

# 温州肯恩大学文件

温肯大发〔2021〕27号

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## 关于印发《温州肯恩大学研究生奖助学金管理办法（试行）（2021年修订）》的通知

各部门、各学院：

《温州肯恩大学研究生奖助学金管理办法（试行）（2021年修订）》已在2021年第三十五次校务会上通过，现印发给你们，请遵照执行。

特此通知。

附件：温州肯恩大学研究生奖助学金管理办法（试行）  
（2021年修订）

温州肯恩大学

2021年6月18日

附件

# 温州肯恩大学研究生奖助学金管理办法

(试行) (2021年修订)

## 第一章 总 则

**第一条** 根据国家普通高校研究生奖助学金相关管理办法以及美国肯恩大学研究生奖助学金计划，设立温州肯恩大学研究生奖助学金（以下简称“研究生奖助学金”）。

**第二条** 为加强和规范研究生奖助学金的运行和管理，特制定本办法，本办法自发布之日起开始实行。

**第三条** 研究生奖助学金由温州肯恩大学教学部负责组织实施，按规定统筹利用财政拨款、学费收入、社会捐助等，用于奖励优秀的被录取者和支持表现良好的研究生更好地完成学业。

## 第二章 奖励标准

**第四条** 研究生奖助学金奖励对象为我校自主招生的符合本办法相关条件的研究生。

**第五条** 研究生奖助学金分奖学金和助学金两种。

### (一) 奖学金

1.全奖：减免全部学费和住宿费。

2.半奖：减免一半学费和一半住宿费。

## （二）助学金

1.助学金分教学助理助学金、科研助理助学金和行政助理助学金。

（1）教学助理指在学校教学相关部门、学院提供教学服务的学生。

（2）科研助理指在学校教学科研相关部门、学院提供科研服务的学生。

（3）行政助理指在学校教学科研等相关部门、学院提供行政服务的学生，相应岗位不在学生事务部勤工助学岗位重复申报。

## 2.助学金金额

（1）全额助学金：硕士研究生助学金标准按照 2000 元/月计，博士研究生助学金标准按照 4000 元/月计。

（2）半额助学金：硕士研究生助学金标准按照 1000 元/月计，博士研究生助学金标准按照 2000 元/月计。

（3）研究生助学金每月发放一次。如教学、科研、行政工作任务因假期产生调整的，假期期间的具体助学金金额由学术副校长办公室和部门、学院根据实际情况核定发放。

（4）工时不满一个月的，按周薪（一月按照 4 周计）、日薪（一周按照 7 天计）标准核算发放。

**第六条** 奖学金享受期限为具体专业对应的学制期限，以当年招生简章中公布的学制期限为准。如遇具体专业有学

制区间的，以其学制区间最大值为其奖学金享受期限。全额奖学金减免的全部学费对应的每学期所修学分最多不超过 12 学分；除第一学年外，每学年最多不超过 21 学分（第一学年不超过 24 学分）；半额奖学金减免的一半学费对应的每学期所修学分最多不超过 6 学分，每学年最多不超过 11 学分（第一学年不超过 12 学分）。如该学期或该学年所选修学分超过上述限定的，超出部分按照折算的每学分的全额学费计收。

**第七条** 教学部每年根据学校年度预算和各部门、学院需求商入资部制定具体的教学助理、科研助理、行政助理工作岗位，报校务会研究通过后，在学校官网发布相关信息。

### **第三章 评审组织与评审程序**

**第八条** 研究生奖助学金评审工作应坚持公平、公正、公开、择优的原则，杜绝弄虚作假。

**第九条** 教学部在学术副校长的领导下负责对有关研究生奖助学金的重大问题进行决策和指导，统筹协调和监督本校研究生奖助学金的评审工作，核定评审结果，并负责具体评定和管理工作。

**第十条** 被录取的研究生的奖助学金于每年秋季学期入学前评定，评定程序如下：

（一）研究生已通过当年招生流程并被录取；

（二）教学部组织评审，原则上由各专业招生委员会评

审奖学金，用人部门（院、系）评审助学金；

（三）学术副校长核定；

（四）人资部备案；

（五）报校务会研究通过。

**第十一条** 如对研究生奖助学金评审结果有异议的，可向教学部提出申诉，教学部应及时研究并予以答复；重大问题报校务会研究。

**第十二条** 已获得研究生奖助学金的，每学期需通过学校统一组织的考核。考核通过的，予以继续资助；否则，予以终止。具体考核结果以教学部的通知为准。

**第十三条** 研究生如果在奖助学金资助期间出现违反温州肯恩大学校纪校规的情况，经教学部核实，撤销该期间的研究生奖助学金资助资格，补缴被免除的学费、住宿费，停止助学金的发放。

#### 第四章 其它

**第十四条** 研究生奖助学金根据学生实际在校情况进行评定，学籍异动者按下列规定处理：

（一）保留入学资格的研究生，在保留期内不参评研究生奖助学金；自正式入学后可参评研究生奖助学金。

（二）研究生休学期间，不享受奖助学金。

（三）博转硕或经考核分流为硕士研究生者，停止发放奖学金。

(四) 终止学籍研究生，停止发放奖助学金。

### 第五章 附则

第十五条 本办法由教学部负责解释。

第十六条 本办法自发布之日起施行。

# **Wenzhou-Kean University Graduate Scholarship and Assistantship Policy**

**(Interim) (Modified in 2021)**

## **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 Graduate Scholarship and Graduate Assistantship as follows:

## **5.1 Graduate Scholarship**

**5.1.1 Full Graduate Scholarship** waives the tuition and dorm fees.

**5.1.2 Half Graduate Scholarship** waives half tuition and half dorm fees.

## **5.2 Graduate Assistantship**

**5.2.1 Graduate Assistantship** is categorized as Graduate Teaching Assistantship (GTA), Graduate Research Assistantship (GRA) and Graduate Administrative Assistantship (GAA).

