

Guidelines for the MOFA Taiwan Scholarship Program

Promulgated by MOFA Letter Wai Yan Zhuan Zi No.10146001650 on February 10, 2012

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- I. These guidelines are stipulated by the Ministry of Foreign Affairs (MOFA) of the Republic of China (Taiwan) for the implementation of the Taiwan Scholarship Program (hereinafter the “Scholarship”), which aims to encourage outstanding international students to study in Taiwan, as well as to promote bilateral exchanges and friendship between the peoples of Taiwan and its diplomatic allies. These guidelines are not applicable to students from mainland China, Hong Kong and Macau.
- II. The Scholarship is, in principle, granted to students from countries that have diplomatic relations with Taiwan. However, special consideration may also be given to students from other countries.

Scholarship recipients may study on the following:

1. The pre-degree Mandarin Language Enrichment Program (LEP): Recipients may take the LEP for a maximum of one year at Mandarin-teaching institutions (hereinafter “Mandarin Training Centers”) affiliated with a university or college accredited by the Ministry of Education.
 2. Degree programs: Recipients may apply for admission to any degree program leading to an undergraduate, master or doctoral degree, excluding in-service programs.
- III. Scholarship recipients will be given a monthly stipend of NT\$25,000 for the LEP and NT\$30,000 for degree programs. Recipients are responsible for all expenses during their stay in Taiwan. MOFA will not provide any other subsidies. MOFA will, however, provide recipients with one-way, economy-class plane tickets for direct flights to and from Taiwan.

The above paragraph is not applicable to recipients of the pre-degree Huayu (Mandarin) Enrichment Scholarship who began receiving

stipends before these guidelines took effect. Such recipients will continue to be paid the Huayu Enrichment Scholarship in accordance with the original regulations up until the end of the award period.

IV. The award period for each program is as follows:

1. Pre-degree LEP: one year.
2. Degree programs:
 - (1) Undergraduate program: four years maximum
 - (2) Master's program: two years maximum
 - (3) Doctoral program: four years maximum

Award periods must be continuous, with no breaks, and cannot exceed a total of five years.

V. The Scholarship award period starts on August 1 of the first year of study in Taiwan and ends when the award period expires, when recipients graduate, or if recipients are suspended or withdraw from their studies, or if the Scholarship is terminated.

If recipients are unable to arrive in Taiwan in the August of the first year of their study, the Scholarship becomes effective from the month of their arrival. However, the award period cannot be extended.

Recipients should arrive in Taiwan and enroll at their educational institutions on time. Unless otherwise approved in advance by the relevant institutions and MOFA, those failing to enroll will be deemed to have given up the Scholarship.

People who have been awarded the Huayu Enrichment Scholarship cannot elect the LEP.

VI. Scholarship quotas will be specified on a yearly basis and depend on MOFA's annual budget.

VII. Eligibility

An applicant must meet all of the following criteria:

1. Is a high school graduate or above with an excellent academic record, of good moral character and has no criminal record.
2. Is not a national of the Republic of China (Taiwan).
3. Is not an overseas compatriot student.
4. Has never attended an educational institution in Taiwan at the same level of degree or LEP that he/she intends to apply for.
5. Is not an exchange student through any cooperation agreement between a foreign university/college and an educational institute in Taiwan while receiving the Scholarship.
6. Has not previously had a Scholarship revoked by an ROC government agency or other relevant institution.

VIII. Application process

1. ROC embassies, consulates, representative offices and their branch offices (hereinafter “diplomatic missions”) should draw up their own general application rules based on these guidelines, as well as on circumstances in their localities, and accept applications accordingly.
2. Diplomatic missions should, in principle, announce their general application rules in February every year and submit them to MOFA for reference.
3. The yearly application period is, in principle, from February 1 to March 31. However, the actual application period will be in accordance with the general application rules of individual diplomatic missions.
4. Applicants should submit the following documents to the ROC diplomatic mission responsible for their home country:
 - (1) A completed application form.
 - (2) A photocopy of their passport or other documents that prove nationality.
 - (3) A photocopy of the highest-level diploma or certificate of equivalent educational level and a complete grade transcript. If issued by a foreign educational institution, these documents must be authenticated by an ROC diplomatic mission, or directly mailed by the foreign educational

institution the applicant attended to the educational institution they plan to matriculate at (if these documents are in languages other than Chinese or English, a Chinese or an English translation should be provided).

