



Application and Admission Guidelines

Taiwan Tech Trek is seeking approximately 300 of the most qualified overseas Taiwanese youths to participate in its summer internship program. Qualified candidates should complete and submit their application no later than March 17, 2006, local time. Successful candidates will participate in a one-week orientation (June 25~July 1) followed by a seven-week subsidized internship at host institutes in Taiwan (July 2~August 19). At the conclusion of the program, all participants must present the results of their work at the TTT2006 Academic Conference.

A. Candidate Qualification

1. **Qualified applicants must be between ages 18~30** (birthdate between 8/20/1975 and 6/25/1988 inclusive).
2. Applicants should be of Taiwanese descent.
3. **Applicants should have begun and completed junior high through high school in a foreign country or emigrated from Taiwan before the age of 12.**
4. Applicants must be able to communicate in one of the following languages: English, Mandarin, or Taiwanese.

B. Types of Internships

Applicants may choose to participate in TTT-arranged individual internships, special group projects, or prearrange their own internship positions. (Note: Foreign non-students may only apply for government agencies; see Restriction for Foreign Non-students below.)

1. Individual internships: The TTT Program Office has arranged individual internship positions at dozens of host institutes in Taiwan, including government agencies, national laboratories, and private companies. The duration of individual internships is seven weeks, and interns must attend the one-week orientation in its entirety.
2. Special group projects: Candidates interested in conducting in-depth research into major issues in Taiwan will be teamed with local Taiwanese college students in groups of 6~12 persons for special research projects. The duration of the research process must be at least seven weeks. At the end of the research project, each group will be required to submit a research paper detailing their findings.
3. Self-arranged internships: Candidates wishing to work on a specific project of their own interest should initiate contact with a qualified host institute (*must be a government agency, nonprofit organization, university, or academic research institute*) in Taiwan and arrange his/her own internship position. The duration of self-arranged internships must be at

least seven weeks, and interns must attend the one-week orientation in its entirety. Applicants must provide proof of prearranged internship (e.g., letter of invitation from the host institute) as well as a brief proposal of the research project. The number of self-arranged interns will not exceed one-tenth of all interns accepted into the program, and applications will be evaluated by independent experts based on project potential, research proposal, academic achievement, etc.

C. Restriction for Foreign Non-students

To avoid complications with work permits and labor regulations, there will be restrictions on the types 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 TTT internships.** Or, if you are arranging your own internship, you may only arrange an internship at a government agency, public university, or public academic research institute.

D. Application Process

Candidates must complete and submit an online application form, statement of purpose, and the following supporting documents. These supporting documents should be scanned, converted to PDF format, and uploaded through our online application system:

1. Passport data page (showing name, date of birth, passport number, issue date, and expiry date).
2. Passport-size photo of the applicant (*also write your name in English and Chinese characters beneath the photo.*)
3. For self-arranged internships: Copy of invitation letter from host institute in Taiwan. The letter must be printed on official institute letterhead and signed by the professor or mentor, and it must state your name, dates of internship, project and contents.
4. For students: Front and back copies of a current student ID.
5. Latest (English) copy of an official academic transcript.
6. Current resume.
7. Others: copies of any awards, achievements, academic certificates, or letters of recommendation (limit to 5 pages total).
8. *Proof of medical and accident insurance along with the results of a recent HIV test (within six months) should be provided over to our staff upon arrival and registration in Taiwan. This procedure is required by the laws of the ROC and must be completed.*

E. Review Process

Each application will be assigned to the applicant's nearest ROC embassy, consulate, or representative office for initial screening. Qualified applications will then be forwarded to host institutes for a competitive review process. **Based on applicant 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.

If choosing TTT-arranged internships and/or special group projects, each applicant may select up to five 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 her higher preference. For instance, if a candidate has been accepted by her second-choice and fifth-choice institutes, she will be assigned to the second-choice institute.

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 April 28, 2006, and candidates must confirm acceptance by May 12.

