

Taipei Medical University Prospectus for the 2021 Ministry of Education (MoE) Study Abroad and New Southbound Study Abroad Program

One. Basis: These regulations are in accordance with the Amended regulations for MoE's subsidy guidelines for encouraging Taiwanese higher education institutions to select students for overseas studies, training, or professional internships.

Two. Aim: In collaboration with the MoE encouraging Taiwanese public and private higher education institutions to select students to potential enterprises or institutions in advance or new southbound countries to carry out internship in the workplace (exclusive of China, Hong Kong and Macao) via international collaborative projects, respective universities can make arrangements with institutions for internship program and planning thereof, in order to provide a fulfilling internship program, which properly implements academic and application knowledge, enhances career guidance, and assist Taiwanese students to better understand the culture of advance or southbound countries.

Three. Eligibility:

(I) Program PI: full-time faculty at the University.

(II) Co-PI: full-time or part-time TMU faculty; one co-PI is allowed for each program.

(III) Student selected:

1. Must possess Republic of China citizenship, has a household registration in Taiwan, and has been enrolled for at least one semester; exclusive of local or international part-time students.

2. Must meet the following language requirements: TOEFL 79 points or 5.5 point for IELTS for English-speaking countries; TOEFL 75 points or 5.0 point for IELTS for non-English-speaking countries; level 2 JPLT or other language competency certifications.

3. Each applicant for the mentioned MoE subsidy can only apply once for each degree. Exemptions can be made where quota and funding for different subsidy programs have not been met, and the University shall select students for the various subsidy programs.

Four. Source of funding, duration and amount

(I) MoE subsidized funding

(II) University funding: in accordance with MoE regulations (the amount subsidized shall be determined based on the amount of subsidy received from MoE and the University budget for the year)

(III) the period of professional internship shall be no less than 30 days (exclusive of time spent for travelling to and from the program); internships in Indonesia shall be no less than 25 days (exclusive of time spent for travelling to and from the program).

(IV) The actual amount subsidized for each internship project under the MOE Study Abroad Program shall be determined by the University's review committee. The amount of subsidy provided per individual shall include the airfare of international round-trip flight in economy class (only once), along with daily stipend. Subsidy for the program PI or co-PI is limited to one individual, with daily stipend for no more than 14 days before the program finishes. Where the students selected for training/internship are less than three, the PI shall not receive any subsidy. The new southbound countries in this document include the following 18 countries: Indonesia, Vietnam, Laos, Brunei, Thailand, Myanmar, the Philippines, Cambodia, Singapore, Malaysia, India, Pakistan, Bangladesh, Nepal, Bhutan, Sri Lanka, New Zealand and Australia.

Five. Application procedure and required documentation

(I) the program PI shall draft the project proposal and provide relevant documentation and information, and the supervisory colleges shall submit the proposal to Global Partnerships Section under the Office of Global Engagement before deadline set by the University for the year. The internal application deadline for 2021 is January 22.

(II) The project proposal format provided by the MoE for the year shall be the prevailing version. MoE's review key points for 2020 are as follows:

1. Program concept - each proposal must provide a summary of 1500-2000 words, including a brief introduction of the overseas institution offering the internship, the benefits derived, the amount of subsidy applied to MoE, the amount of subsidy provided by the University and the expected number of student sent for training/internship.

2. Copy of the internship agreement or acceptance letters from the overseas institution agreeing to host the students from the University for internship purposes.

3. The method of guidance and evaluation for students at the internship institution, as well as details of student benefits, and the period of collaboration and interactions between the program PI and said institute.

(III) Project that has passed the University selection process shall meet the MoE regulations and be submitted/uploaded by the program PI for MoE's inspection.

Six. Composition of Review Committee: Review Committee shall be convened by Vice President of the University, and comprised of the Office of Student Affairs, Office of Academic Affairs, Office of Global Engagement, Office of Research and Development, and Deans of Colleges (or their appointed deputies). When necessary, relevant personnel shall be invited to attend the Committee meeting.

