

Wenzhou-Kean University Graduate Scholarship and Assistantship Policy

(Modified in 2023)

Chapter I General Provisions

Article 1 Wenzhou-Kean University (WKU) Graduate Scholarship and Assistantship (hereafter Graduate Scholarship and Assistantship) is set up in accordance with related national-level policies on graduate scholarship and assistantship for higher education institutions and Kean University graduate scholarship and assistantship programs.

Article 2 In order to strengthen and standardize the operation and management of Graduate Scholarship and Assistantship, this policy is hereby formulated and shall come into effect as of the date of promulgation.

Article 3 WKU Office of Academic Affairs (OAA) is responsible for implementing the Graduate Scholarship and Assistantship policy and making overall use of financial resources according to related regulations, such as government financial appropriation, tuition, and donations, to reward top admitted candidates and support graduate students to succeed academically.

Chapter II Application Prerequisites and Scholarship/Assistantship Criteria

Article 4 Graduate Scholarship and Assistantship is awarded to students who are admitted to WKU and meet the requirements in this policy.

Article 5 The University offers two types of Graduate Scholarship and Assistantship, which are graduate fellowship and graduate assistantship (Graduate Scholarship and Assistantship is a generalized term in this policy, and fellowship is a type of Scholarship).

5.1 Graduate Fellowship

5.1.1 The graduate fellowship is established to encourage outstanding candidates to enroll in the graduate programs at WKU. A tuition waiver of 50%, 75% or 100%

will be granted to candidates who meet the following criteria: GPA of 3.2 or above, strong research ability, and outstanding performance on standardized exams (e.g. GRE, GMAT, etc.). Priority will be given to graduates of renowned universities across China and abroad, and to candidates of educational programs who have extensive work experience. The admission committee of each program may decide whether to offer fellowship and the percentage of fellowship based on relevant evaluation and interview results. This fellowship does not require a candidate to work in an assistantship position.

5.1.2 Dorm fee cannot be waived by this fellowship. Students should pay for the dorm fee as needed.

5.1.3 This fellowship only waives tuition of credits in fulfillment of graduation required by each program curriculum. Tuition of pre-requisite courses of master's programs cannot be waived. Any additional credits taken by students due to personal reasons cannot be waived.

5.2 Graduate Assistantship

5.2.1 Graduate Assistantship is categorized as Graduate Teaching Assistantship (GTA) and Graduate Research Assistantship (GRA). A graduate teaching assistant refers to a student who provides academic services to related offices/colleges/departments. A graduate research assistant refers to a student who provides research services to related offices/colleges/departments. Students who fulfill the corresponding job responsibilities for these positions will receive a certain percentage of tuition waiver and stipend according to the following standards. (New students who receive a tuition waiver of 50% or more are required to have a GPA of no less than 3.0 and have certain research abilities.)

Percentage of Tuition Waiver	Workload required (GRA)	Workload required (GTA)	Monthly Stipend (Spring and Fall Semesters)
No tuition waiver	Minimum 10 hours per week	Average 1 section per semester	Master's students: 1,000 RMB per month; doctoral students: 2,000 RMB per month
	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month
25% tuition waiver	Minimum 10 hours per week	Average 1 section per semester	Master's students: 1,000 RMB per month; doctoral students: 2,000 RMB per month
	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month
50% tuition waiver	Minimum 10 hours per week	Average 1 section per semester	Master's students: 1,000 RMB per month; doctoral students: 2,000 RMB per month
	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month
75% tuition waiver	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month
100% tuition waiver	Minimum 20 hours per week	Average 2 sections per semester	Master's students: 2,000 RMB per month; doctoral students: 4,000 RMB per month

5.2.2 Dorm fee cannot be waived by this assistantship. Students should pay for

the dorm fee as needed.

5.2.3 Graduate teaching/research assistants who are required to stay on campus by their hiring offices/colleges/departments during Summer/Winter semesters or during holidays will – by principle – receive the same graduate assistantship as they have during Spring/Fall semesters. In other words, such students' graduate assistantship during Summer should be consistent with that of Spring, and such students' graduate assistantship during Winter should be consistent with that of Fall.

