

Ministry of Education Short Term Research Award (STRA) and Huayu Enrichment Scholarship (HES) Foreign Student Regulations

1. Purpose

To encourage international students (Mainland China, Hong Kong, Macao SAR students are not eligible) to undertake short term research or Huayu courses in the Republic of China (Taiwan); in order to provide them with opportunities to increase their understanding of Taiwanese culture and society, and to promote mutual understanding and interactions between Taiwan and the international community.

2. Award Value

1.) Short Term Research

a. A monthly research allowance of 25,000 NTD.

b. A return trip economy airfare ticket that allows recipients from any of the following countries, Asia, Europe, America, Africa and Oceania to fly directly from recipient's home country to Taiwan and back. Expenses will be reimbursed after the recipient has arrived in Taiwan and has submitted to the research institute the original airfare ticket and all ticket stubs. The maximum allowance will be specified by the Ministry of Education and the recipients will have to cover their own extra expenses.

2.) Huayu Enrichment Courses

A Monthly stipend of 25,000 NTD.

3. Duration

1.) Short Term Research

The short term research period will range from 2 to 6 months, beginning on January 1st and ending on December 31st, in compliance with the current fiscal year.

2.) Huayu Enrichment Courses

Huayu Enrichment courses will include summer classes, along with short term classes, which may last 3, 6 or 9 months to a year respectively. With the exception of summer classes, in principle, the duration of the scholarship is from September 1st to August 31st of the following year. If recipients fail to come to Taiwan for enrollment during the above time, they will forfeit their right to retain their scholarships. Scholarship funding will become effective on the date of the recipient's enrollment. Scholarship funding will end on the month of the expiration of the scholarship or if the scholarship is revoked .

4. Availabilities

1.) Short Term Research

There will be approximately 20 to 40 openings available per annum, depending on the annual budget, for that fiscal year.

2.) Huayu Enrichment Courses

The Ministry of Education will consult the annual budget and provide available openings for the next year to embassies, missions, representative offices and other overseas agencies authorized by the Ministry of Foreign Affairs before December 31st.

5. Eligibility

1.) Short Term Research

- a. Ph.D. candidates with ABD status (All but dissertation) or Post Doctoral fellows under 45 years of age and not of R.O.C nationality, that intend to undertake research in one of the following subject areas: Taiwanese culture, social science, culture, art and related comparative research.
- b. A Ph.D. (ABD) refers to a candidate who has already completed all of the required courses and currently is in the process of writing a dissertation.
A Postdoctoral fellow is a candidate possessing a Ph.D. at a registered public or private higher education institution and has taken up a research program at a registered academic institute or university. Research programs involving a thesis, a book, or any related publications will have priority. Please note that the following individuals are not eligible:
 - a.) Those doing research in the areas of natural science, medicine, engineering or related comparative research in Taiwan.
 - b.) Those that are currently, residing or studying (including internship), teaching or doing research in Taiwan.
 - c.) Those that have received an award within the last 5 years.
 - d.) Those that are currently, receiving financial benefits from a government agency or an educational institute in Taiwan.
 - e.) Those that are exchange students to Taiwan during the Award period.

2.) Huayu Enrichment Courses

International applicants above the age of 18, who possess a high school diploma or above, excellent academic performance, and are of good moral character. Candidates with one of the following qualifications may not apply.

- a. Overseas Chinese students or a national of the R.O.C.
- b. Are currently as a registered student at a Mandarin Language Center or has been a degree seeking student at any universities or colleges in Taiwan.
- c. Has already received a HES or a Taiwan scholarship, in the past.
- d. Is an exchange student to Taiwan, during the scholarship period.
- e. Is currently receiving financial benefits from the Taiwan government or other educational institutions.

6. Application

1). Short Term Research

Candidates that intend to apply to a research program from January to December of the following year at research universities or Ministry of Education (MOE) affiliated research institutes, such as The Center for Chinese Studies, the National Academy for the Educational Research Preparatory Office, will need to submit their applications before June 30th (the arrival date for mail). Universities and Ministry affiliates will report successful candidates to the MOE for further assessment. The MOE will notify candidates, universities, Ministry affiliates and embassies or missions in the candidates' home countries of the results before September 30th.

- a. Application form (see appendix 1)
- b. A photocopy of the Ph.D. credential. The Ph.D. (ABD) candidate must provide a certificate of enrollment and a certificate of completion for all required courses.
- c. At least two letters of recommendation: one from the head of university or institution where the candidate works or studys; another from scholars or experts in the subject field applied. The Ph.D. (ABD) candidate, also needs a letter of recommendation from his / her director.

2.) Huayu Enrichment Courses

Applicants need to submit the following documents to local embassies or missions before the announced deadline (In principle, the yearly application period is from February 1st through March 31st. However, the actual application period will be in accordance with the general regulations of the local Taiwan Representative Offices.)

