

About the Program

Introduction

2013 Taiwan Tech Trek Introduction

The National Science Council, in cooperation with Academia Sinica, Ministry of Foreign Affairs, Overseas Compatriot Affairs Commission, Department of Health, Environmental Protection Administration, National Youth Commission, Council of Agriculture, National Applied Research Laboratories, and Taiwan Foundation for Democracy is pleased to announce an exciting internship program, Taiwan Tech Trek 2013 for overseas Taiwanese youths interested in hands-on internship or research experiences in Taiwan. Opportunities will be available to interns at outstanding research institutes, famous science parks, national laboratories, universities, national museums, and high-tech companies.

This program is part of the Taiwan government's overall effort to recruit new generations of overseas Taiwanese for the purpose of raising Taiwan's overall competitiveness. This generation possesses the language abilities, professional expertise, and international savvy that are advantageous to Taiwan's S&T industries and manpower needs. Building a strategic liaison with this generation can attract long-term returnees for the future, infuse fresh energy into Taiwan's workforce, and ultimately increase international support for Taiwan.

Taiwan's advantages

Taiwan enjoys a vibrant economy and an excellent technological environment. As a major world player in manufacturing technology, Taiwan is one of the largest information hardware producers for semiconductors, optoelectronics, and information and communication products. Taiwan offers an excellent and dynamic environment for interns to gain hands-on experience.

Experience vibrant Taiwan

Apart from gaining valuable professional training, a summer in Taiwan provides an ideal opportunity for overseas Taiwanese to explore their roots, learn local culture, improve language skills, and even connect with relatives in Taiwan!

About the program

TTT 2013 has two internship terms.

The summer term is an eight-week program beginning late-June 2013. Around 230~280 youths of Taiwanese ancestry aged 18~30 will be recruited from various countries through a selective application process. Interns will participate in a six-day group orientation (2013/06/23-2013/06/28) and thereafter proceed to their designated internship positions throughout Taiwan for seven weeks of internship (2013/07/01-2013/08/17).

The winter term is a seven-week internship program beginning on December 2nd 2013, **exclusively for the students from countries in the southern hemisphere** (for countries

wholly or partially located south of equator). Around 15~30 youths of Taiwanese ancestry aged 18~30 will be recruited through a selective application process. Interns will participate in winter orientation at Technology Building, National Science Council, on November 29th 2013, and thereafter proceed to their designated internship positions throughout Taiwan for seven weeks of internship (2013/12/02-2014/01/17).

Note: Applicants should apply for either summer-term program or winter-term program only. **Do not apply for two programs at the same time**, or your applications will not be accepted or reviewed.

With the approval of host institutes, interns can apply for early commencement or extension of their internships. Interns, however, are responsible for the costs of extra days of their stay in Taiwan. Some hosts may provide interns with subsidies for their extension but it varies from different institutes. Interns shall initiate contact with their host institutes for the details in regard to extension and early commencement after getting accepted into the program. For the summer program, interns will have to present the results of their work at the Academic Conference; for the winter program, interns will have to submit the results of their work to TTT Office.

Two types of internships are available:

- a. Individual internships, for the summer-term and winter-term program: The TTT Program Office will arrange internship positions at various host institutes and companies in Taiwan based on participants' choices.
- b. Special group research projects, for the summer-term program only: Interns will be teamed in groups of 4~8 people to conduct in-depth research into major issues in Taiwan such as future technology, Taiwan's international status, etc. At the end of the internship, each group is required to submit a Special Group Research Project report to TTT via email.

Orientation

Summer orientation will take place from June 23rd 2013 to June 28th 2013, and it is compulsory for all summer-term participants. **If there are any schedule complications, please do not apply.** Participants who have special medical conditions (including heart problems, diabetes, epilepsy, life-threatening allergies, etc.) that may affect their participation in orientation are not encouraged to attend the six-day activity. They are also required to inform both NSC and their host institute of their health conditions prior to the orientation for their own safety and comfort. Participants will be personally responsible for taking care of their own medical condition during orientation. The sponsors will not be liable for any damages or accidents occurred as a result of participants' health conditions. Every participant will be required to sign a letter of guarantee and confirmation back to the TTT Office via email to finalize the acceptance as well. Details about itinerary will be announced later.

