’s programs shall not exceed 6% of the total number of the staff members at the University.

## **Article 5**

Staff members approved for in-service master's programs under these Regulations shall comply with the following provisions:

1. For those on paid leave (leave with pay), class attendance during working hours shall not exceed two half-days per week. Each semester, the responsible unit shall compile

class attendance statistics and apply to the Personnel Office for official leave accordingly. During the study period, staff members shall remain responsible for their original duties. If their job performance is adversely affected or academic performance is unsatisfactory, the unit supervisor may recommend termination of their study.

2. For those on unpaid leave (leave without pay), the maximum duration shall be two years. The position may be temporarily filled by a contract-based employee during the leave ~~period~~.
3. The degree obtained under this program shall not be used as a basis for promotion or salary adjustment. Furthermore, the staff member must continue to serve at the University for a period equal to the duration of study after obtaining the degree.
4. Staff members who fail to fulfill the required post-degree service period or who resign before completing the obligated service should compensate the University in proportion to the unfulfilled period. Compensation shall be calculated based on the salary at the month of resignation and shall cover the amount of paid official leave granted during the study period.

#### **Article 6**

Staff members applying for in-service master's programs under these Regulations shall submit an application annually. Applications must be recommended by their respective units, reviewed by the first-level administrative office, and subsequently forwarded to the Staff Evaluation Committee for further review. Final approval shall be granted by the President.

#### **Article 7**

These Regulations shall be approved by the Administrative Meeting and submitted to the President for promulgation and implementation. The same procedure shall apply to any amendments.