- a. An application form (provided by local embassies or missions)
- b. Photo copies of his/her passport or any other documents that can verify the nationality of the applicant.
- c. Photo copies of the certificate of the highest credential and transcript.
- d. Photo copies of the applications to the Mandarin Language Center.
- e. Other documents required by local embassies or missions.

7. Selection Procedure

1.) Short Term Research

- a. Universities or Ministry affiliates will accept applicants undertaking research through a application document review. Applicants who passed the first screening will be short-listed for a second screening by the MOE. Three to five scholars and experts in the related research areas will determine the final list based on potential, outstanding performances, the ability to execute plans (30%), language ability and the academic status of the research institute (30%), the completeness of the research project (including theme, structure, research methodology and analysis), availability, and the importance of the project to the applicant's home country and to Taiwan (40%).

- b. Certain candidates will be offered reserved places for a scholarship after the official final list has been decided upon. If one of the successful candidates fails to come to Taiwan or withdraws from the program, the MOE will award this scholarship to the next qualified candidate on the reserved list and subsequently notify the new recipient, the related local research institute, and the local embassy or mission of this change.

2.) Huayu Enrichment Courses

- a. As stated in the announcement by embassies and missions. A document review or personal interview will be processed.
- b. When a successful candidate has waived his/ her right to a scholarship before arriving in Taiwan, his/ her position will be filled by the next candidate, that has been selected by a local embassy or mission. The deadline is December 31st.

8. Payment Procedure

1.) Short Term Research

Universities or Ministry affiliated research institutes where the recipients work should follow the schedule and the procedures below in order to apply for funding.

- a. Requests for a grant for each fiscal year should be submitted before January 5th of the day of same year. An allowance will be granted to the recipient on the tenth of every month. A list of MOE approved recipients and a receipt made out to the Ministry from the University requesting funding should be attached to the funding application document.
- b. Universities are to send photocopies of the recipients' invoice, ticket stub or purchase receipt, along with an official request letter to the MOE requesting reimbursement and verification as soon as the recipient has arrived in Taiwan. Universities should retain the original documents for later inspection.
- c. Upon completion of the research project, universities or MOE affiliated institutes are required to hand in an official document with the research report and a statement of income and expenditure to the MOE within a month of the completion date to close the account. However, research projects finished on December 31st should have this report and the verification sheets handed in no later than January 5th of the following year.
- d. The request, payment and verification of the grant should comply with the MOE subsidy and commission expense verification guidelines.

2.) Huayu Enrichment Courses

Mandarin Language Centers should follow the schedule and procedures stated below to request for reimbursement and verification from the MOE.

- a. This scholarship is granted twice a year. The first payment which is due on August 31st covers the period from September to December. The second payment which is due on January 5th covers the period from January to August. The verification process of granted funding should be completed before putting in another request. The recipient list and the receipt made out to the Ministry from the Mandarin Language Centers are mandatory for verification purposes. If unable to apply in time for the

grant, the Mandarin Language Centers should pay for the monthly allowance in advance.

- b. Universities should verify grants twice a year in accordance with the MOE has been paid. The first verification is due on December 15th and covers the period from September to December. The second verification due on September 30th covers the period from January to August. A scholarship budget report and income and an expenditure statement signed by a designated accountant and the president (see Appendix 2) are required for verification. Unused funds should be returned. The original receipt should be retained by the universities for their audits.
- c. The request, payment and verification of the grant should comply with the Ministry's subsidy and commission expense verification guidelines.

9. Terms and conditions

1.) Short Term Research

A. Recipient

- a. The recipient should undertake research at a registered university or at a MOE affiliate. During the research period, the recipient should actively participate in related academic events in Taiwan.
- b. The recipient is not allowed to leave Taiwan throughout the period to which the award relates without the permission of the university or a MOE affiliate. Even with permission of the university or a MOE affiliate, a prolonged stay of over ten days will lead to the suspension of the scholarship for an entire month.
- c. The recipient should hand in a research report including a thesis or a publication (see Appendix 3) to the university or a MOE affiliate before the end of the research period. The university or a MOE affiliate will then submit a report to the MOE.
- d. If the recipient arrived in Taiwan before the scheduled research period for purposes other than research and failed to obtain consent from the university or a MOE affiliate in advance, he/she will have to pay for the travel expenses to Taiwan.
- e. The recipient is prohibited to work for profit during the research period.
- f. The recipient is not allowed to accept any other awards or subsidies from other government agencies or academic institutions.
- g. The MOE does not provide housing or lab space.
- h. The recipient must be covered by accident and medical insurance, which is effective throughout his/her stay in Taiwan. The recipient should either fax or email the insurance policy one month prior to the arrival in Taiwan for review purposes. If the recipient is not insured, he/ she will not receive any research grant or airfare reimbursement during his/her stay.
- i. If the recipient acquires an alien resident certificate (ARC) during his/her stay and is qualified to join the National Health Insurance, he/she must join the insurance and pay the fees accordingly.