Winter orientation will take place on November 29th 2013 at Technology Building, National Science Council, and it is compulsory for all winter-term participants. More detailed information will be announced later.

2013 APPLICATION AND ADMISSION GUIDELINES

The summer-term program

Taiwan Tech Trek is currently seeking approximately 230~280 domestic and overseas Taiwanese youths to participate in its summer internship program. Qualified candidates should complete and submit their application no later than **February 4th 2013 (Taiwan time)**. Successful candidates will participate in a six-day orientation (2013/06/23-2013/06/28) followed by a seven-week subsidized internship at host institutes in Taiwan (2013/07/01-2013/08/16). At the end of the program, all participants must present the results of their work at the TTT 2013 Academic Conference on August 17th 2013.

A. Candidate Qualification

1. Foreign interns (for overseas Taiwanese applicants):
 - (a) Must be of Taiwanese descent
 - (b) Must not have received any formal education in Taiwan beyond elementary school (including American school or any other foreign schools in Taiwan)
 - (c) Must have completed at least the first two years of university-level education in a foreign country (or expect to complete the second year before 2013/06/23)
 - (d) Must not have previously accepted full-time employment in Taiwan (internships are not considered full-time employment)
 - (e) Must be between ages 18~30 (birth date between 1983/08/17 and 1995/06/23 inclusive)
 - (f) Must be able to communicate in one of the following languages: English, Mandarin, or Taiwanese
2. Domestic interns:
 - (a) Must have participated in NSC College Student Research Project from 2008~2012. (2008~2012 國科會大專學生專題研究計畫)
 - (b) Must be between ages 18~30 (birth date between 1983/08/17 and 1995/06/23 inclusive)
 - (c) Must possess excellent English speaking and writing skills

B. Types of Internships

1. **Individual internships (available to foreign interns only):** The TTT Program Office has arranged individual internship positions at various host institutes all across Taiwan, including government agencies, nonprofit organizations, and private companies. Early commencement or extension of internship is available with the approval of assigned host institute. **Interns are required to initiate contact with their hosts for the details if they would like to start earlier or extend their internships. NSC, however, does not provide extra subsidies for their extra stay in Taiwan.**

2. **Special Group Research Projects (available to foreign and domestic interns, job code: 4xxx.xx):** Special Group Research Projects are designed for in-depth research into major issues in Taiwan, such as future technology, Taiwan's international status, etc. Each group project will consist of foreign interns teamed with domestic interns in groups of 4~8 people. **Each group will be required to submit a Special Group Research Project detailing their findings at the end of the internship phase.**

C. Restriction for Foreign Non-students

To avoid complications with work permits and labor regulations, there will be a restriction on the type of internships available to foreign non-students. **If you are not a Taiwanese national, and you are not a student, you may only apply for *government agencies* from the list of individual internships.**

D. Application Process

All foreign and domestic candidates must complete and submit an online application form, statement of purpose, and the following required documents between January 9th 2013 and February 4th 2013 (Taiwan time). All applications and documentations must be submitted through our online application system. Incomplete and late applications will not be processed.

Required documents:

1. Identification document: Foreign interns please submit a clear copy of your passport data page (showing name, passport number, expiration date); if you do not have a passport, please submit another photo ID such as a national ID card or driver's license. Domestic interns please submit front and back copies of your ROC ID card.
2. Full and latest copy of an academic transcript.
3. Current resume.
4. For students: Clear, front and back copies of a current student ID.
5. A clear photo within 3 months.
6. Optional: copies of any awards, achievements, academic certificates, letters of recommendation, a copy of English language proficiency (for domestic candidates), or a copy of Chinese language proficiency (for foreign candidates); please combine all files into ONE file to upload.

