

# National Chengchi University - Guidelines for Awarding Grants to Students Participating in International Internship Programs

Approved on March 23, 2011 by the President

An amendment was approved on September 12, 2014, by the President.

- I. These Guidelines are established by National Chengchi University (hereinafter referred to as "NCCU"), aiming to encourage students to participate in international internship programs to develop an international perspective; at the same time helping students understand trends in the employment market, strengthen their competitiveness, and prepare them for successful careers.
- II. Grants are provided to students currently enrolled at NCCU who participate in overseas (including the People's Republic of China and its special administrative regions) internship programs provided by international institutions or enterprises during summer vacation in countries other than the countries of their citizenship. The internship period must be at least 30 consecutive days during the current academic year.
- III. Applications for Grants should be submitted to the Career Development Center of the Student Affairs Office according to the following procedures:
  - (1) Individual Applicants:
    1. How to apply:

The applicant should submit the completed application form bearing the seal of the office of the relevant department (institute). An internship plan, proof of acceptance from an overseas institution for an internship, and a copy of the Holistic Development System Comprehensive Examination Form should be attached.
    2. Deadline for Application: The application should be submitted at least one month before the start date of the internship program.
  - (2) Group Applicants:
    1. How to apply:

A Group Application Form shall be submitted if the participants are recommended by the college, department (program) or institute and the number of participants is not less than three. The application form should be endorsed by the office of the relevant college and submitted along with the internship plan, the proof of acceptance form or agreement with the overseas institution for the internship, etc.

2. **Deadline for Application:** The application should be submitted at least 40 days before the start date of the internship program.

- IV. Applications for grants shall be reviewed by the International Internship Award Review Committee of the University, which shall be convened by the director of the Career Development Center of the Student Affairs Office. The ex officio members shall include the head of the Student Activities Section, the head of the Life Guidance and Overseas Chinese Student Advisory Section, and a representative from the Office of International Cooperation. One or two faculty members of the University shall be invited to act as members of the Review Committee. In principle, at least one review meeting shall be held in each semester. The names of awarded applicants shall be announced when approved by the Committee.
- V. The amount applied for may be partially or fully provided, with preference given to applicants from low-income families.  
The amount provided to each awarded student shall be determined at a meeting convened by the Review Committee. Each student shall be awarded once only during each stage of study, i.e., undergraduate, master and doctorate programs. Grants awarded to group applicants may serve as matching funds from the University corresponding to any overseas internship program offered by external parties.
- VI. The grant shall be provided after the completion of the program applied for. Applicants who have been awarded a grant shall be required to participate in the result sharing activities organized by the University. They are also required to submit the following information for the closing report within three weeks after completing the program:
  - (1) An experience sharing or result report of at least 1,500 words submitted in both hard copy and electronic file.
  - (2) Photographs (digital files and hard copies) taken during the activity.
  - (3) Relevant forms and receiptsThe grant shall be forfeited if the student fails to submit the result report or relevant information on time.
- VII. Students who have received the grant are obliged to authorize the Career Development Center for the gratis use of any documents and result reports produced for the overseas internship program for business purpose.
- VIII. These Guidelines shall be announced and take effect after being approved by the President. The same procedure shall apply for any later revisions.