

# National Taiwan Normal University's Criteria for the Implementation of the "Study Abroad" Scholarship Series

Letter No. 0940007628 issued by the National Taiwan Normal University on June 6, 2005  
Amended and approved by the International Academic Cooperation Committee on November 24, 2006  
Amended and approved by the International Academic Cooperation Committee on April 18, 2007  
Amendment approved on October 5, 2007  
Amended and approved at the 323rd meeting of the School Administration Council on March 25, 2009  
Amended and approved by the International Academic Cooperation Committee on June 1, 2010  
Amended and approved by the International Academic Cooperation Committee on December 16, 2010  
Amended and approved by the International Academic Cooperation Committee on December 16, 2011  
Amended and approved by the International Academic Cooperation Committee on December 28, 2012  
Amended and approved by the International Academic Cooperation Committee on December 24, 2013  
Amended and approved by the International Academic Cooperation Committee on September 12, 2014  
Amended and approved by the International Academic Cooperation Committee on January 19, 2015  
Amended and approved by the International Academic Cooperation Committee on December 10, 2015  
Amended and approved by the International Academic Cooperation Committee on December 15, 2016  
Amended and approved by the International Academic Cooperation Committee on March 16, 2017  
Amended and approved by the International Academic Cooperation Committee on December 19, 2017  
Amendment approved on January 8, 2019  
Amended and approved by the International Academic Cooperation Committee on December 19, 2019  
Amendment approved on December 30, 2019  
Amended and approved by the International Academic Cooperation Committee on March 19, 2020  
Amended and approved by the International Academic Cooperation Committee on September 21, 2020  
Amended and approved by the International Academic Cooperation Committee on December 14, 2021  
**Amended and approved by the International Academic Cooperation Committee on March 20, 2025**

## 1. Objective

National Taiwan Normal University (hereinafter referred to as “NTNU”) has drawn up a set of criteria for the implementation of various scholarships awarded by the Ministry of Education in line with the long-term development of the nation. These scholarships seek to promote collaborative partnerships between Taiwan and the international community by sending outstanding NTNU students to other countries for the purpose of pursuing academic growth or professional internships. This set of criteria is based on the "Guidelines for Scholarships for Local Universities to Encourage Students to Participate in Overseas Study or Professional Internship Programs" issued by the Ministry of Education (hereinafter referred to as “the Ministry of Education's Guidelines,” which covers four types of scholarships: Scholarship for Excellent Students to Study Abroad, Hardship Scholarship for Students to Study Abroad, Pilot Overseas Internship, and New Southbound Policy Pilot Overseas Internship).

## 2. Application period and announcement timeline

- (1) The timeline for the first round of selection for the Scholarship for Excellent Students to Study Abroad, Hardship Scholarship for Students to Study Abroad, Pilot Overseas Internship, and New Southbound Policy Pilot Overseas Internship is as follows:

NTNU will announce the selection criteria of the Scholarship for Excellent Students to Study Abroad and the Hardship Scholarship for Students to Study Abroad every November. These criteria shall apply to scholarship applications for the following year, and students may begin sending in their applications once the selection criteria have been announced. The selection criteria for the Pilot Overseas Internship and New Southbound Policy Pilot Overseas Internship will be announced in January and will apply to applications made in the same year. Similarly, students may begin sending in their applications once these selection criteria have been announced.

The application deadline is in March, and the results of the preliminary review will be announced in April. A second review will be conducted by the Ministry of Education in June for the Scholarship for Excellent Students to Study Abroad and Pilot Overseas Internship.

before the final results are announced. All specific dates and details of the timeline will be based on the announcement released by NTNU in the year of application. Applicants are to adhere to the dates stated in the announcement.

- (2) The second round of application for the Pilot Overseas Internship and New Southbound Policy Pilot Overseas Internship (including both available positions and new supplementary plans which are subject to the availability of funds from the Ministry of Education in that year) will take place according to the timeline below:

NTNU will issue the announcement regarding the scholarship application in August each year, after which interested students can begin to submit applications.

The application deadline is in September, and the results of the preliminary review will be announced in October. A second review will be conducted by the Ministry of Education in December before the final results are announced. All specific dates and details of the timeline will be based on the announcement released by NTNU in the year of application. Applicants are to adhere to the dates stated in the announcement.

