

TMU Overseas Training and Internship Incentive Regulations

Approved by the Administrative Council on 2019-01-02

Article I. These regulations were drafted to encourage student participation in training, research, studies, and internships at overseas universities, institutions and enterprises and to raise students' global competitiveness.

Article II. Definitions

- (1) Overseas: Areas outside of Taiwan, including China, Hong Kong and Macau.
- (2) Overseas collaborative universities: International partner universities that have signed a memorandum of understanding or similar agreements with TMU.
- (3) Overseas training - Students engaging in one of the following overseas activities:
 - A. Studying towards a dual/joint degree hosted by TMU and an overseas university.
 - B. Studying credit-based university courses recognized by TMU.
 - C. Participating in training at an institution or enterprise.
 - D. Participating in internships at institution or enterprise.
- (4) Ministry of Education study abroad programs: those qualifying for the ministry's Subsidy Outlines for Overseas Study or Training of Taiwanese Students.
- (5) All dates are calculated as calendar days unless otherwise stated.

Article III. Training and incentive categories and their objectives

- (1) Overseas training with scholarship incentives awarded to individual TMU students.
- (2) Overseas training for groups of students with subsidies, scholarships or project incentives:
 - A. Subsidies are awarded to teaching staff acting as principal investigators for planning and organizing students' overseas training.
 - B. Project incentives are awarded to teaching staff receiving support from Ministry of Education study abroad programs.
 - C. Scholarships are awarded to TMU students as described above.

Article IV. Applicant eligibility

- (1) Students applying for overseas training support as individuals or as part of a group shall meet the following criteria:
 - A. Have registered for the current semester.
 - B. Have not received any overseas financial assistance from Taiwan government through the organization, project or course listed in the application.
 - C. Will participate in overseas training for at least 10 days.
- (2) Teaching staff applying for overseas training funding for student groups shall meet the following criteria:
 - A. Serve as full-time teaching staff and as principal investigator.
 - B. Have not received any overseas financial assistance from Taiwan government through the organization, project or course listed in the application.

Article V. Application procedures

(1) Application method and restrictions

- A. Scholarship and subsidy applications for overseas training for groups of students shall be prepared and submitted by the principal investigator.
- B. Scholarship applications for overseas training for individual students shall be prepared and submitted by each student under their own names.
- C. Each project can only be granted one type of incentive.
- D. Applicants from projects that meet criteria for Ministry of Education study abroad programs may be recommended to apply to those programs after review by the university.

(2) Application period: See Attachment 1.

(3) The following documents shall also be submitted for review:

- A. One copy of the application form (see Attachment 2).
- B. One copy of the project proposal with complete study/training plans (sample shown in Attachment 3).
- C. One copy of student academic records; undergraduate students require class ranking; postgraduate students require finalized end-of-year results.
- D. Letter of approval from the overseas institution hosting the student.

Article VI. Review procedures

(1) See Attachment 4 for the scoring chart for reviewing scholarship applications.

(2) The review panel shall be established by the Office of Global Engagement (OGE) to

convene meetings and review applications in accordance with these regulations.

- (3) The review panel comprises 11-15 members and is headed by a chairperson. Members hold their positions for a term of two years after selection by the TMU president from a list of nominees provided by OGE.
- (4) In principle, the review panel shall meet each semester, and provisional review meetings shall be held when necessary.

Article VII. Funding allocation

- (1) Individuals may receive funding under these regulations up to two times during each stage of degree study (undergraduate, master's degree, PhD).
- (2) Where the organization, project or course described in an application has already received government funding for overseas activities, it is ineligible for TMU funding. Where scholarship or subsidies have been obtained from other external institutions, the committee shall decide whether and how funding is allocated.
- (3) The maximum amount provided for overseas training for groups of students shall be no more than a return flight (economy class) and daily overseas stipend (no more than 14 days in principle) for the project's principal investigator, and shall be calculated according to actual expenditures.
- (4) Scholarship and subsidies allocations are determined by the committee based on annual budget.
- (5) Where approval has been given to group overseas training, scholarships shall be directly allocated to students, while subsidies shall be directly allocated to the principal investigator.
- (6) Where applicants receive Ministry of Education funding for overseas training grants for groups of students based on university recommendations, the project incentive allocated to the principal investigator shall be 20,000 NTD.

Article VIII. Criteria for disqualification or repaying incentives

The university shall cancel awards and request repayment of scholarship, subsidies or project incentive funding under the following circumstances:

- (1) Evidence shows the applicant submitted falsified information.
- (2) The applying organization, project or course obtained other Taiwan government-funded scholarship or grant funding (except for permitted cases noted above).
- (3) Details of the project or course as submitted are arbitrarily changed without university consent.
- (4) Individuals take actions that violate university regulations.

(5) Any other actions committed by individuals that the committee determines to meet criteria for disqualification or repayment.

Article IX. Matters not described above shall be processed in accordance with relevant university regulations.

Article X. These regulations and any amendments are subject to administrative meeting approval and take effect immediately.