E. Review Process

Foreign applications will be assigned to the applicant's nearest ROC embassy, consulate, or representative office for initial screening; domestic applications will be assigned to the TTT Program Office in Taipei. All qualified applications will then be forwarded to host institutes for a review process. Based on applicants' qualifications, job skill requirements, and other review factors, the host institutes will decide which applicants they wish to accept. **All decisions made by the hosts are final.** In addition, to enable more overseas

Taiwanese youths to experience Taiwan and its culture, applicants who have never participated in TTT are the priority in the host institutes' selection process.

Each applicant may select up to **three** internships in order of preference (first choice, second choice, etc). A candidate who has been simultaneously selected by two or more host institutes will be assigned to the institute of his/her highest preference. For instance, if a candidate has been accepted by her first-choice and third-choice institutes, she will be assigned to the first-choice institute. **Applicants shall also indicate in the application forms if they have first to third-degree relatives working in their selected host institutes to prevent a conflict of interest.**

To provide fair opportunity to new participants, the proportion of returning TTT participants will not exceed one-third of all interns accepted into the program. Successful candidates will be notified by March 22nd 2013, and candidates must confirm acceptance by April 7th 2013 (Taiwan time). Alternate (waitlisted) candidates will be selected and notified by April 23rd 2013 if deemed necessary. If anyone withdraws from the program before the internship starts, TTT Office will notify the next listed candidate of each position individually with the host institute's approval.

The winter-term program

Taiwan Tech Trek is currently seeking approximately 15~30 overseas Taiwanese youths from countries in the southern hemisphere (for countries wholly or partially located south of equator) to participate in its winter internship program. All qualified candidates should complete and submit their application no later than **February 4th 2013 (Taiwan time)**. Successful winter-term candidates will participate in a one-day orientation (November 29th 2013) followed by a seven-week subsidized internship at host institutes in Taiwan (2013/12/02-2014/01/17). At the end of the program, all participants must submit the results of their work via email to TTT Office.

A. Candidate Qualification

1. Foreign interns (for overseas Taiwanese applicants):
 - (a) Must be of Taiwanese descent
 - (b) **Must be a current student from countries in the southern hemisphere** (for countries wholly or partially located south of equator)
 - (c) Must not have received any formal education in Taiwan beyond elementary school(including American school or any other foreign schools in Taiwan)
 - (d) Must have completed at least the first two years of university-level education in a foreign country (or expect to complete the second year before 2013/06/23)
 - (e) Must not have previously accepted full-time employment in Taiwan (internships are not considered full-time employment)
 - (f) Must be between ages 18~30 (birth date between 1983/08/17 and 1995/06/23 inclusive)
 - (g) Must be able to communicate in one of the following languages: English,

Mandarin, or Taiwanese

B. Types of Internships

Individual internships (available to foreign interns only): The TTT Program Office has arranged individual internship positions at various host institutes all across Taiwan, including government agencies, nonprofit organizations, and private companies. Early commencement or extension of internship is available with the approval of assigned host institute. **Interns are required to initiate contact with their hosts for the details if they would like to start earlier or extend their internships. NSC, however, does not provide extra subsidies for their extra stay in Taiwan.**

C. Application Procedures

All foreign candidates must complete and submit an online application form, statement of purpose, and the following required documents between January 9th 2013 and February 4th 2013 (Taiwan time). All applications and documentations must be submitted through our online application system. Incomplete applications will not be processed.

Required documents:

1. Identification document: Foreign interns please submit a clear copy of your passport data page (showing name, passport number, expiration date); if you do not have a passport, please submit another photo ID such as a national ID card or driver's license.
2. Full and latest copy of an academic transcript.
3. Current resume.
4. Front and back copies of a current student ID. Please provide good-quality copies; blurry, unclear images are not acceptable.
5. A clear photo within 3 months
6. Optional: copies of any awards, achievements, academic certificates, letters of recommendation, a copy of Chinese language proficiency; please combine all files into ONE file to upload.

D. Review Process

Foreign applications will be assigned to the applicant's nearest ROC embassy, consulate, or representative office for initial screening. All qualified applications will then be forwarded to host institutes for a review process. Based on applicants' qualifications, job skill requirements, and other review factors, the host institutes will decide which applicants they wish to accept. **All decisions made by the hosts are final.** In addition, to enable more overseas Taiwanese youths to experience Taiwan and its culture, applicants who have never participated in TTT are the priority in the host institutes' selection process.