Seven. Review procedure: Based on the internal selection criteria for MoE Study Abroad Program, Review Committee shall review and rank the proposals of overseas internship programs. The finalized list shall be submitted by Global Partnerships Section under Office of Global Engagement by deadline for MoE's inspection.

Eight. Selection criteria for internal programs:

(I) **Program concept (25%):** including the aim of the internship program; expected outcome; basic introduction of the overseas internship institution; compatibility; the features or expertise of the institution offering the internship as well as its international reputation and performance in these specific fields; the relevance of said program with the existing development plan for the University/college/department/institute (including teaching, research, internationalization, industry-university collaboration and other aspects).

(II) **Assistance and guidance provided by the internship institution (15%):** The relevant evaluation, guidance that the institution can offer to the students during internship, as well as assistance for future development of the student after the internship finishes.

(III) **Provision of benefits for student interns (10%):** The program PI shall select student based on aspects including professional performance, foreign language capabilities, learning attitude, extracurricular activities, appropriateness for participation in the program, etc. The agreement or letter of acceptance from the institution offering internship shall properly implement the provision of resources to students, and ensure the working conditions properly meets the relevant local labor laws and regulations.

(IV) **Collaboration mechanism established between program PI and institution offering internship (10%):** the past history of collaboration between the program PI and the overseas institution offering internship, the potential of sustainable development of the program, and possibilities of further long-term partnership including teaching and research collaborations; mechanisms for participating students to share their experiences with the University faculty and students, and etc.

(V) **Presentation (10%):** program PI shall present at Review meeting to the Review Committee. Presentation shall include explanation of the details of the program, and responses to questions raised by the Review Committee.

(VI) **Press coverage of the program output in the past three years (not applicable if the program is submitted the first time; score will be added to item I. Program Concept) (10%):** any media exposure, public promotions of overseas internship program/new southbound overseas internship program of the same program PI in the past years.

(VII) **Actual impact, particularly with regards to career, on students participating in the program in the past three years (not applicable if the program is submitted the first time; the score is added to item I. Program Concept) (10%):** Any results from the overseas internship program/new southbound overseas internship program of the same program PI in the past years; the exchange and collaboration brought on by the program in past years; benefit to careers of the students that participated in the program; peers or Review Committee's assessment of the execution of the program.

Nine. Method of evaluation of internal proposal

(I) Ranking by score: in accordance with the selection criteria and point allocation, the total score is converted into ranking, where the highest scoring program is ranked first and so forth. The Review Committee shall determine the number of program the University will submit to the MoE for the year.

(II) Base on the principle of avoidance of conflict of interest, the member of Review Committee from the same college as the program PI in question shall not participate in the evaluation of said program.

Ten. Prior to leaving Taiwan, the program PI, co-PI and the selected students shall sign an administrative contract, and provide the internship agreement or acceptance letter from overseas institution where the internship takes place. All rights and responsibilities of the students with regards to overseas training and internship while being abroad and after returning to Taiwan shall be in accordance with the signed contract and the Amended regulations for MoE's subsidy guidelines for encouraging Taiwanese higher education institutions to select students for overseas studies, training, or professional internships.

Eleven. Notes for program PI:

(I) A survey and a Chinese/English report (no more than 1000 words, at least 4 photos) shall be submitted within two weeks after the overseas training/internship program finishes, and student can also submit a short video (about 3 minutes). The shooting of the video should be approved by the overseas institution offering the internship. Submission of the above is required to close the program.

(II) Where under special circumstance, the program PI has to be changed, the original program PI shall submit a written agreement to the University, stating his/her consent of the change of program PI, and submit the documents to the MoE and Study Abroad Program Office for reference, and change the system information online.

(III) Program PI receiving subsidy shall, two weeks prior to the student intern leaving the country, register all basic student information on the program website, where the information will be exported from the system to respective overseas government agencies in order to properly ascertain the safety of the student interns overseas, and provide appropriate assistance when necessary.

(IV) The program PI shall personally communicate with the overseas institution offering the internship, and shall not trust or entrust the operation to an agency or proxy, and shall ensure the implementation of the program with regards to student benefits, internship hours, category of visa, insurance coverage and duration thereof, all fully comply with local laws and regulations on internship and internship labor conditions. Where there are any violations or failure of compliance shall lead to the loss of subsidy and no objections shall be raised.

