

教育部補助大專校院辦理五年制專科學校畢業生 投入職場要點

Employment Subsidy Guidelines for 5-Year Junior College Graduates of the Ministry of Education

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一、教育部（以下簡稱本部）為使五年制專科學校畢業生學以致用及提高就業率，引導學校建立完善就業輔導及媒合機制，並鼓勵學校積極引進社會資源，與企業共同培養產業所需人才，縮短學用落差，以促進經濟弱勢學生翻轉未來，特訂定本要點。

1. The Ministry of Education (hereinafter referred to as “the Ministry”) has enacted the Employment Subsidy Guidelines for 5-Year Junior College Graduates (hereinafter referred to as “the Guidelines”) to enable graduates of 5-year junior colleges to put their knowledge into practice, increase their employment rate, develop a comprehensive employment guidance and job matchmaking system, encourage schools to actively introduce social resources and cultivate necessary professionals with the private sector in order to bridge the gap between academia and practice, while supporting financially disadvantaged students to create a better future.

二、申請單位：本部主管之國立、私立五年制專科學校，並於一百零七學年度起擴大至設有五專部之大學校院（以下簡稱學校）。

2. Eligibility: Public or private 5-year junior colleges and 5-year junior college programs of universities (starting from the 2018 academic year) under the authority of the Ministry (hereinafter referred to as “the School”)

三、申請時間：學校應依本部公告期限，函報申請計畫書；逾期申請或資格不符者，均不予受理。

3. Application period: The School is required to submit proposals by the deadline specified by the Ministry. Late or unqualified applications will not be accepted.

四、補助對象：經學校甄選通過且與學校簽署就業意願書之四年級或五年級學生（以下簡稱受補助學生）。

4. Subsidy recipient: A student in the fourth/fifth year of his/her studies who is selected by the School and has signed the Employment Consent Form (hereinafter referred to as “the recipient”).

五、辦理方式：

5. Implementation details:

(一) 學校引進企業資源，提供受補助學生在校就學期間 每月至少新臺幣六仟元之生活獎學金與畢業後正式職缺，並由本部補助就業獎學金；就業獎學金之金額同受補助學生當學期之學雜費金額，並由學校於註冊時逕予扣繳學雜費。已申請政府各類學雜費減免者或領有產學攜手專班計畫補助之學生，得就扣除學雜費減免或補助額度後之差額申請補助。

(1) The School provides industrial resources, including a minimum of NT\$ 6000 monthly living allowance during the recipient's studies and a job offer after graduation. The Ministry grants him/her an employment subsidy. The amount of the employment subsidy is equal to the amount of tuition and incidental fees for a semester. Tuition and incidental fees will be deducted directly during the registration procedure. If the recipient has already applied for other types of tuition and incidental fee exemption subsidies or received an academic-industry collaboration program subsidy, he/she may apply for a subsidy for the remaining amount of tuition and incidental fees to be paid.

(二) 學校應訂定甄選受補助學生之相關規定（包括申請對象、申請方式、審核基準、程序、時間、親師宣導、就業輔導、就業媒合及就業追蹤等機制），上網公告，並積極向企業爭取，協助受補助學生獲得適當之就業待遇及福利。學校甄選受補助學生應以經濟弱勢學生與成績優異者為優先考量。

(2) The School shall set up subsidy recipient selection rules (including application eligibility, method, evaluation standards, procedure, schedule, parent and teacher promotion project, employment guidance, job matchmaking and employment tracking system) and post the rules online. The School also needs to actively support the recipient to negotiate for appropriate salary and benefits. Financially disadvantaged students and students with outstanding

academic performance will be given first priority.

(三) 受補助學生應依學校時程提出申請、配合就業輔導措施，並與學校簽署就業意願書。受補助就業獎學金二年者，畢業後應就業二年；受補助就業獎學金未滿二年者，應按補助期間比例履行就業義務。具有兵役義務者，其就業期間之採計得配合役期延後至退役後。

(3) The recipient is required to make an application in accordance with the given schedule, comply with employment guiding measures, and sign the Employment Consent Form. The recipient must work for 2 years after graduation for a 2-year employment subsidy. If the recipient has received a subsidy for less than 2 years, the working time will be determined based on the duration of receiving the subsidy. The recipient can start to work after fulfilling the mandatory military service.

(四) 就業意願書應記載受補助學生姓名、科別、受領補助款起迄時間、就業年限、違反約定喪失受領補助款之權利、償還補助款之條件與核計基準、就業期限、保證人負連帶責任及簽約日期等相關事項。

(4) The recipient's name, department, subsidy duration, required working time, forfeiture of the right to receive a subsidy due to contract breach, payback terms, accumulation criteria, working time limit, guarantor's joint and several liability, and date of signature shall be stated in the Employment Consent Form.