Each applicant may select up to **three** internships in order of preference (first choice, second choice, etc). A candidate who has been simultaneously selected by two or more

host institutes will be assigned to the institute of his/her highest preference. For instance, if a candidate has been accepted by her first-choice and third-choice institutes, she will be assigned to the first-choice institute. **Applicants shall also indicate in the application forms if they have first to third-degree relatives working in their selected host institutes to prevent a conflict of interest.**

To provide fair opportunity to new participants, the proportion of returning TTT participants will not exceed one-third of all interns accepted into the program. Successful candidates will be notified by **March 22nd 2013**, and **all candidates must confirm acceptance by April 7th 2013**. Alternate (waitlisted) candidates will be selected and notified by April 23rd 2013 if deemed necessary. If anyone withdraws from the program before the internship starts, TTT Office will notify the next listed candidate of each position individually with the host institute's approval.

2013 PROGRAM REQUIREMENTS

The summer-term program

A. Academic Conference and Award Night Banquet

At the end of the summer program, participants are required to present their work or research accomplishments either individually or in groups at the TTT 2013 Academic Conference on August 16th 2013. Each intern/group must prepare and submit an abstract/introduction of their presentation to TTT Program Office by July 28th 2013. The conference will be held on August 16th 2013 during the day, followed by the Award Night Banquet in the evening of August 17th 2013. **Awards will be conferred to the best three presentations by each field. It is also compulsory for all summer-term interns to attend the Academic Conference and Award Night Banquet.** More details regarding Academic Conference and Award Night Banquet will be announced later.

B. Certificate of Achievement

At the end of the program, NSC will issue each participant with a certificate of achievement for their completion of the internship. Interns may not receive their certificate of achievement under the following circumstances:

- Taking leaves for more than **10** (inclusive) days.
- Failing to attend the Academic Conference.
- Receiving the score of 5 or below at the Academic Conference, with 10 being the highest score.
- Receiving the score below 70 from the review of host institutes, with 100 being the highest score.

C. Final Essay, Survey, and Self-Evaluation Form

After completion of the summer program each participant will be required to complete a survey, a final essay and a self-evaluation form describing their Taiwan experience. Following a review of each final essay, a prize of NT\$3,000 will be awarded to participants with the highest report scores. Participants will finish their final essay, a self-evaluation form, and a survey via TTT website on the last day of internship. Failure to do so may result in disqualification from future programs in NSC. Instructions will be announced later.

The winter-term program

A. Academic Papers

At the end of the winter-term program, all participants are required to submit the results of their work or research accomplishment/academic papers either individually or in groups via email to TTT Office by 5 p.m. on January 13th 2014. More details regarding this will be announced later.

B. Certificate of Achievement

At the end of the winter-term program, NSC will issue each participant with a certificate of achievement for their completion of the internship. Interns may not receive their certificate of achievement under the following circumstances:

- Taking leaves for more than **10** (inclusive) days.
- Receiving the score below 70 from the review of host institutes, with 100 being the highest score.
- Failing to submit the Academic Papers to TTT Office.

C. Final Essay, Survey, and Self-Evaluation Form

After completion of the winter program each participant will be required to complete a survey, a final essay and a self-evaluation form describing their Taiwan experience. Following a review of each final essay, a prize of NT\$3,000 will be awarded to participants with the highest report scores. Participants will finish their final essay, a self-evaluation form, and a survey via email by January 31st 2014. Failure to do so may result in disqualification from future programs in NSC. Instructions will be announced later.

2012 SUBSIDY, INSURANCE, and OTHERS

The summer-term program

A. Food and lodging subsidy:

During the six-day orientation, food and lodging will be provided for all summer-term interns. After orientation, the NSC will provide each participant with a subsidy of NT\$600 per calendar day for the seven-week internship phase of the program (2013/06/29-2013/08/17, NT\$30,000 in total). If an intern misses work, NT\$600 will be deducted per work day or NT\$75 per hour absent according to the Subsidy Chart below.

