

National Taiwan Normal University

Directives for the Implementation of the Commencement

Ceremony Student Work Team Incentive

Last amended on May 29, 2025

1. The Directives for the Implementation of the Commencement Ceremony Student Work Team Incentive (“the Directives”) are formulated to reward students at the University for their active participation in the Commencement Ceremony Student Work Team and to encourage them to gain practical experience in event planning and execution.
2. The Student Work Team is organized according to learning tasks and comprises positions including Chief Executive Officer, Deputy Chief Executive Officer, advisors, team leaders, and team members. Incentives shall be awarded based on members’ attendance and participation in meetings and activities. The incentives are as follows:
 - (1) CEO and Deputy CEO: An incentive of NT\$10,000.
 - (2) Advisors and team leaders: An incentive of NT\$8,000.
 - (3) Team members: An incentive of NT\$5,000.
3. To evaluate the learning and participation of Student Work Team members, the following leave provisions are prescribed.
 - (1) Student Work Team members who are unable to attend scheduled meetings or activities due to unavoidable circumstances shall submit a leave request at least three days in advance in accordance with the prescribed procedures.
 - (2) Members requesting leave shall complete the leave application form, provide supporting documentation, and submit the request for review by their respective team leaders. Members who fail to complete the required leave request procedures shall be deemed absent. For absences specified in the preceding paragraph, the recorded absence hours for the day shall be counted as twice the actual hours of absence.
 - (3) Official leave, bereavement leave, or absences due to conflicts with formal course

schedules shall require the submission of supporting documentation. Upon verification and approval, the corresponding hours shall not be counted as absences.

- (4) Sick leave shall require the submission of a medical certificate. Only half of the scheduled attendance hours for that day shall be recorded as absence hours for each instance of approved sick leave.

4. The required attendance hours for Student Work Team members are as follows:

- (1) CEO, Deputy CEO, Advisors, and Team Leaders: Required to participate in training sessions, meetings, ceremony operations, and venue restoration, for a total of 57 hours.
- (2) Members: Required to participate in training sessions, meetings, ceremony operations, and venue restoration, for a total of 45 hours.
- (3) The names, dates, and hours of meetings and activities actually attended may be adjusted as needed based on operational requirements.

5. Incentive Calculation: Attendance records for the Student Work Team shall serve as the basis for calculating incentives. The calculation method is as follows:

- (1) CEO and Deputy CEO

Attendance Rate	Attendance Hours	Incentive Amount
Perfect Attendance	57 hours	NT\$10,000
90% or higher	51.3 hours	NT\$9,000
80% or higher	45.6 hours	NT\$8,000
70% or higher	39.9 hours	NT\$7,000
60% or higher	34.2 hours	NT\$6,000

- (2) Advisors and Team Leaders:

Attendance Rate	Attendance Hours	Incentive Amount
Perfect Attendance	57 hours	NT\$8,000
90% or higher	51.3 hours	NT\$7,200
80% or higher	45.6 hours	NT\$6,400
70% or higher	39.9 hours	NT\$5,600

60% or higher	34.2 hours	NT\$4,800
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(3) Team Members:

Attendance Rate	Attendance Hours	Incentive Amount
Perfect Attendance	45 hours	NT\$5,000
90% or higher	40.5 hours	NT\$4,500
80% or higher	36 hours	NT\$4,000
70% or higher	31.5 hours	NT\$3,500
60% or higher	27 hours	NT\$3,000

6. These Directives and any amendments thereto become effective after approval by the Office of Student Affairs Council meeting and ratification by the University President.