(五) 學校應妥善保存受補助學生名冊、就業意願書及相關文件，並負責追繳學生償還之補助款。

(5) The School shall properly store the list of the recipients, the Employment Consent Form and other relevant documents; it shall take charge of repaying the subsidy that the recipients have already paid back.

六、受補助學生有下列情形之一者，應終止受領就業獎學金，並償還已受領之就業獎學金。但死亡者、因重大疾病或事故辦理休學或不能繼續完成學業或工作，經衛生福利部新制醫院評鑑合格之教學醫院以上層級，開立認定無法繼續就學或就業證明者，或因事故致家庭巨變無法繼續就學或就業，經學校實訪查證，由學校報本部核定者，得免償還已受領之補助款或免履行就業義務：

6. If the recipient meets one of the following conditions, he/she will no longer receive an employment subsidy and must repay the entire

amount of subsidy already obtained. If the recipient passes away, faces suspension due to a serious illness or accident, or is unable to continue to study or work with proof issued by a teaching hospital approved by the Ministry of Health and Welfare in compliance with new teaching hospital accreditation standards (the proof shall state that it is impossible for the recipient to continue to study or work), he/she is allowed to keep the amount of subsidy already received or be exempt from fulfilling working obligation. This rule also applies to the recipient who deals with difficult family challenges leading to discontinuance of study or work with onsite verification conducted by the School and approved by the Ministry.

(一) 因轉學、轉科且經學校輔導仍無法延續參與計畫或放棄、被勒令退學、開除學籍或無故輟學。

(1) Transfer to another school or department and unable to complete the subsidy program with the guidance provided by the School; withdraw from the subsidy program; face expulsion or revocation of student status; or dropout for unknown reasons.

(二) 因辦理休學或不能繼續完成學業或工作，致喪失參與計畫之資格。

(2) Become unqualified due to suspension or impossibility of continuing to study or work.

(三) 畢業後一年內未就業。受補助學生畢業後連續就業未滿受補助年限者，應依其未就業之月數比例償還補助款；不滿一月者，以一月計。

(3) The recipient does not start to work for the corporate sponsor within 1 year after graduation. If the recipient does not work for a consecutive period of time required after graduation, he/she must repay the subsidy pro rata according to the number of the remaining working months. 1-month subsidy shall be repaid if it is a period of less than 1 month.

七、受補助學生於就學期間因故辦理轉學，得向原學校申請輔導銜接至轉入學校繼續參與計畫，並由轉入學校通報本部。

7. If the recipient transfers to another school during his/her studies, the recipient may ask support from the original school to continue to participate in the subsidy program under the new school. The new school shall inform the Ministry of such transfer.

八、審查作業：由本部依學校函報申請計畫書之內容完整性、執行可行性及預期效益等予以審查；必要時，得邀請專家學者

組成專案小組審查。

8. Evaluation procedure: The Ministry evaluates a proposal based on its content completeness, feasibility and expected outcomes. A project team of experts and scholars may be formed for evaluation if necessary.

九、審查項目：學校訂定甄選受補助學生之相關規定、就業輔導、就業媒合、就業追蹤及企業生活獎學金額度等項目。

9. Evaluation details: Subsidy recipient selection rules, systems for employment guidance, job matchmaking and employment tracking and the corporate sponsor's living allowance are evaluated.

十、受補助學生依學校訂定之規定向學校申請就業獎學金，經學校審核通過者，由學校備文摺據連同核銷一覽表一式二份，於每學期報本部請領補助經費。

10. The recipient applies for employment subsidy according to regulations of the School. The School shall submit 2 sets of an official document, receipts and a reimbursement list to the Ministry every semester to apply for a subsidy.

十一、績效考核：

(一) 學校應於每學期結束後一個月內，將受補助學生名冊、執行成果及相關資料送本部存參。

(二) 執行成效良好學校，本部得予獎勵；對於優秀企業，本部得頒發獎狀。

11. Performance evaluation:

(1) The School shall submit the recipient list, implementation results and relevant documents to the Ministry for storage and future reference within 1 month after every semester ends.

(2) The Ministry rewards schools with outstanding achievements and excellent corporate sponsors with a Certificate of Merit.

十二、受補助學生經查有偽造、不實情事或未履行就業意願書，學校應撤銷其受補助資格及追繳之；涉及刑事責任者，移送司法機關辦理。

12. If the recipient is investigated and the result shows that he/she falsified documents, provided false information or did not fulfill obligations stated in the Employment Consent Form, the School shall revoke his/her eligibility and ask for the subsidy already granted. When the recipient incurs criminal liability, the judicial authority shall be informed to handle the case.