B. Transportation subsidy (only available for foreign interns):

NSC will provide each foreign intern with a subsidy of NT\$10,000 for their travel to Taiwan.

C. Insurance coverage:

The TTT Program Office will provide limited accidental insurance for the duration of the internship, but **all interns must purchase medical and accidental insurance (travel insurance for example) at their respective places of residence prior to attending the program.** (Please check with your insurance company if your current policy covers illnesses and accidents in Taiwan. If you have Taiwan National Health Insurance 健保, you do not need to purchase additional insurance.) The sponsors will not be liable to pay any medical expenses incurred by interns. Upon registration on the first day of the Orientation, all interns will be required to provide proof of insurance to our staff.

D. HIV test:

Upon registration on the first day of the Orientation, all **foreign interns** will also be required to provide the results of a current HIV test (within six months). **This procedure is required by the laws of the ROC.**

E. Accommodations and Transportation:

The TTT Program Office will provide food, lodging, and transportation during orientation. Participants are responsible for arranging their own accommodations and transportation for the remainder of the summer. The TTT Program Office may provide assistance in finding housing at local hostels or host dormitories (if available), but participants are **strongly** encouraged to stay with friends or relatives in Taiwan. (Participants will need to fill in a housing application form and email the application form back to TTT Program Office to finalize the housing; further details will be included in the confirmation letters)

F. Advisory on Military Service:

1. Taiwanese males: Please be advised that male Taiwanese citizens of eligible age are subject to military conscription. If you are male, between ages 18 and 40 (inclusive), carrying a Taiwan passport, and *not currently enrolled in school*, you may be obligated to perform military service in Taiwan.
2. Foreign males of Taiwanese descent: Males of Taiwanese descent, between ages 18 and 40 (inclusive), and carrying foreign passports are not advised to stay in Taiwan for more than four months. If you participate in this program and decide to arrive earlier or leave later than the scheduled program dates, the total length of your stay in Taiwan should not exceed four months to avoid conscription problems.

For more details on military service, please check with your nearest ROC embassy, consulate or representative office, or with the Ministry of the Interior.

G. Visa:

1. Foreign nationals are responsible for applying their own visas before arrival in Taiwan. Participants are responsible for their own ground and transportation expenses should they arrive earlier or leave later than the scheduled program dates.
2. **SPECIAL 90-DAY VISA:**

For TTT participants who are required to apply for a visa, they will now have the additional choice of a 90-day visa. If you wish to apply for a 90-day special visa, please put "attending Taiwan Tech Trek [TTT] 2013 program (國科會 2013 科技台灣探索候鳥計畫學員)" as your purpose of visit. **The application time will be after all visa offices receive our official candidate list (around mid-May). Applications will not be processed before the official candidate list being sent to the visa offices.** It is suggested that you call at your local visa office first to see if they have received the candidate list from the Ministry of Foreign Affairs before applying. Interns do not need to apply for a visa if they intend to enter Taiwan with their Taiwanese passport.
3. **NSC and TTT Office are not in charge of issuing or extending visas. If any who needs to extend the visa after they arrive in Taiwan, please contact TTT Office for the proof letter of participation first, and then contact Ministry of Foreign Affairs or National Immigration Agency for the further procedures.**

The winter-term program

A. Orientation

Winter orientation will be held at Technology building, National Science Council, on November 29th 2013. **It is compulsory for the winter-term interns.** Winter-term participants will be responsible for arranging their own transportation to and from Technology building, NSC. Interns (for interns outside of Taipei only) will be able to receive a subsidized transportation fee for the train travel to their internship cities. More details regarding Orientation will be announced later.

B. Living subsidy:

The NSC will provide each participant with a subsidy of NT\$600 per calendar day for the seven-week internship phase of the program (2013/11/29-2014/01/17, NT\$30,000 in total). If an intern misses work, NT\$600 will be deducted per work day or NT\$75 per hour absent according to the Subsidy Chart below.

C. Transportation subsidy:

NSC will provide each foreign intern with a subsidy of NT\$10,000 for their travel to Taiwan.