- j. If the recipient has forged any information or documentation, he/she will not only be disqualified from the program, but will also be required to return all the research funding and airfare previously received.

B. Universities and MOE Affiliates

- a. The MOE will not accept any application forms after July 31st. Applications and related documents submitted will not be returned to the sender.
- b. Universities and MOE affiliates agree to assist the recipients during their research period in Taiwan when needed and to help with the distribution and verification process of the grant according to the MOE schedule.
- c. Universities should withhold future allowance and request the recipient to pay back allowances and airfare already granted once they discovered that the recipient submitted false documents.

2.) Huayu Enrichment Courses

A. Recipient

- a. The recipient should study at a registered Mandarin Language Center approved by the MOE.
- b. Apply for admission according to the regulations of the center. Once admitted, the recipient should send a photocopy of the admission letter to the local embassy or mission before June 30th for confirmation. Recipients who do not send their documents before the deadline will be disqualified from the scholarship selection process.
- c. The recipient should undertake at least 15 hours of language courses each week. This does not include cultural visits, speeches, and other self-learning curriculum or activities.
- d. After the first semester (quarter), recipients of a maximum one year scholarship can request a one time only transfer to another Mandarin Language Center with permission of the original Mandarin Language Center. Recipients of the summer class, 3 months, 6 months or 9 months scholarship are not allowed to apply for a transfer.
- e. If the recipient concurrently accepts scholarships from other sources, he/ she will lose their placement in the scholarship program. He/she will also have to return the funds granted for those months he/she received multiple scholarships.
- f. The termination and cancellation of a scholarship based on regulations specified by each individual Mandarin Language Center. Mandarin Language Centers have the right to terminate or revoke a scholarship if the recipient's academic performance, moral character, or attendance record are not up to standards.
- g. Recipients of a six month or longer scholarship are obligated to join the National Health Insurance Program. Before joining, recipients should purchase student accident insurance and other relevant insurance. Insurance fees can be deducted by the Mandarin Language Centers from the monthly stipend before granting to recipients.

- h. Recipients of a nine month or longer scholarship have to participate in the Test of Proficiency-Huayu (TOP) (Basic Level) if they did not submit a TOP certificate or transcript when they applied. Failure to do so will cost the recipient a month's grant subsidy. Additionally, recipients should pay for TOP on their own. The latest date for submitting a valid TOP document is one month prior to the completion of their study term.

B. Mandarin Language Centers under Universities.

- a. Mandarin Language Centers should accept international students according to their own criteria and notify the applicants before June 15th.
- b. Mandarin Language Centers should arrange for recipients of a nine month or longer scholarship to participate in TOP. The recipients will have to pay for their own test fees.
- c. The Mandarin Language Centers that accept a transfer recipient student should contact the agencies appointed by the MOE, request for the rest of the scholarship grant, and notify the related embassy or mission, the recipient and the MOE. The Mandarin Language Center that authorized the transfer should return the unused funds to the MOE.
- d. Scholarships that have been revoked must follow regulations: the Mandarin Language Center should clearly state the reason and the effective date of the termination or suspension, the unused scholarship grant should be returned to the MOE. In the meantime, the center should notify the Bureau of Consular Affairs, National Immigration Agency, the embassy or mission concerned, the recipient affected, and the agencies appointed by the MOE. Scholarships will be revoked under one or more of the following circumstances:
 - a.) Scholarships will be suspended for one month if recipients have missed 12 hours or more of their language courses within a single month.
 - b.) Starting from the first semester (quarter), if the recipient fails to obtain the specified standard score by the university (an average of 80 points out of 100), his/her scholarship will be suspended for a month in the next semester (quarter). If the recipient fails to obtain the standard score (an average of 80 points out of 100) for two consecutive semesters(quarters), he/she will be disqualified from receiving the scholarship.
 - c.) The recipient of a nine month or longer scholarship must hand in a Basic Level or above TOP certificate before the end of the scholarship term. If he/she fails to do so, the scholarship will be suspended for a month.
 - d.) Any recipient missing a final achievement score for any semester (quarter) will be disqualified from receiving the scholarship with the exception of a serious illness or accident.
 - e.) The recipient will not continue to receive the scholarship if he/ she violates R.O.C. law.

