

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

Approved on March 23, 2011 by President  
Revised on September 12, 2014, with President's approval  
Revised on September 7, 2017, with President's approval  
Amendments passed on June 1, 2020, at 90<sup>th</sup> Student Affairs Meeting  
Amendments passed on December 27, 2021, at 94<sup>th</sup> Student Affairs Meeting

I. These Guidelines are established by National Chengchi University (NCCU), aiming to encourage its students to actively participate in international internships to expand their international horizons, improve their professional skills and develop their skill at interpersonal interactions while providing useful insight into authentic workplace dynamics and thus improve their employment prospects and competitiveness.

II. Application eligibility are as follows:

1. Current NCCU students who have obtained international internship eligibility at overseas institutions (including mainland China, Hong Kong and Macau).
2. In principle, internships are to be pursued overseas physically. However, those who are unable to travel overseas due to epidemics or natural disasters may participate in internships remotely while living in Taiwan.
3. Internship period:

(1)Physical Internships:

The internship period should last at least 30 consecutive days (including holidays, but excluding the first day and last travel day, with each working day lasting eight hours).

(2)Remote Internships

The internship period should last at least 30 consecutive days (including holidays), with a total of at least 60 hours of internship work.

III. Application requirements

1. Individual application

(1)Application method

Prospective interns should complete the individual application form and submit it with an internship plan, confirmation from the overseas

host institution with relevant documents to the home institutions department (program) for approval.

(2)Application deadline: One month prior to the beginning of the internship.

2. Group application

(1)Application method

For groups of three or more students applying through a single college, department or program, should complete the group application form and submit it with an internship plan, confirmation from the overseas host institution with relevant documents to the home institutions department (program) for approval.

(2)Application deadline: one month prior to the start of the internship.

IV. NCCU has established an International Internship Award Review Committee of the University (hereinafter “the committee”), responsible for reviewing subsidy applications.

The director of the Career Development Center serves as convener of the committee, which includes the director of the Student Activity Section, the director of Life Guidance and Overseas Chinese Student Advisory Section, and a representative of the Office of International Cooperation, along with one or two NCCU faculty members. In principle, at least one review meeting shall be held in each semester. The list of awarded applicants shall be announced when approved by the committee.

V. Subsidy amounts will be determined by the committee, and students from families experiencing financial hardship will receive preference. A per-student limit of two grants is imposed for each degree program (i.e., BA, MA, PhD).

Group applicants who receive subsidies (recognized as university matching grants) will be classified as having applied for overseas internship subsidies from off campus units.

VI. Subsidies are provided on a reimbursement basis. Within two weeks of the conclusion of the internship, students who qualify for scholarships will cooperate in sharing and/or publishing reports on their internship experiences, submitted with the following materials:

1. Weekly internship diaries.
2. A report summarizing the internship experiences exceeding 2000 words and accompanied by at least 4 photographs.

3. Relevant documents

- (1) Air tickets, boarding passes, etc. purchased for use in the internship.
- (2) Internship certificate (including a detailed description of the internship position, the actual start and end dates, and total number of internship work hours).
- (3) Additional receipts/documents : such as applications for passengers traveling abroad for official purposes on foreign airlines, visa and accommodation payment receipts, etc.
- (4) In addition to the internship certificate, remote interns should provide receipts according to the guidelines of NCCU domestic travel expense and various expenditure specifications.

The Career Development Center will cancel subsidy and recover any funds already disbursed if the applications are submitted past the deadline, if the application materials are incomplete, or if the actual internship content does not match the submitted internship plan.

Students who receive subsidies should authorize the Career Development Center to use their overseas internship experiences and reports for promotion.

VII. These guidelines and regulations (and any subsequent revisions) will be released and implemented after being approved by the meeting of the Student Affairs Committee.