

Implementation Details for the Regulation of National Taiwan Normal University Scholarships for Students to Study Abroad

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- I. These implementation details comply with the provisions of Article 7 of the “Regulation of National Taiwan Normal University Scholarships for Students to Study Abroad.”
- II. “Enrolled students” as mentioned in this plan refers to students officially registered with the University in general (excluding students working full-time).
- III. Applicants should apply via the online registration system before the application deadline in accordance with the official announcement by the Office of International Affairs, and provide the following documents electronically for review. Applications with incomplete documentation or not meeting eligibility will not be considered. Submitted documents will not be returned after review has been completed:
 - (1) National identification card of the Republic of China (for overseas Chinese students, please provide residence certificate)
 - (2) NTNU student identification card

(3) Proof of foreign language scores (based on the standards of the school being applied for studying abroad, with relevant explanations attached)

IV. Application Period: For those planning to study abroad starting the first semester of the academic year (including summer break for that year), the Office of International Affairs will announce the call for applications during October of the previous year. For those planning to study abroad starting the second semester of the academic year, the Office of International Affairs will announce the call for applications during April of the previous year. No late applications will be considered.

V. The review process is as follows:

Stage one: The Office of International Affairs will collect and compile the list of candidates before forwarding the list to each college for matching grants. Based on the matching grant awarded to each student, the Office of International Affairs will provide additional funding of up to \$5,000 per candidate.

Stage two: The Office of International Affairs will submit the list of candidates and the original application documents to the International Academic Cooperation Committee (IAC) for review. Following the approval of IAC regarding the grant amount by each college, the University President will conduct a final review.

VI. The review criteria for the IAC scholarship are: key sister schools, dual degree students, exchange students, visiting scholars, summer students earning degree credits, students from non-partnering universities based on international ranking, admission conditions for visiting scholars and summer students earning degree credits to study abroad, and the matching grant of the relevant college or department (including for degree courses). In the event of a tie in ranking, priority will be given to the candidate who has not previously received this scholarship.

VII. For candidates who have been approved for scholarships, the amount for living expenses shall be adjusted according to the budget estimated for the duration of the study abroad period.

VIII. Method of scholarship disbursement:

(1) The college or department (including degree program) of the student awarded the scholarship must provide an additional matching grant and submit the matching grant's requisition number within seven days of the approval notification date.

(2) Before the student's departure, the University and the student will sign an administrative contract, and the approved funding will be allocated twice. Before departure, the student shall prepare their passport signature page, admission letter issued by the exchange school, visa, and cover of a Taiwan bank passbook and submit copies of the above documents to the Office of International Affairs to

receive funding for living expense. The amount for the first allocation shall not be less than 80% of the entire scholarship.

IX. Male students serving in the military while enrolled at the University shall follow the provisions of Article 4 in "Regulations for Exit of Draftees" and complete the application process for servicemen to go abroad one month before the planned date of departure as well as keeping in mind the deadline for re-entering the country.

X. The scholarship recipient shall fulfill the following obligations, or else the awarded funding must be paid back in full.

(1) If the travel plan is to be altered or cancelled, the student must seek prior approval from their college, upon which the college will notify the Office of International Affairs for approval. The college must fulfill a one-time requirement of filling the vacancy with another qualified student.

(2) Students must still be registered at the University while studying abroad, but are not required to select courses.

(3) Each semester of studying abroad must comply with the University's "National Taiwan Normal University Overseas Study Implementation Regulations": Students who have been approved by the University to take courses abroad shall take at least two subjects or six credits in each semester and must pass the course.

(4) Upon completion of the study abroad period, the student shall submit the following documents to the Office of International Affairs within two months of the student's return to Taiwan to complete closing procedures and obtain the second installment of scholarship allocation:

- i. Electronic file of transcripts from the school abroad
- ii. Electronic file of a report reflecting upon the study abroad experience
- iii. Electronic file of the passport entry/exit stamp page for those who had received subsidy for living expenses

XI. Credits earned while studying abroad will be counted in accordance with the "National Taiwan Normal University Overseas Study Implementation Regulations."

XII. Before going abroad, students receiving scholarships must sign the administrative contract with the University. Rights and obligations regarding overseas study, study abroad, and returning to the country, including scholarship disbursement, reimbursement, and repayment shall be processed in accordance with the contents and related regulations of the contract.

XIII. Following the review and approval of the above implemented details by IAC, the University President is responsible for announcing its implementation. The same applies for any amendment.