### 3. Eligibility

- (1) These scholarships are open to students who are R.O.C. nationals and have a household registry in Taiwan, and who have been enrolled in the school through which they filed the application for more than one semester. The scholarship is not open to students holding employment, whether they are studying locally or abroad.
- (2) Applicants for the Hardship Scholarship for Students to Study Abroad should be recognized as being from low- and middle-income households by the administrative authorities of the respective municipality, county, or city to which they belong, or qualify for financial aid programs such as assistance for families in hardship, welfare and benefits for disabled citizens, subsidies for disadvantaged children and youth, emergency relief fund to children and youth from disadvantaged families, and living allowance for low- or middle-income senior citizens in the same household.
- (3) Applicants have to fulfill relevant professional and language ability requirements stipulated by the University.
- (4) Scholarships awarded under the "Study Abroad" Scholarship Series are limited to one scholarship per applicant per course of study per scholarship type.
- (5) Applicants have to be students of the University during the application period as well as for the duration of the overseas study program or internship program (from June of the year of application to the completion date of the course or internship). Students from other universities may be selected to participate in the same programs under the Pilot Overseas Internship and New Southbound Policy Pilot Overseas Internship. Other eligibility and selection criteria will be based on the latest guidelines issued by the Ministry of Education and the announcements released by NTNU.

### 4. Application procedure

- (1) Scholarship for Excellent Students to Study Abroad and Hardship Scholarship for Students to Study Abroad: Applicants shall apply online through the website of the Office of International Affairs (OIA) during the application period and submit a copy of relevant documents as directed by the online application system to the Division of Academic Cooperation of OIA before the application deadline.

Pilot Overseas Internship and New Southbound Policy Pilot Overseas Internship: NTNU faculty members acting as Program Coordinators will liaise with foreign organizations to create effective internship opportunities for selected NTNU students. Upon establishing a

consensus, the two parties will sign an agreement or Memorandum of Understanding (MOU), and also submit a Declaration governing the terms of the internship. The Declaration shall state that the internship under the Pilot Overseas Internship Program has been organized without any help by or commission to an intermediary agency. The Declaration should also state that the program complies with local regulations with regard to internship allowance, internship hours, visa type, insurance coverage, and duration and that the program complies with the local standard for working conditions. In case of non-compliance or violation of the law, the grant will be withdrawn. On the part of the faculty member, the incident will be taken into consideration in the following year's Performance Appraisal with no room for appeal. If any document submitted is in a foreign language other than English, a Chinese translation shall be attached. For each project, three or more students should be selected to participate in an overseas internship. If there are fewer than three students selected, the Program Coordinator will not receive subsidies for items such as international round-trip economy class airfare and overseas living expenses. If there are students from other schools participating in the internship, the Program Coordinator does not have to apply for matching grants from other schools. Program Coordinators must submit relevant documents to the Division of Academic Cooperation of OIA before the University's application deadline. If the documents are incomplete or do not comply with regulations, the application will be rejected.

- (2) The documents submitted will first be reviewed and ranked by the NTNU International Academic Cooperation Committee before being presented to the NTNU President for approval, after which OIA will send the applications to the Ministry of Education by March 31 and September 30 of the same year for the Ministry's evaluation.
- (3) After the Ministry of Education announces the results of the scholarship applications and the various of subsidies are made available, the following actions will take place:

Scholarship for Excellent Students to Study Abroad: The NTNU Academic Cooperation Committee will decide on the scholarship recipients and announce the results.

Hardship Scholarship for Students to Study Abroad: NTNU will announce the list of scholarship recipients selected by the Ministry of Education.

Pilot Overseas Internship: The NTNU Academic Cooperation Committee will conduct a second review to determine the internship programs that will receive the scholarship grant. The Program Coordinator may be required to make revisions to the internship proposal in accordance with the guidelines from the Ministry of Education and the regulations and procedures of NTNU. The Program Coordinator will also have to follow up with subsequent duties with regard to overseeing the internship program until its completion.

New Southbound Policy Pilot Overseas Internship: NTNU will announce the list of internship programs selected by the Ministry of Education.

## 5. NTNU's review criteria

- (1) Scholarship for Excellent Students to Study Abroad

Preliminary review: Applications will be reviewed and ranked according to the international ranking of the hosting university\*, special or meritorious achievements of the student, foreign language proficiency, admission status to the foreign university, and whether the

student is enrolled in a Dual Degree Program, an exchange student, or an independent applicant.

Second review: Students who have passed the preliminary review have until May 31 of the year of application (or the next business day, if May 31 falls on a weekend or a public holiday) to apply to go to a different university or to submit proof of admission to the foreign university (students in a Dual Degree Program or an exchange program can submit the acceptance letter issued by NTNU in place of the above document but the submission must be completed after the notification of acceptance and before departure. Only students who have completed the above procedure will be considered for the second review, during which applicants will be divided into four groups, namely Dual Degree Program students, undergraduate exchange students, M.A. or Ph.D. exchange students, and independent applicants, then ranked within the group according to the international ranking of the university to which they are applying. The number for each group will be determined by the NTNU Academic Cooperation Committee in accordance with the total grant given to NTNU by the Ministry of Education for that particular year. Successful applicants must complete the registration procedure before the deadline stated in the announcement. Otherwise, their scholarship will be regarded as forfeit and awarded to the next applicant on the waiting list.