D. Insurance coverage:

The TTT Program Office will provide limited accidental insurance for the duration of the internship, but **all interns must purchase medical and accidental insurance (travel insurance for example) at their respective places of residence prior to attending the program.** (Please check with your insurance company if your current policy covers illnesses and accidents in Taiwan. If you have Taiwan National Health Insurance 健保, you do not need to purchase additional insurance.) The sponsors will not be liable to pay any medical expenses incurred by interns. Upon orientation at Technology Building, National Science Council, on November 29th 2013, all interns will be required to provide proof of insurance.

E. HIV test:

Upon orientation at Technology Building, National Science Council, on November 29th 2013, all **foreign interns** will also be required to provide the results of a current HIV test (within six months). **This procedure is required by the laws of the ROC.**

F. Accommodations and Transportation:

TTT is unable to find any accommodations for the winter-term interns because most of schools in Taiwan will not have any vacancies during this time. If your internship institute does not provide accommodations, participants will be responsible for arranging their own accommodations and transportation during the internship.

However, participants are **strongly** encouraged to stay with friends or relatives in Taiwan.

G. Advisory on Military Service:

1. Taiwanese males: Please be advised that male Taiwanese citizens of eligible age are subject to military conscription. If you are male, between ages 18 and 40 (inclusive), carrying a Taiwan passport, and not currently enrolled in school, you may be obligated to perform military service in Taiwan.
2. Foreign males of Taiwanese descent: Males of Taiwanese descent, between ages 18 and 40 (inclusive), and carrying foreign passports are not advised to stay in Taiwan for more than four months. If you participate in this program and decide to arrive earlier or leave later than the scheduled program dates, the total length of your stay in Taiwan should not exceed four months to avoid conscription problems.

For more details on military service, please check with your nearest ROC embassy, consulate or representative office, or with the Ministry of the Interior.

H. Visa:

1. Foreign nationals are responsible for applying their own visas before arrival in Taiwan. Participants are responsible for their own ground and transportation expenses should they arrive earlier or leave later than the scheduled program dates.
2. SPECIAL 90-DAY VISA: For TTT participants who are required to apply for a visa, they will now have the additional choice of a 90-day visa. If you wish to apply for a 90-day special visa, please put "attending Taiwan Tech Trek [TTT] 2013 program (國科會 2013 科技台灣探索候鳥計畫學員)" as your purpose of visit. The application time will be after all visa offices receive our official candidate list (around mid-October 2013). Applications will not be processed before the official candidate list being sent to the visa offices. It is suggested that you call at your local visa office first to see if they have received the candidate list from the Ministry of Foreign Affairs before applying. Interns do not need to apply for a visa if they intend to enter Taiwan with their Taiwanese passport.
3. NSC and TTT Office are not in charge of issuing or extending visas. If any who needs to extend the visa after they arrive in Taiwan, please contact TTT Office for the proof letter of participation first, and then **contact Ministry of Foreign Affairs or National Immigration Agency for the further procedures.**

TIME TABLE

The summer-term program

January 9~ February 4, 2013	Application period
March 22, 2013	NSC notifies successful candidates by E-mail
April 7, 2013	Candidates confirm acceptance
April 23, 2013	NSC notifies alternative candidates (if necessary)
May 1, 2013	Alternative candidates confirm acceptance (if necessary)
May 22, 2013	NSC sends instruction letters to interns by E-mail
June 23 ~ June 28, 2013	The summer-term orientation
July 1, 2013	The summer-term internship begins
July 15 ~ July 21, 2013	Registration for Academic Conference and Award Night Banquet
July 22 ~ July 28, 2013	Uploading abstracts for Academic Conference
August 15, 2013	Last day at host institute Self-evaluation due Special Group Research Projects due
August 16, 2013	Internship ends: Academic Conference
August 17, 2013	Award Night Banquet
August 30, 2013	Online survey due Final essay due Optional for individuals: Research paper due

