

**National Taiwan Normal University**  
**College of International Studies and Social Sciences**

**Directives for Nominating and Selecting Students for the Study Abroad Scholarships**

Passed by the 2<sup>nd</sup> College Affairs Council on October 31, 2014  
Passed by the 2<sup>nd</sup> College Affairs Council, Academic Year 2015–16, on October 30, 2015  
Passed by the 2<sup>nd</sup> College Affairs Council, Academic Year 2022–23, on December 16, 2022  
Last amended and passed by the 5<sup>th</sup> College Affairs Council, Academic Year 2024–25, on May 22, 2025

- Article 1 National Taiwan Normal University (hereinafter referred to as NTNU or “the University”) College of International Studies and Social Sciences (hereinafter referred to as “the College”) has formulated the following directives (hereinafter referred to as “the Directives”) in accordance with the NTNU *Regulations Governing the Selection of Candidates for the Study Abroad Scholarships* and its *Enforcement Rules* in order to handle matters pertaining to the nomination and selection of candidates for the University’s Study Abroad Scholarships.
- Article 2 For the purposes of these Directives, the term “current students” shall refer to regular students with official enrollment status at the College, excluding in-service program students and students who are currently pursuing or have previously pursued overseas studies.
- Article 3 Students who wish to apply shall submit an application through the online system by the application deadline announced by the Office of International Affairs (OIA). Applicants must provide the following documents in electronic format for review (applications with missing or non-compliant documents will not be processed, and documents shall not be returned to the applicants following the review):
- 1) An application form (to be printed out from the OIA’s online application system);
  - 2) Republic of China ID or, for overseas Chinese students, Alien Resident Certificate;
  - 3) NTNU student ID;
  - 4) A language proficiency examination certificate (based on criteria set by the host institution; relevant supporting documents required); and
  - 5) Other applicable documents required by the applicant’s home college.
- Article 4 Application timeline: Applications for overseas studies taking place in the fall semester (including the preceding summer vacation) of each academic year are accepted in October of the preceding year, pending announcement by the OIA. Applications for overseas studies taking place in the spring semester of each academic year are accepted in April of the preceding year, pending announcement by the OIA. The College shall handle applications in accordance with the timeline announced by the OIA. Late applications shall not be processed.
- Article 5 The review procedures are as follows:
- Preliminary review**
- Based on the list of applicants compiled by the OIA, the College shall nominate candidates for the college- and department-level scholarships, with the exact scholarship amounts determined by the College’s International Affairs and Academic Development Committee in accordance with the applicable regulations of the College and the University. The total budget for the college- and department-level scholarships and the finalized scholarship amounts shall respectively be presented to the OIA before and after the International Academic Exchange Committee (hereinafter referred to as “the Committee”) meeting.
- Secondary review**
- The OIA shall submit a list of candidates for the scholarships, together with the candidates’ supporting documents, to the Committee for a secondary review. The list of candidates who pass the secondary review shall then be presented to the NTNU President for final approval.

- Article 6 The review criteria adopted by the Committee shall include whether the host institution is a sibling/sister institution to NTNU; whether the applicant is applying as a joint/dual degree student, exchange student, visiting student, or professional summer credit program student; the global university ranking of the host institution (if not an NTNU sibling/sister institution); whether the applicant has obtained admission as a visiting student or professional summer credit program student; and the college- and department-level (including degree program) scholarship budgets. In the event of a tie, applicants who have never received a scholarship under the provisions herein shall be prioritized.
- Article 7 Applicants who are awarded a scholarship under these Directives may be entitled to a cost-of-living allowance, adjustable based on the available budget of the University for the semester in question.
- Article 8 Scholarship payments shall be issued in accordance with the following OIA regulations:
- 1) Scholarship recipients' home department, graduate institute, or degree program may provide a matching scholarship by submitting an expenditure requisition form within seven days of scholarship approval announcement.
  - 2) Prior to leaving Taiwan, scholarship recipients shall sign an administrative agreement with the University stipulating that the scholarship be paid in two installments, and that recipients must submit a photocopy of their signed passport photo page, admission notice issued by the host institution, visa/travel authorization (if applicable), and passbook cover of an NTD savings account in their name to the OIA in order to receive the first installment, which shall be no less than 80% of the total approved amount.
- Article 9 Scholarship recipients who are military draftees must complete the necessary exit application process under Article 4 of the *Regulations for Exit of Draftees* at least one month prior to the date on which they expect to leave Taiwan. Such recipients must also take heed of the deadline for their return to Taiwan.
- Article 10 Scholarship recipients shall be required to fulfill the following obligations, or they may be held liable for returning a partial or the full scholarship payment amount to the OIA and may be deemed ineligible for credit recognition or transfer for courses taken abroad:
- 1) Before effecting any changes to or cancellation of their overseas study plans, scholarship recipients must notify the College, which shall forward the information to the OIA for approval. The College may select an alternate candidate to fill the resulting vacancy.
  - 2) Scholarship recipients shall remain enrolled at the University during their time abroad; however, they shall not be required to select any courses at the University.
  - 3) Pursuant to the University's *Study Abroad Program Coursework Regulations*, scholarship recipients must take, complete, and pass at least two courses or six credits worth of courses at the host institution in each of the semesters spent abroad.
  - 4) Upon the completion of their study abroad program, scholarship recipients must prepare the following documents and submit them to the OIA within two months of returning to Taiwan in order to receive the second installment of their scholarship:
    1. An electronic copy of the transcript issued by the host institution;
    2. An electronic copy of their study abroad report; and
    3. For cost-of-living allowance recipients, an electronic scanned copy of the passport pages with the relevant entry/exit stamps.
- Article 11 Matters related to credit recognition for courses taken abroad shall be subject to the University's *Study Abroad Program Coursework Regulations*.
- Article 12 Prior to leaving Taiwan, scholarship recipients shall sign an administrative agreement with the

University that contains stipulations on their rights and obligations during and following their time abroad. Matters related to scholarship payments, write-offs, and procedures in the event of a clawback shall be subject to the terms and conditions of the agreement.

Article 13 These Directives and any amendments made hereto shall be implemented upon approval by the College Affairs Council.