\*Note: Rankings are based on the QS World University Rankings, The Times Higher Education World University Rankings, Shanghai Jiao Tong University's Academic Ranking of World Universities (ARWU), and Spain's Webometrics Ranking of World Universities, in this order.

## (2) Hardship Scholarship for Students to Study Abroad

Applicants will be reviewed and ranked on the following criteria: proof of being from low- and middle-income households by the administrative authorities of the respective municipality, county, or city to which they belong, or qualification for financial aid programs such as assistance for families in hardship, welfare and benefits for disabled citizens, subsidies for disadvantaged children and youth, emergency relief fund to children and youth from disadvantaged families, living allowance for low- or middle-income senior citizens in the same household, participation in exchange programs, admission status to the foreign university, special or meritorious achievements of the student, and whether the student is enrolled in a Dual Degree Program or is an independent applicant.

## (3) Pilot Overseas Internship

Preliminary review: OIA will invite two academic experts with expertise in the relevant fields to review the applications before determining the respective proposed scholarship grants for the various internship programs. Then, OIA will submit the applications to the NTNU Academic Cooperation Committee for evaluation. Internship programs must receive a score of 70 marks or above to pass the evaluation, and they will be ranked according to their respective scores prior to the applications being forwarded to the Ministry of Education, which will then decide on the total scholarship grant to be received by NTNU.

The evaluation criteria are as follows:

- a. A valid letter of approval issued by the foreign internship partner. If any document submitted is in a foreign language other than English, a Chinese translation must be attached.
- b. Internship hours being accepted in lieu of academic credits
- c. Relevance of the internship program to professional courses in the student's course of study
- d. The international standing, scale of operation, and institutional organization of the internship partner
- e. Existing ties between the internship partner and the department applying for the application
- f. Internship allowance provided by the internship partner
- g. Internship schedule (evaluated based on criteria such as whether the internship is planned in advance to comply with relevant regulations and the duration of the internship, etc.)
- h. Program outcome (evaluated based on criteria such as whether the internship is an ongoing project, whether the program has received awards and accolades, administrative performance, and whether it had previously failed to comply with regulations, etc.)
- i. If there are students from other schools participating in the internship, the applicant has to submit information on the selection criteria and method.
- j. Other bonus criteria (based on the guidelines issued by the Ministry of Education and the announcements released by NTNU in the year of application)

Students will be selected by the Program Coordinator based on their grades from the previous semester, foreign language proficiency, and the relevance of their coursework to the internship.

Second review: After the Ministry of Education announces the total amount of scholarship grant disbursed to the University, the NTNU Academic Cooperation Committee will conduct a second review to determine the programs awarded the grant as well as the specific grant received by each program based on the results of the preliminary review, the total grant amount, and the fund allocation criteria.

- (4) New Southbound Policy Pilot Overseas Internship: For the list of countries included in the New Southbound Policy, please refer to the guidelines issued by the Ministry of Education in the year of application.

Review process: OIA will invite two academic experts with expertise in the relevant fields to review the applications before determining the respective proposed scholarship grants for each internship program. Then, OIA will submit the applications to the NTNU Academic Cooperation Committee for evaluation. Internship programs have to receive a score of 70 marks or above to pass the evaluation, and they will be ranked according to their respective scores prior to the applications being forwarded to the Ministry of Education. NTNU will then announce the New Southbound Policy Pilot Overseas Internship Programs awarded the scholarship grant, the respective grant values, and the minimum number of recipients for each internship program.

The evaluation criteria are as follows:

- a. A valid letter of acceptance issued by the foreign internship partner. If any document submitted is in a foreign language other than English, a Chinese translation must be attached.
- b. Internship hours being accepted in lieu of academic credits

- c. Relevance of the internship program to professional courses in the student's course of study
- d. The international standing, scale of operation, and institutional organization of the internship partner
- e. Existing ties between the internship partner and the department applying for the application
- f. Internship allowance provided by the organization
- g. Internship schedule (evaluated on criteria such as whether the internship is planned in advance to comply with relevant regulations and the duration of the internship, etc.)
- h. Program outcome (evaluated on criteria such as whether the internship is an ongoing project, whether the program has received awards and accolades, administrative performance, and whether it had previously failed to comply with regulations, etc.)
- i. If there are students from other schools participating in the internship, the applicant must submit information on the selection criteria and method.
- j. Other bonus criteria (based on the guidelines issued by the Ministry of Education and the announcements released by NTNU in the year of application)

Students will be selected by the Program Coordinator based on their percentile ranking in the cohort as determined by their grades from the previous semester (for students in the M.A. or Ph.D. programs, their ranking will be determined by their department), foreign language proficiency, and the relevance of their coursework to the internship.

