

# STIPEND EVALUATION & STUDENT ASSESSMENT PROCESS CHART

- This regulation applies to all CBMB graduate students, except the 1st year students.
- The students from the 4th to 7th year only need to submit the form with the progress report. The deadline is **31 May**.
- The student from the 2nd to 3rd year must submit the form twice a year by the deadlines (for the Fall semester is **31 January** and the Spring semester is **31 July**).
- Late submission is not accepted under any circumstance, and the student's stipend will be set to the default amount of NT 28,000 for six months.

## 1. STUDENT ASSESSMENT DOCUMENT FROM THE CBMB SECRETARY

Every Winter vacation and Summer vacation, the CBMB secretary sends emails to advisors and students with the student assessment document.



## 2. EVALUATION

The advisor evaluates and fills in the form, according to the student's performance.

## 3. DISCUSSION

The advisor and the student should have a discussion after the evaluation. Talk about the student's performance and how to improve. The advisor and the student should sign the form after the discussion.



## 4. SUBMIT THE FORM

After the discussion, the student should send the form to the CBMB office. Late submission is not accepted under any circumstance, and the student's stipend will be set to the default amount of NT 28,000 for six months.

## 5. REVIEW (2ND TO 3TH GRADES ONLY)

The amount of the stipend is subjected to further adjustment by the Student's Affairs Committee based on the student's academic performance.



## 6. APPROVED AMOUNT

The CBMB secretary will announce the approved amount to students.

The student has the right to appeal if he/she believes the evaluation is unfair. Student Affairs will help the student and the advisor reach a consensus.