The winter-term program

January 9~ February 4, 2013	Application period
March 22, 2013	NSC notifies successful candidates by E-mail
April 7, 2013	Candidates confirm acceptance
April 23, 2013	NSC notifies alternative candidates (if necessary)
May 1, 2013	Alternative candidates confirm acceptance (if necessary)
November 1, 2013	NSC sends instruction letters to interns by E-mail
November 29, 2013	The winter orientation
December 2, 2013	The winter-term internship begins
January 13, 2014	Academic Papers due
January 17, 2014	Last day at host institute (internship ends)
January 31, 2014	Final essay due Self-evaluation due Online survey due

DISCIPLINARY GUIDELINES

The summer-term program

A. Conduct and disciplinary guidelines

After successful candidates have been accepted into the program, all participants are expected to demonstrate responsible behavior and to show respect to other interns, TTT staff, supervisors, and coworkers. Inappropriate conduct will be reviewed by the TTT Program Office based on these guidelines.

1. Participants will be subject to all the laws of the Republic of China.
2. Written notice warnings: Any intern engaging in inappropriate or irresponsible behavior will receive a written notice warning. Instances include disruptive behavior, excessive tardiness, unethical work conduct, etc. Three written warnings will result in dismissal and disqualification from future programs in NSC. Please note that host institutes also have the authority to issue written notice warnings.
3. Dismissal from program: In severe cases an intern may be dismissed immediately for unapproved absences from orientation activities or work, endangering the safety of others, illegal drug use, or other inappropriate acts as reviewed by the TTT Program Office. NSC and TTT Program Office reserve the right to inform the intern's parents, guardians, or relatives if such circumstances occur. Interns expelled from TTT will also be disqualified from future programs in NSC. Once being dismissed, interns will no longer receive the rest of their subsidies.

B. Orientation section

1. Participants are required to attend all orientation activities. In case of illness or important personal matters, please notify TTT staff immediately. Failure to participate without a valid reason will result in a warning letter; unapproved departure from orientation premises may result in program dismissal and the TTT Program Office will notify your designated host institution/supervisors of your dismissal.
2. Participants are expected to be on time for each scheduled activity. Excessive lateness by individuals will hold up hundreds of people and delay the entire day's schedule, therefore, please be mindful of other people's time. Tardiness of more than 20 minutes without a valid reason will result in a written notice warning.
3. Alcohol beverages, gambling, and illegal drugs are strictly prohibited during orientation.

C. Internship section

1. Participants are expected to demonstrate professional conduct at their designated internship posts and report to work during designated working hours.
2. For excessive tardiness without valid reason or other inappropriate conduct, your supervisor may issue written notice warnings and notify the TTT Program Office.

3. Participants must obtain prior approval from host institutes/supervisors for absences from work. Please see Subsidy Chart below.
4. Interns are strongly expected and encouraged to initiate communication regarding internship works with their host institutes once any problem arises before/during the internship.

Subsidy Chart			
Case	Remarks	Amount deducted from TTT subsidy	Dismissal
Absence due to illness	Notify your work supervisor immediately. If you are absent for three or more days, please provide a doctor's note.	With doctor's notes: No deduction for absences within five days; NT\$600/day (NT\$75/hour) after five days. Without doctor's notes: Deduction of NT\$600/day (NT\$75/hour) after two days.	N/A
Absence due to important personal matter	You must obtain prior approval from your work supervisor.	NT\$600/day or NT\$75/hour.	N/A
Absence due to funeral matter	You must obtain prior approval from your work supervisor and TTT Office, and proof of absence needs to be provided.	No deduction with 3 days; NT\$600/day after 3 days.	N/A
No show	If you are absent from work for two days without a valid reason and have not notified your supervisor in advance, you will not receive further subsidy and may be dismissed from the program.	Subsidy rights removed	Dismissal from program
Other (inappropriate conduct, etc.)	Other cases will be reviewed by your supervisor and the TTT Program Office on an individual basis. Proof of absence will be needed.	By case	By case

D. Academic Conference and Award Night Banquet

1. Participants are required to attend all scheduled activities and prepare a presentation on their work or research from the internship phase. Failure to participate in the conference and presentation will result in termination of the last subsidy payment and disqualification from future programs in NSC.

2. Participants must notify the TTT Program Office immediately in the case of illness as well as important personal matters. Excessive tardiness or unapproved absence will result in termination of the last subsidy payment and disqualification from future programs in NSC.
3. Interns who fail to attend the Academic Conference may result in not receiving their certificates of achievement.