- 6. This set of criteria covers the number of students going on overseas programs, rules and regulations to be observed during the course of the program, as well as the obligations of returning students upon program completion. The criteria are set according to guidelines from the Ministry of Education, details and guidelines as stipulated in NTNU's "Regulations for the Implementation of Students' Overseas Study Programs," the "Regulations for Exit of Draftees" under the purview of the Ministry of the Interior, and other relevant regulations.

## 7. Obligations

- (1) Scholarship awardees and Program Coordinator are required to sign an agreement of administrative duties before leaving the country. The rights and obligations of scholarship awardees pertaining to their overseas study program, internship, and duties upon their return, including the receipt of the scholarship grant, reimbursement of claims, and guidelines on the repayment of the grant, if necessary, will be handled in accordance with the content of the agreement and relevant regulations.
- (2) Upon their return to Taiwan, scholarship recipients and Program Coordinators are expected to make public presentations at the University and to assist in promoting international exchange programs (main duties include increasing public awareness, hosting visitors, and guiding tour groups).

## 8. Amount of scholarship and related details

- (1) Scholarship for Excellent Students to Study Abroad: The amount of each scholarship will be determined by the scholarship grant provided by the Ministry of Education to the school, and the results of the University's second review of the applications.
- (2) Hardship Scholarship for Students to Study Abroad: The amount of each scholarship will be determined by the Ministry of Education based on the evaluation results of each application received that year.

- (3) Pilot Overseas Internship: The amount of the grant allocated to each internship program will be determined according to the results of the second review conducted by the University. The matching grant provided by the University must not be lower than the proportion stipulated in the guidelines issued by the Ministry of Education in the year of the application.
- (4) New Southbound Policy Pilot Overseas Internship: The amount of the grant allocated to each internship program and the minimum number of scholarship recipients will be determined by the Ministry of Education. In the event that the minimum number of scholarship recipients changes, the unused portion of the grant in proportion to the number of student recipients will be returned. In addition, the amount of the matching grant is to be increased from 20% to 30% of the total subsidy disbursed by the Ministry of Education. The increased matching grant shall be funded by the unit in charge of executing the MOE-approved project.
- (5) The recipient must not accept in the same time period other overseas grants given out by the government of Taiwan.
- (6) The disbursement of the scholarship grant shall be made in accordance with the above-mentioned administrative agreement. Once the recipient has received the scholarship grant, they may not apply to change the sponsored program for any reason unless the University has given its approval.
- (7) Pilot Overseas Internship and New Southbound Policy Pilot Overseas Internship: The grant for the Program Coordinator or co-coordinator will be given to only one person to cover their living expenses for up to 14 days, which must end before the completion of the program. The standard of living expenses for faculty members will be calculated in accordance with the "Amount Table of Foreign Per Diem Allowance of Central Government Agency," and to students in accordance with the "Table of Reimbursement to Students Studying Abroad on Public Scholarships from the Ministry of Education." Reimbursed airfares are based on round-trip fares in Economy Class. **The grant must cover at least one round-trip economy class ticket per student. If the approved Pilot Overseas Internship grant is insufficient, the Program Coordinator may apply for adjustments to the number of students. If the number of students is reduced to one and there is still a shortfall, the Program Coordinator must cover the remaining costs. For the New Southbound Policy Pilot Overseas Internship, any grant shortfall must be covered by the Program Coordinator in accordance with Ministry of Education regulations.**
- (8) Pilot Overseas Internship and New Southbound Policy Pilot Overseas Internship: The duration of the scholarship recipient's overseas internship shall be at least 30 consecutive days (not including the time spent traveling to and from the host country). The maximum duration of the scholarship is one academic year. However, for internships taking place in Indonesia, the duration must be at least 25 consecutive days (not including the time spent traveling to and from Indonesia) at a foreign internship partner organization.

9. Reimbursements will be made in accordance with relevant regulations of the Ministry of Education. Scholarship recipients under the Scholarship for Excellent Students to Study Abroad and Hardship Scholarship for Students to Study Abroad must take and pass the equivalence of two courses or six credits within a semester (term) during their exchange.

10. Children of indigenous peoples and foreign immigrants (foreign spouses of Taiwan citizens who are, stateless persons, people from Mainland China, and residents of Hong Kong and Macao) are encouraged to apply for all four types of scholarships in the "Study Abroad" Scholarship Series and undergo overseas study programs or professional internships.

11. Scholarship recipients who are from low-income or middle-income households must report to NTNU upon their return to Taiwan so that the University can inform the administrative authorities and social agencies of the student's municipality, county, or city for them to continue providing the

student with financial assistance. The Ministry of Education will also be notified to ensure that the student's rights and interests are protected.

12. These provisions have been passed by the International Academic Cooperation Committee and approved by the NTNU President prior to implementation. The same review process is observed when amendments are made to the content herein.