(V) Where the institution offering the internship is altered or added, the program PI shall, prior to the student leaving the country, describe the reason and provide detailed introduction on the institution, a list of comparison showing differences of the original institution, and a copy of the internship agreement or acceptance letter from the overseas institution agreeing to receive the student from the University for internship purposes. The institution shall only be altered or added upon submission and approval by the University. The University shall submit the proof of internal approval, list of comparison showing differences of the original institution, and a copy of the internship agreement or acceptance letter from the overseas institution to the MoE-entrusted university, notify the MoE, and change the system information online. Any changes in institution offering internship without obtaining approval from the University shall lead to loss of subsidy, and the University will ask for the granted subsidy which is to be paid back to the MoE.

(VI) If the number of interns for the overseas internship program needs to be changed, the program PI shall provide a full explanation to the University to obtain approval for the changes prior to the students leaving for their internships.

(VII) The number of interns for the new southbound overseas internship program shall not be lower than the minimum number approved by the MoE. Where the minimum number has to be changed, the program PI shall provide a full explanation, where the change shall be submitted to the University one-and-a-half months prior to students leaving for internship. The changes shall only be made upon review and approval of the MoE. Where the number of students participating in overseas internship does not meet the minimum number, the unused amount shall be paid back, and the subsidy for the program shall be reduced accordingly in the following year's evaluation.

(VIII) the program PIs shall assist student interns in obtaining medical and accident insurance during their internship when implementing the overseas internship program. The program PIs shall also assist the students in obtaining the relevant visa required for internship and compliance with local intern and labor conditions, so as to ensure full legal compliance of the internship program.

(IX) Where circumstance is in violation of the Amended regulations for MoE's subsidy guidelines for encouraging Taiwanese high education institution selection of student for overseas studies, training, or professional internships, or the University's administrative contract, all subsidy are to be paid back.

Twelve. Notes for selected students:

(I) A survey and a Chinese/English report (no more than 1000 words, at least 4 photos) shall be submitted within two weeks after the overseas training/internship program finishes, and student can also submit a short video (about 3 minutes). The shooting of the video should be approved by the overseas institution offering the internship. Submission of the above is required to close the program.

(II) Students receiving subsidy for the Study Abroad Program shall not receive any other types of overseas study/internship subsidy offered by the Republic of China government.

(III) Students shall sign an administrative contract with the University prior to leaving the country. Individuals who have not signed the contract shall not receive the subsidy. Students shall complete all overseas travel arrangement and participate in the overseas internship program no later than October 31 of the year after the program proposal is granted. Students failing to travel before the above date shall be considered to have forfeit their rights to the subsidy.

(IV) As of the date of the announcement by the MoE for training/internship subsidy, students that have not attend internship for at least thirty days (twenty-five days for internship in Indonesia) shall not receive subsidy, and individuals who has received subsidy shall pay the full amount back. The University is responsible for recovering already paid-out subsidies in accordance with the regulations of the administrative contract. Exemption is to be made for special

circumstances, such as force majeure or social unrest in the country where the internship takes place and when it poses significant threat to the students' lives and safety. University shall report such cases to the MoE for exemption. (V) Students shall retain TMU student status during the internship, and shall not apply for suspension in studies. Upon completion of the internship, the student shall return to the University. The University shall be responsible for recovering already paid-out subsidies in accordance with the regulations of the administrative contract and return the amount to the MoE.

(VI) Where circumstance is in violation of the Amended regulations for MoE's subsidy guidelines for encouraging Taiwanese high education institution selection of student for overseas studies, training, or professional internships, or the University's administrative contract, all subsidy are to be paid back.

Thirteen. For details of the Amended regulations for MoE's subsidy guidelines for encouraging Taiwanese high education institution selection of student for overseas studies, training, or professional internships, please refer to the MoE website: <https://www.studyabroad.moe.gov.tw/new/upload/news/000048.pdf> (Chinese version only)

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