

Dear TIGP family members,

Ninety-four new first-year students from 18 countries joined our family this fall to form the 8<sup>th</sup> class of the TIGP. This means that TIGP now has a total of 307 students from 30 countries. 19 students have completed their Ph. D. over the past 7 years.

The Administration Office wishes to take this opportunity to clarify several points in the regulations for which consistent guidelines among the various programs have been lacking:

1. The **stipend** for first-year students is stated in the student handbook as "guaranteed". However, there are certain circumstances in which it can be withdrawn or reduced. The stipend is "guaranteed" under the premise that the student's "student status" is valid and his/her academic performance is satisfactory. Violation of ethics such as cheating, unauthorized absence from class, delinquency of duty, and unauthorized leave etc. may result in reduction of the allowance, or even termination of stipend.
2. TIGP observed **holidays** are indicated on the calendar on the Emergency Contact Phone Number Card. In addition, in the case of harsh weather conditions the Central Personnel Administration of R.O.C. will announce a geologically-dependent "typhoon holiday". Other holidays can only be arranged with the program director/thesis advisor.
3. TIGP Scholarships do not specifically provide for a **vacation** period during the fellowship term. Vacation length is determined at the discretion of the thesis advisor and should not interfere with the steady progress of a student's study plan.
4. All **pre-scheduled leave** should be properly approved by the student's thesis advisor and/or program director. The program secretary should be informed of any (short) **sick leave** ASAP! Failure to notify the appropriate persons about leave may jeopardize the student's rights.
5. Policies and regulations are subject to change to support the continued growth of the Program. Any change in existing policies or announcement of new ones will be made known to the students through e-mails and by posting such changes on the TIGP and Graduate Student Association (GSA) websites. It is each student's responsibility to provide the Administration Office and his/her program secretary with a valid and updated e-mail address and regularly visit the TIGP/GSA websites for updated information.
6. Should discrepancy occur in regulations between TIGP and partner University, the latter shall prevail.

A final word to all students: Reach out for assistance when you need it! The Student Affairs Officer for your particular program and at the TIGP Administration Office are responsible for offering assistance should you encounter daily problems or difficulties. Alternatively, go to your program's Student Representative for advice or further referral.

TIGP Administration Office, November 4, 2009