

Introduction

2015 Taiwan Tech Trek Introduction

Ministry of Science and Technology, in cooperation with Academia Sinica, Ministry of Foreign Affairs, Overseas Community Affairs Council, Ministry of Health and Welfare, Environmental Protection Administration, Youth Development Administration, Council of Agriculture, National Applied Research Laboratories, and Taiwan Foundation for Democracy is pleased to announce an exciting internship program, Taiwan Tech Trek 2015 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 create an academic and social network between Taiwan's industries and overseas Taiwanese youths, infuse fresh energy into Taiwan's workforce, and ultimately increase international participation 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 2015 is an eight-week program beginning late-June 2015. 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 (2015/06/21-2015/06/26) and thereafter proceed to their designated internship positions throughout Taiwan for seven weeks of internship (2015/06/29-2015/08/15).

The orientation will take place from June 21st, 2015 to June 26th, 2015, and it is compulsory for all participants. **If there are any schedule complications, please do not apply.**

Every participant will be required to sign a letter of guarantee and confirmation back to the TTT Office via email to finalize the acceptance.

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. At the end of the program, interns will have to present the results of their work at the Academic Conference.

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Two types of internships are available:

- a. Individual internships: 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: 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 participation, etc.

2015 APPLICATION AND ADMISSION GUIDELINES

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 12th, 2015 (Taiwan time)**. Successful candidates will participate in a six-day orientation (2015/06/21-2015/06/26) followed by a seven-week subsidized internship at host institutes in Taiwan (2015/06/29-2015/08/13). At the end of the program, all participants must present the results of their work at the TTT 2015 Academic Conference on August 14th, 2015.

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/college education in a foreign country before 2015/06/21
- (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 1985/08/15 and 1997/06/21 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 MOST (former NSC) College Student Research Project from 2010~2014. [2010~2014 科技部 (前國科會) 大專學生專題研究計畫]
- (b) Must be between ages 18~30 (birth date between 1985/08/15 and 1997/06/21 inclusive)
- (c) Must possess excellent English speaking and writing skills, and meet one of the following minimum requirements: high-intermediate level of listening and reading on GEPT, 61 on TOEFL iBT, a 5.5 on IELTS, or 600 on TOEIC

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. MOST, 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 participation, etc. Each group project will consist of foreign interns teamed with domestic interns in groups of 4~8 people.

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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 16th, 2015 and February 12th, 2015 (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. (from the first semester to the current one.)
3. Current resume.
4. For students: Clear, front and back copies of a current student ID.
5. A clear photo within 3 months. (don't upload a group photo.)
6. Optional: copies of any awards, achievements, academic certificates, letters of recommendation, a copy of English language proficiency (required 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 April 1st, 2015, and candidates must confirm acceptance by April 15th, 2015 (Taiwan time). Alternate (waitlisted) candidates will be selected and notified by April 28th, 2015 if deemed necessary.

2015 PROGRAM REQUIREMENTS

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 Academic Conference. Each intern/group must prepare and submit an abstract/introduction of their presentation to TTT Program Office by July 24th, 2015. The conference will be held on August 14th, 2015 during the day, followed by the Award Night Banquet in the evening of August 15th, 2015. Awards will be conferred to the best three presentations by each field. It is also compulsory for all 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, MOST 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. Online Survey

After completion of the summer program each participant will be required to complete an online survey describing their Taiwan experience, via TTT website by August 31st, 2015. Failure to do so may result in disqualification from future programs in MOST. Instructions will be announced later.

2015 SUBSIDY, INSURANCE, and OTHERS

A. Living subsidy:

During the six-day orientation, food and lodging will be provided for all interns. After orientation, MOST will provide each participant with a subsidy of NT\$600 per calendar day for the seven-week internship phase of the program (2015/06/27-2015/08/15, 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.

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

MOST will provide each foreign intern with a subsidy of NT\$10,000 for their travel to Taiwan. Interns may receive the transportation subsidy on 2015/7/20, Taiwan time.

C. Insurance coverage:

The TTT Program Office will provide limited accidental insurance for the duration of the internship, but **we strongly suggest that all interns purchase travel insurance, including medical and accidental insurance, 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.) You are responsible for your own health conditions during the Orientation and internship. The sponsors will not be liable to pay any medical expenses incurred by interns.

D. 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 during 2015/06/26-2015/08/15. Thus, applicants should also consider their own accommodations and transportation arrangement while choosing their institutes. If the intern's institute provides the housing, he/she will need to fill in a housing application form and email the form back to TTT Program Office to finalize the housing; further details will be included in the confirmation letters.

The TTT Program Office may provide assistance in finding housing at local hostels or host dormitories (**if available**), but participants are advised to stay with friends or relatives in Taiwan.

E. 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.

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

F. 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. 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 visa, please put "attending Taiwan Tech Trek [TTT] 2015 program (科技部 2015 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. It is suggested that you contact your nearest ROC embassy or consulate or representative office, for the detailed information of "the countries are eligible for the visa exemption program, which permits a duration of stay up to 90 days."
4. **MOST 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.**

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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

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2015 TIME TABLE

2015/01/16~2015/02/12	Application period
2015/04/01	MOST notifies successful candidates by E-mail
2015/04/01~2015/04/15	Candidates confirm acceptance
2015/04/28	MOST notifies alternative candidates (if necessary)
2015/04/28~2015/05/04	Alternative candidates confirm acceptance (if necessary)
2015/05/20	MOST sends instruction letters to interns by E-mail
2015/06/21~2015/06/26	The summer-term orientation
2015/06/29	The summer-term internship begins
2015/07/13~2015/07/17	Registration for Academic Conference and Award Night Banquet
2015/07/20~2015/07/24	Uploading abstracts for Academic Conference
2015/08/13	Last day at host institute
2015/08/14	Internship ends: Academic Conference
2015/08/15	Award Night Banquet
2015/08/17~2015/08/31	Online survey

2015 DISCIPLINARY GUIDELINES

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 MOST. 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. MOST 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 MOST. 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 and 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.
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.

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 MOST.

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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 MOST.
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.