F. Subsidy and Insurance

1. Food and lodging subsidy: During the first week orientation, food and lodging will be provided for all candidates. After orientation, the NSC will provide each participant with a subsidy of NT\$50,000 for the seven-week internship phase of the program. If an intern misses work without valid reason, NT\$1,000 will be deducted for each workday absent.
2. Insurance coverage: The TTT Program Office will provide limited accidental insurance, but participants are required to purchase *comprehensive travel insurance (must include medical and accidental coverage)* before arrival in Taiwan. Upon registration all participants will be required to provide proof of insurance along with the results of a current HIV test.

Successful candidates will be responsible for their international airfare to and from Taiwan. Please note this important change for 2006: **Apart from the NT\$50,000 NSC subsidy, host institutes are not obligated to provide any additional scholarships or financial compensation to TTT interns.**

G. Housing and Transportation

The TTT Program Office will provide food, lodging, and transportation during the first week of orientation. Participants are responsible for arranging their own housing and transportation for the remainder of the summer. The TTT Program Office may provide assistance in finding housing, but participants are strongly encouraged to stay with friends or relatives in Taiwan.

H. Academic Conference, Youth Forum and Award Night

At the conclusion of the program, participants are required to present their work or research accomplishments either individually or in groups at the TTT2006 Academic Conference. Each intern must prepare and submit an abstract of their presentation to the TTT Program Office by August 7. The conference will be held on August 18, followed by a Youth Forum and Award Night ceremony on August 19 to close out the summer program.

I. Final Report and Prize

After completion of the program each participant will be required to submit a final report. Following a review of each report, a prize of NT\$15,000 will be awarded to participants with the highest report scores. The final report should be submitted within two weeks of completing the program. Failure to complete the report may result in disqualification from future programs in Taiwan.

Time Table

March 17	Applications due
April 28	NSC notifies successful candidates
May 12	Candidates confirm acceptance
June 25–July 1	Group orientation
July 2	Internships begin
August 7	Abstracts for Academic Conference due
August 18*	Internships end; Academic Conference
August 19	Youth Forum and Award Night
September 1	Final report and survey due

*Duration of individual internships may vary, but the subsidy and limited accidental insurance will only be provided for the scheduled program dates.

Advisory On Military Service

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 military service in Taiwan.

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](#).

Other Rules And Regulations

1. Participants are required to obtain a visiting visa before arrival in Taiwan.
2. Participants are responsible for their own ground and transportation expenses should they arrive earlier or leave later than the scheduled program dates.
3. Participants will be subject to all the laws of the Republic of China.
4. Penalties for possession, use, or trafficking in illegal drugs in Taiwan are severe and convicted offenders can expect long jail sentences and heavy fines.

Disciplinary Guidelines

A. Conduct and disciplinary guidelines

After successful candidates have been accepted into the program, all participants are expected to demonstrate responsible 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. 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 Taiwan.
2. 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. Interns expelled from TTT will also be disqualified from future programs in Taiwan.

B. Orientation portion

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 TT 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, so 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.

C. Internship portion

1. Participants are expected to demonstrate professional conduct at their designated internship posts and report to work in 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. See chart below.

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.	None	N/A
Absence due to important personal matter	You must obtain prior approval from your work supervisor and the TTT Program Office.	NT\$1000 / day (or by case)	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.	NT\$1000 / day	Dismissal from program
Other (inappropriate conduct, etc.)	Other cases will be reviewed by your supervisor and the TTT Program Office on an individual basis.	By case	By case

D. Academic Conference, Youth Forum and Award Night

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 or make presentation will result in termination of the last subsidy payment and disqualification from future programs in Taiwan.
2. Participants must notify the TTT Program Office for illnesses immediately and important personal matters in advance. Excessive tardiness or unapproved absence will result in termination of the last subsidy payment and disqualification from future programs in Taiwan.

E. Dress Code

1. Participants may wear casual clothing for orientation week.
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.

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