**5.2.1.1** A graduate teaching assistant refers to a student who provides academic services to academic related offices and colleges.

**5.2.1.2** A graduate research assistant refers to a student who provides research services to academic/research related offices and colleges.

**5.2.1.3** A graduate administrative assistant refers to a student who provides administrative services to departments, including but not limited to academic/research related offices and colleges. Such positions should be differentiated from the Financial Aid positions offered by the Office of Student Affairs.

### **5.2.2 The amount of Graduate Assistantship**

**5.2.2.1 Full Graduate Assistantship:** 2,000 RMB per month for master's students, and 4,000 RMB per month for doctoral students.

**5.2.2.2 Half Graduate Assistantship:** 1,000 RMB per month for master's students, and 2,000 RMB per month for doctoral students.

**5.2.2.3** Graduate Assistantship is awarded to teaching/research/administrative assistants on a monthly basis. If their teaching, research or administrative tasks are changed due to university holidays/breaks, the amount of Graduate Assistantship during that period of time will be awarded based on the evaluation and verification by the Office of the Vice Chancellor for Academic Affairs and the relevant offices/colleges.



**5.2.2.4** Graduate assistantship less than one month is awarded by weekly flat rate (monthly assistantship divided by 4) and daily flat rate (weekly flat rate divided by 7).

**Article 6** The duration for awarding Graduate Scholarship should match the study duration of each graduate program, which is published in the graduate admissions guidelines of that year. If the study duration involves a minimum and a maximum time, the duration for awarding Graduate Scholarship should match the maximum time. Full Graduate Scholarship covers a maximum of 12 credits per semester and up to 21 credits per academic year (up to 24 credits for the 1<sup>st</sup> academic year). Half Graduate Scholarship covers a maximum of 6 credits per semester and up to 11 credits per academic year (up to 12 credits for the 1<sup>st</sup> academic year). If the number of credits a student takes exceeds the above limit, the student should pay for the full tuition of the exceeded credits.

**Article 7** OAA is responsible to consult the Office of Human Resources and make the plan of teaching, research and administrative assistant position number and job description according to WKU's annual budget and the need of each college/office, and post relevant information on WKU website after being approved by the Administration Meeting.

### **Chapter III Scholarship/Assistantship Review Procedures**

**Article 8** Graduate Scholarship and Assistantship review must adhere to the principles of fair, just, open and merit, and fraudulent behaviors are strictly forbidden.

**Article 9** Under the leadership of the Vice Chancellor for Academic Affairs, OAA is responsible for managing all related work on Graduate Scholarship and Assistantship, including coordinating and supervising the Scholarship/Assistantship

review procedures and verifying the review results. OAA is responsible for the implementation and management of the review procedures.

**Article 10** Graduate Scholarship and Assistantship for admitted students are awarded before Fall Semester, and the review proceeds in the following process:

**10.1** Students are admitted through the graduate admission process of that year.

**10.2** OAA organizes the review process. By principle, the admissions committee of each program makes decision of graduate scholarship, and relevant office/college/department makes decision of graduate assistantship.

**10.3** The Vice Chancellor for Academic Affairs verifies the review results.

**10.4** The Office of Human Resources archives the review results.

**10.5** The University Administration Meeting approves the review results.

**Article 11** If a student has questions about the review results of the Graduate Scholarship and 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 Administration Meeting for discussion.

**Article 12** Students who have already been awarded the Graduate Scholarship and Assistantship should be evaluated each semester by WKU. Students who pass the evaluation will continue to be awarded the Graduate Scholarship and Assistantship. If not, then the Graduate Scholarship and Assistantship will no longer be awarded. The evaluation results are subject to the notification announced by OAA.

**Article 13** If a student who has already been awarded the Graduate Scholarship and Assistantship is found fraudulent behaviors which are verified to be true by OAA during the awarding period, he/she is deprived of Graduate Scholarship and Assistantship, and he/she should re-pay the amount of remitted tuition and dorm fees, and no Graduate Assistantship will be awarded to him/her.

## **Chapter IV Miscellaneous**

**Article 14** The Review of Graduate Scholarship and Assistantship is conducted on the basis of students' matriculated status at WKU. Policies for students with status changes are as follows:

**14.1** Students who do not enroll for that academic year but plan to enroll later are not eligible for Graduate Scholarship and Assistantship until they formally enroll.

**14.2** Students who are on leave of absence are not eligible for Graduate Scholarship and Assistantship.

**14.3** Doctoral students who transfer to master's program or be replaced in master's program based on their academic evaluation results will not be awarded Graduate Scholarship.

**14.4** Drop-out students will not be awarded Graduate Scholarship and Assistantship.

## **Chapter V Supplementary Provisions**

**Article 15** OAA is responsible for the explanation of this policy.

**Article 16** This policy shall come into effect as of the date of promulgation.