5.2.4 The stipend for a graduate assistantship is awarded on a monthly basis. Stipend less than one month is awarded by weekly flat rate (monthly stipend divided by 4) and daily flat rate (weekly flat rate divided by 7).

5.2.5 OAA is responsible to plan for graduate teaching and research assistant positions with each office/college/department based on WKU's annual fiscal budget. Each office/college/department is responsible for determining the list of graduate assistantship recipients by conducting a comprehensive evaluation based on applicants' educational background, academic level, research and work experience, etc.

Article 6 If both graduate fellowship and graduate assistantship are offered, the percentage of tuition waiver do not accumulate. Only the higher percentage of tuition waiver between the two will be applied.

Chapter III Graduate Scholarship/Assistantship Review Procedures

Article 7 The review procedures of Graduate Scholarship and Assistantship must adhere to the principles of fair, just, open and merit. Fraudulent behaviors are strictly forbidden.

Article 8 Under the leadership of the Vice Chancellor for Academic Affairs, OAA is responsible for managing related work on Graduate Scholarship and Assistantship, including coordinating and supervising the Graduate Scholarship/Assistantship review procedures and verifying the review results.

Article 9 The procedures for awarding Graduate Scholarship and Assistantship are as follows:

9.1 Students must be graduate students admitted by independent admissions at WKU and meet the relevant criteria stated in this policy.

9.2 By principle, Graduate Scholarship is evaluated and reviewed by the admission committee of each program, and Graduate Assistantship is evaluated and reviewed by the hiring offices/colleges/departments.

9.3 The Vice Chancellor for Academic Affairs verifies the Graduate Scholarship/Assistantship results.

9.4 The Office of Human Resources archives the results.

9.5 The University Leadership Meeting approves the results.

9.6 The University publicly announces the results through formal documentation.

Article 10 Graduate students can apply for assistantship positions during their study on campus. By principle, the evaluation and appointment of the assistantship positions should be conducted by the hiring offices/colleges/departments on an academic-year basis. The evaluation rubrics are subject to the notification of the hiring offices/colleges/departments.

Article 11 Graduate students who have already been awarded the assistantship should be re-evaluated each academic year. Students who pass the re-evaluation will continue to be awarded the assistantship. If not, the assistantship will be canceled. The re-evaluation notification will be announced by OAA.

Article 12 Graduate students who have already been awarded the Graduate Scholarship or Assistantship but are found fraudulent behaviors which are verified to be true by OAA during the awarding period, they will be deprived of Graduate Scholarship and Assistantship, and they will need to re-pay the amount of waived tuition and relevant fees. Stipend will also be canceled.

Article 13 Any student disagrees with the results of Graduate Scholarship or Assistantship, he/she can appeal to the OAA, and OAA should investigate the appeals

and reply timely. If any significant issues occur, such issues should be reported to the Leadership Meeting for discussion.

Chapter IV Miscellaneous

Article 14 Graduate scholarship/assistantship are assessed based on students' actual academic situations. Students with changes in their academic status are handled according to the following regulations:

14.1 During the period of leave of absence, no scholarship/assistantship is granted.

14.2 Graduate students whose academic status is terminated do not receive scholarships/assistantships.

Article 15 Graduate students who are exchange students to Kean USA will not be awarded Graduate Scholarship and Assistantship during exchange period, and such scholarship/assistantship will not be refunded or cashed.

Chapter V Supplementary Provisions

Article 16 Starting from Fall 2024, the evaluation and re-evaluation of Graduate Scholarship and Assistantship in the *Wenzhou-Kean University Graduate Scholarship and Assistantship Policy (Interim) (Modified in 2021)* will also be conducted on an academic-year basis. Apart from this, all other terms in the policies will be implemented by “new policy for new students, previous policy for previous students”.

Article 17 This provision shall take effect from the date of its issuance. OAA is responsible for the explanation of this policy.