E. Dress code

1. Participants may wear casual clothing for orientation week. Flip-flops are not allowed.
2. Participants should demonstrate professional behavior at work by dressing in casual business attire, or as appropriate for their particular work environment. Flip-flops, slippers, and shorts are usually not permitted.
3. Participants are encouraged to dress in casual business attire for the Academic Conference and Award Night Banquet.

The winter-term program

A. Conduct and disciplinary guidelines

After successful candidates have been accepted into the program, all participants are expected to demonstrate responsible behavior and to show respect to other interns, TTT staff, supervisors, and coworkers. Inappropriate conduct will be reviewed by the TTT Program Office based on these guidelines.

1. Participants will be subject to all the laws of the Republic of China.
2. Written notice warnings: Any intern engaging in inappropriate or irresponsible behavior will receive a written notice warning. Instances include disruptive behavior, excessive tardiness, unethical work conduct, etc. Three written warnings will result in dismissal and disqualification from future programs in NSC. Please note that host institutes also have the authority to issue written notice warnings.
3. Dismissal from program: In severe cases an intern may be dismissed immediately for unapproved absences from orientation activities and work, endangering the safety of others, illegal drug use, or other inappropriate acts as reviewed by the TTT Program Office. NSC and TTT Program Office reserve the right to inform the intern's parents, guardians, or relatives if such circumstances occur. Interns expelled from TTT will also be disqualified from future programs in NSC. Once being dismissed, interns will no longer receive the rest of their subsidies.

B. Orientation section (November 29th 2013)

1. Participants are required to attend the winter orientation. In case of illness or important personal matters, please notify TTT staff immediately. Failure to participate without a valid reason and unapproved departure from orientation may result in program dismissal and the TTT Program Office will notify your designated host institution/supervisors of your dismissal.

2. Participants are expected to be on time for the winter orientation. Tardiness of more than 20 minutes without a valid reason will result in a written notice warning.

C. Internship section

1. Participants are expected to demonstrate professional conduct at their designated internship posts and report to work during designated working hours.
2. For excessive tardiness without valid reason or other inappropriate conduct, your supervisor may issue written notice warnings and notify the TTT Program Office.
3. Participants must obtain prior approval from host institutes/supervisors for absences from work. Please see Subsidy Chart below.
4. Interns are strongly expected and encouraged to initiate communication regarding internship works with their host institutes once any problem arises before/during the internship.

Subsidy Chart			
Case	Remarks	Amount deducted from TTT subsidy	Dismissal
Absence due to illness	Notify your work supervisor immediately. If you are absent for three or more days, please provide a doctor's note.	With doctor's notes: No deduction for absences within five days; NT\$600/day (NT\$75/hour) after five days. Without doctor's notes: Deduction of NT\$600/day (NT\$75/hour) after two days.	N/A
Absence due to important personal matter	You must obtain prior approval from your work supervisor.	NT\$600/day or NT\$75/hour.	N/A
Absence due to funeral matter	You must notify your institute and TTT office, and proof of absence needs to be provided.	No deduction with 3 days; NT\$600/day after 3 days.	N/A
No show	If you are absent from work for two days without a valid reason and have not notified your supervisor in advance, you will not receive further subsidy and may be dismissed from the program.	Subsidy rights removed	Dismissal from program
Other (inappropriate conduct, etc.)	Other cases will be reviewed by your supervisor and the TTT Program Office on an individual basis. Proof of absence will be needed.	By case	By case

D. Academic Papers

1. Participants are required to submit the results of their work or research accomplishment/academic papers from the internship phase. Failure to do so will result in disqualification from future programs in NSC.
2. Interns who fail to submit the Academic Papers may result in not receiving their certificates of achievement.

E. Dress code

1. Participants should demonstrate professional behavior at work by dressing in casual business attire, or as appropriate for their particular work environment. Flip-flops, slippers, and shorts are usually not permitted.
2. Participants may wear casual clothing for orientation day. Flip-flops are not allowed.