- (4) Documents to certify that they have applied to an educational institution or its affiliated Mandarin Training Center, such as photocopies of the application fee receipt, the application form and a note of reply or email from the educational institution.
- (5) For those applying for degree programs taught in Chinese, a photocopy of a TOCFL transcript or certificate for Level 2 or above.
- (6) A photocopy of a TOEFL transcript, a certificate of English proficiency approved by the applicant's government, or documents to certify that the applicant has graduated from a program taught in English. This does not apply to applicants whose official national language is English.
- (7) If applicants are unable to provide the above proof of English proficiency due to special circumstances, the diplomatic mission may assess their level of language proficiency through interviews or other tests.
- (8) Other documents requested by diplomatic missions accepting the application.

IX. Selection process

1. Diplomatic missions should examine the academic records and moral character of the applicants, and decide who to recommend.
2. Applicant grade averages should be above those of students at the same level from local schools.
3. After compiling and examining the information provided by applicants, diplomatic missions should sort them in order of priority, then submit their Diplomatic Missions' Preliminary Evaluation, as well as their Diplomatic Missions' Recommendation List and Waiting List, to MOFA no later than April 15 every year.
4. MOFA will then form a review committee to select recipients and announce the name list no later than June 30 every year.

5. Recipients should submit a photocopy of the admission letter, as well as the signed Terms of Agreement for the Taiwan Scholarship Program, to diplomatic missions no later than July 15 every year. Those failing to do so will be deemed to have given up the Scholarship.
 6. Diplomatic missions should submit details of the recipients to the Information Platform for the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office (hereinafter the “Information Platform”) no later than July 31 every year. A list of recipients printed out from the Information Platform should be mailed to MOFA, as well as to the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office, with copies also sent to the Bureau of Consular Affairs, the National Immigration Agency and the educational institution or Mandarin Training Center that applicants plan to matriculate at, along with all the necessary attachments.
- X. Recipients taking the LEP should submit a photocopy of the TOCFL Level 2 certificates for listening and reading by June of the year after their arrival. Those failing to do so will be disqualified from receiving the Scholarship for degree programs. Recipients should pay TOCFL fees themselves.
- XI. Recipients taking the LEP may have their stipends suspended by MOFA for one month under the following circumstances:
1. Absence from language classes for 12 or more hours in a single month, except in cases of serious illness or accident.
 2. Failure to achieve an average score of 80 percent or above beginning from the second term/quarter of study in Taiwan.
Recipients failing to achieve a specified minimum academic average score for a semester in a degree program will have their stipends suspended for one month. If their educational institution does not set such a score, then the minimum academic average score will be 60 percent for undergraduates and 70 percent for postgraduate students.

Recipients enrolled for a degree program who do not attend class

or leave the country without permission from their educational institutions, except during summer and winter vacations, or when writing a dissertation or thesis, will have their stipends for the months they are absent suspended.

If recipients who have had their Scholarship stipends suspended transfer to another educational institution before the suspension takes effect, the original educational institution must instruct the other in writing to deduct the stipends.