- f.) The scholarship will be suspended or revoked if the recipient violates University or Mandarin Language Center regulations.
- e. After the recipient has completed the registration process, the Mandarin Language Center concerned should either hold an orientation or employ alternative methods to explain the suspension and cancellation related regulations to the recipient. It should also grant the monthly allowance on time and pay attention to any suspension or cancellation of the scholarship.
- f. Mandarin Language Centers should compile a list of recipients who did not register in time and send copies to the agency appointed by the MOE, the related embassies or missions, and the R.O.C. Immigration office.
- g. Mandarin Language Centers should allocate an office or staff to keep in contact with recipients, along with providing guidance and assistance at their school and for their daily life.
- h. Mandarin Language Centers should arrange at least 15 hours of language courses for the recipients per week. This does not include cultural visits, speeches, self learning curriculum or activities.

C. Embassies and Missions

- a. Embassies and missions should issue official Grant Certificates to recipients (see appendix 4). Recipients who are not admitted into universities or MOE affiliates will automatically become disqualified. Recipient information should be uploaded to the Taiwan Huayu Scholarship Information Platform. Paper copies of the recipient information (see appendix 5) should be send to the designated agency appointed by the MOE, the Bureau of Consular Affairs, the Immigration Office, the related Mandarin Language Centers, the MOE and the Department of Consular Affairs at embassies or missions.
- b. Embassies and missions should actively promote the scholarship program, offer information regarding the study in Taiwan program and help with the application and selection process. Embassies and missions should also help recipients with their visas and remind them to sign the Huayu enrichment scholarship written promise and understanding sheet (see Appendix 6).
- c. Hold orientations to explain related regulations, important notices for the Alien Residence Certificate (ARC), the ban on working for profit, along with additional information needed to live and study in Taiwan.
- d. Embassies and missions should stay in contact with recipients who have completed the project and returned to their home countries, for the purpose of holding experience sharing meetings and events, which allow the recipients to share what they have learned and how they felt about the project for future reference.

外國人士來臺短期研究 承諾書

(同意者請於簽名後，連同相關申請表件資料一併繳交)

本人 _____，同意獲選為本項台灣短期研究計畫之受獎人，將依據下列各條款履行承諾；

- (1) 完成所有必須填繳申請文件資料之正確性，本人承諾所交申請資料全部屬實，如有任何違反規定之情事，本人願擔負一切責任，且全數繳回已領取之補助經費，並瞭解獲獎資格將被立即註銷。
- (2) 執行預定之研究，係本人之責任，於完成本研究計畫，返國前備妥研究報告兩份，同時附上該報告電子檔，送交在臺從事研究機關及教育部。
- (3) 本人同意此研究報告成果，全權授權中華民國教育部使用，並可對外公開參考，並將設法在臺灣或母國出版本研究相關內容，於學術會議或專刊中發表。
- (4) 將所持登機證和機票票根正本，送交在臺從事研究機關，並簽署該機關所提供之每筆補助經費單據。
- (5) 本人在中華民國停留期間，應遵守中華民國之法律。如本人有觸犯法律與行為失當，如非法工作等情事時，本人之獲獎資格將被註銷。
- (6) 所有超出補助額度以外之費用，一概由本人負擔。
- (7) 本人瞭解此件承諾書有中文與英文二種文字對照版本，如解釋有歧異時，以中文版本為準。

本人認知來臺短期研究期間，有關意外及醫療保險部分，由本人自行負責，並應於來臺前先行投保後，繳交意外及醫療保險證明文件予來臺研究機關。

申請人簽名

日期

外國人士來臺短期研究計畫受獎人承諾書 A Written Promise and Understanding of the Short Term Research Award (STRA)

(同意者請簽名並連同相關申請表資料一併繳交)

I _____ affirm that, "I agree, upon receiving the Short Term Research Award in Taiwan, to fulfill the following promises:

1. To complete with accuracy all the necessary forms and applications for the Research Award. I declare that the information I have provided is accurate to the best of my knowledge. I understand and accept the condition that if I violated any of the terms associated with this Award, I will not only have to return all the grant monies disbursed to me, but will also be immediately disqualified from being an Award recipient.
2. It is my responsibility to execute the proposed research and upon its completion, will submit two copies of this research report, along with an electronic file to the research institute I worked at and to the Ministry of Education, respectively.
3. I further agree that the research results can be used by the Ministry of Education as a public reference. Additionally, I will make every attempt to publish research related papers at academic conferences or in publications, in Taiwan or from my home country.
4. I will submit the original copy of the airline boarding pass and ticket to the research institute I worked at and sign all the grant receipts provided to me by the institute where I received my grant payments.
5. I agree to abide by the laws of the Republic of China (Taiwan). Any infringement of the law or misconduct, such as working illegally, will result in my disqualification from receiving the Research Award.
6. I will cover all expenses that exceed the amount granted by the Research Award.
7. This written promise will be in Chinese and English and should any conflict arise, the Chinese text will prevail.

I acknowledge that I am responsible for accident and medical insurance coverage during my stay in Taiwan and that I should be insured before travelling to Taiwan. Before arrival in Taiwan, I should submit all related documents to the research institute where I will be conducting my research."

Signature of Applicant

Date