XII. MOFA may permanently disqualify recipients from the Scholarship if they:

1. Fail to submit a photocopy of their Alien Resident Certificate (ARC), marked 'Study', to their educational institution at the time of enrollment.
2. Reside in Taiwan for reasons other than pursuing studies.
3. Are expelled or suspended from their studies or given any major demerits by their educational institution as a consequence of violating ROC laws.
4. Are concurrently in receipt of another scholarship or subsidy offered by the ROC government or educational institution in Taiwan.
5. Fail to achieve an average score of 80 percent or above for two consecutive terms/quarters in the LEP, beginning from the second term/quarter of study in Taiwan.
6. Fail to achieve a specified minimum academic average or an average score of 60 percent or above for two consecutive semesters in an undergraduate program.
7. Fail to achieve a specified minimum academic average or an average score of 70 percent or above for two consecutive semesters in a graduate program.
8. Do not attend class or leave Taiwan for more than two months without permission from their educational institution, except for summer and winter vacations, or when writing a dissertation or thesis.

Where the situation described in Paragraph 4 arises, MOFA will recover the Scholarship stipends already drawn by recipients.

Educational institutions (or Mandarin Training Centers) should cease disbursing stipends from the month following disqualification.

XIII. Recipients taking the LEP are not allowed to transfer to another Mandarin Training Center.

Recipients on degree programs are allowed to transfer to another department or educational institution once only.

XIV. Educational institutions should request Scholarship funds and verify stipend disbursements according to the following schedule and methods:

1. Schedule: For any given year, Scholarship funds for the September to December period should be requested by August 10, and stipend disbursements verified by December 20. Scholarship funds for the January to August period should be requested by December 10 of the previous year, and stipend disbursements verified by August 31.
2. Requesting funds: Educational institutions should prepare a list of recipients printed out from the Information Platform and a pay order clearly indicating that the funding institution is the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office. If, due to special circumstances, educational institutions cannot request funds on time, they should first disburse monthly stipends to recipients and then apply for reimbursement from the Scholarship Office on a monthly basis.
3. Verifying stipend disbursements: According to the Guidelines for Management of Pay Orders, educational institutions should compile signed stipend receipts or other documents that prove stipends have been deposited in the recipient's bank account, along with a MOFA Funding Balance Sheet, for verification. The balance should be returned to MOFA.

XV. MOFA should consult with the educational institutions at which

recipients are enrolled, and request assistance, on the following:

1. Holding an orientation for new recipients to explain the Scholarship regulations, as well as to provide information on studying and living in Taiwan.
2. Disbursing monthly Scholarship stipends, in accordance with these Guidelines, once recipients have enrolled.
3. Purchasing medical and student accident insurance policies for recipients before they join Taiwan's National Health Insurance program. Insurance premiums should be deducted from the Scholarship stipends.
4. Informing MOFA, as well as the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office, by written notice, with copies sent to the Bureau of Consular Affairs, the National Immigration Agency and the relevant diplomatic mission, when a recipient's enrollment status changes, such as through transfer to another educational institution, suspension, expulsion, dropping out or disqualification from the Scholarship. A revised Scholarship recipient list should then be sent to the Research and Planning Committee at MOFA, and the Information Platform updated accordingly.
5. Assisting embassies or consulates in Taiwan assess the academic performance of recipients from their respective countries.
6. Helping recipients, two months prior to their departure from Taiwan, to fill out and sign the Plane Ticket Application Form for MOFA Scholarship Recipients and to apply for a return ticket.

XVI. Diplomatic missions should assist in the following:

1. Promoting the Scholarship.
2. Providing recipients with information on studying in Taiwan.
3. Accepting Scholarship applications and selecting recipients.
4. Assisting recipients with visas to Taiwan.
5. Helping recipients to sign the Terms of Agreement for the Taiwan Scholarship Program and keeping the original copy of such.
6. Holding an orientation for recipients before they leave for Taiwan.
7. Issuing Scholarship qualification certificates to recipients before they leave for Taiwan; purchasing one economy-class, single-trip

plane ticket to Taiwan for recipients; and applying for reimbursement from MOFA after verification using ticket receipts and photocopies of tickets.

8. Keeping in contact with recipients who have completed their studies in Taiwan and returned home; holding events in which past recipients can give presentations on their achievements and experiences studying and living in Taiwan; and submitting overall assessment reports to MOFA.