

Guidelines for the Ministry of Foreign Affairs Huayu (Mandarin) Enrichment Scholarship

Promulgated by MOFA Telegram Wai Yan Zhuan No. T072 on July 1, 2010

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- I. These guidelines are stipulated by the Ministry of Foreign Affairs (MOFA) of the Republic of China (Taiwan) for the implementation of the Huayu (Mandarin) Enrichment Scholarship (hereinafter the “Scholarship”), which aims to encourage outstanding foreign nationals to study Mandarin in Taiwan.

Recipients of the Scholarship (hereinafter “recipients”) should, in principal, be students and government officials from countries that have diplomatic relations with Taiwan. However, special consideration may also be given to students or government officials from other countries.

These guidelines are not applicable to students from mainland China, Hong Kong and Macau.

- II. MOFA will provide a monthly stipend of NT\$25,000 as well as one-way, economy-class plane tickets for direct flights to and from Taiwan.
- III. The Scholarship award period should, in principal, be no shorter than six months and no longer than one year. Special programs approved by MOFA are not subject to this limitation.

The yearly award period is from September 1 each year to August 31 of the following year. Recipients failing to undertake studies in Taiwan during this period will be deemed to have given up the Scholarship, and may not defer to the following year.

Recipients should arrive and enroll at school on time, as per the award period. Recipients may, however, defer their studies in Taiwan if approved in advance by the relevant Mandarin training institute (hereinafter “Mandarin Training Center”) and MOFA.

Recipients will begin receiving stipends from the month of their enrollment until the end of the award period. The Scholarship will be cancelled in the event that recipients are expelled or suspended from the Mandarin Training Center.

IV. The quota of Scholarship recipients will be specified by MOFA each year based on previous results.

V. An applicant must meet all of the following criteria:

1. Is at least 18 years of age, a high school graduate or above with an excellent academic record and of good moral character.
2. Is not a national of the Republic of China (Taiwan).
3. Is not an overseas compatriot student.
4. Has never studied on a degree course in Taiwan and is not currently registered on any Mandarin courses.
5. Is not an exchange student through any academic cooperation agreement between a foreign university/college and an educational institution in Taiwan while receiving the Scholarship.
6. Has not previously received this Scholarship, the Taiwan Scholarship or the Ministry of Education Huayu Enrichment Scholarship.
7. Is not a recipient of any other scholarship or subsidy offered by the ROC government or other educational institutions in Taiwan at the time of receiving the Scholarship.
8. Has not previously had a scholarship revoked by an ROC government agency or other relevant institution.

VI. The Scholarship application process is as follows:

1. ROC embassies, consulates, representative offices and their branch offices (hereinafter “diplomatic missions”) should draw up their own general application rules based on these guidelines, as well as on circumstances in their localities, and accept applications accordingly.
2. Diplomatic missions should, in principle, announce their general application rules by April 1 every year. These should be sent to MOFA for reference, as well as to the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office.
3. The yearly application period is, in principle, from April 1 to May 31. However, the actual application period will be in accordance with the general application rules of individual diplomatic missions.
4. Applicants should submit the following documents to the ROC diplomatic mission responsible for their home country:
 - (1) A completed application form.
 - (2) A photocopy of their passport or other documents proving nationality.
 - (3) A photocopy of the highest-level diploma received and grade transcript.
 - (4) Documents to certify that they have applied to a Mandarin Training Center affiliated to colleges or universities accredited by the Ministry of Education, such as photocopies of the application fee receipt, the application form, or a note of reply or email from the educational institution.
 - (5) Other documents specified by the diplomatic mission accepting the application.

VII. The Scholarship selection process is as follows:

1. Diplomatic missions should examine the academic records and moral character of applicants, and decide who to recommend.

2. After compiling and examining the information provided by applicants, diplomatic missions should sort them in order of priority, then submit their Diplomatic Missions' Preliminary Evaluation, as well as Diplomatic Missions' Recommendation List and Waiting List, to MOFA no later than June 5 every year.
3. MOFA will then form a review committee to select recipients and announce the name list no later than June 30 every year.
4. Recipients should submit a photocopy of the admission letter, as well as the signed Terms of Agreement for the Huayu Enrichment Scholarship Program, to diplomatic missions no later than July 15 every year. Those failing to do so will be deemed to have given up the Scholarship.
5. Diplomatic missions should submit details of the recipients to the Information Platform for the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office (hereinafter the "Information Platform") no later than July 31 every year. A list of recipients printed out from the Information Platform should be mailed to MOFA, as well as to the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office, with copies also sent to the Bureau of Consular Affairs, the National Immigration Agency and the Mandarin Training Center that recipients plan to matriculate at, along with all the necessary attachments.

VIII. Recipients may have their stipends suspended by MOFA for one month under the following circumstances:

1. Absence from class for 12 or more hours in a single month, except in cases of serious illness or accident.
2. Failure to achieve an average score of 80 percent or above beginning from the second term/quarter of study in Taiwan.
3. Failure to pass the Test of Chinese as a Foreign Language (TOCFL) Level 1 if their award period is longer than nine months. Recipients

are to shoulder the cost of this test themselves.

IX. Recipients may be permanently disqualified from the Scholarship by MOFA if they:

1. Fail to submit a photocopy of their Alien Resident Certificate (ARC), marked 'Study', to their Mandarin Training Center at the time of enrollment.
2. Fail to achieve an average score of 80 percent or above for two consecutive terms/quarters beginning from the second term/quarter of study in Taiwan.
3. Are absent from classes for 12 or more hours in any two months during the award period, except in cases of serious illness or accident.
4. Are expelled or suspended from their Mandarin Training Center or given any major demerits, or violating ROC laws.
5. Are concurrently in receipt of another scholarship or subsidy offered by the ROC government or educational institution in Taiwan.
6. Are in a situation that MOFA believes to be unfit to continue receiving the Scholarship.

Where situation described in Paragraph 5 arises, MOFA will recover the Scholarship stipends already drawn by recipients.

X. Recipients are not allowed to transfer to another Mandarin Training Center.

XI. Mandarin Training Centers should request Scholarship funds and verify stipend disbursements according to the following schedule and methods:

1. Schedule: For any given year, Scholarship funds for the September to December period should be requested by August 10, and stipend disbursements verified by December 20. Scholarship funds for the January to August period should be requested by December 10 of the

previous year, and stipend disbursements verified by August 31.

2. Requesting funds: Mandarin Training Centers should prepare a list of recipients printed out from the Information Platform and a pay order clearly indicating that the paying institution is the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office. If, due to special circumstances, Mandarin Training Centers cannot request funds on time, they should first disburse monthly stipends to recipients temporarily and then apply for reimbursement from the Scholarship Office.
3. Verifying stipend disbursements: According to the Guidelines for Management of Pay Orders, Mandarin Training Centers should compile signed stipend receipts or other documents proving stipends have been deposited in the recipient's bank account, along with a MOFA Funding Balance Sheet, for verification. The balance should be returned to MOFA.

XII. MOFA should consult with the Mandarin Training Centers at which recipients are enrolled, and request assistance, on the following:

1. Holding an orientation for new recipients to explain the Scholarship regulations, as well as to provide information on studying and living in Taiwan.
2. Arranging no less than 18 hours of compulsory language classes per week for recipients, not including such other activities as cultural visits, lectures on special topics or self-study sessions.
3. Disbursing monthly Scholarship stipends, in accordance with these Guidelines, once recipients have enrolled.
4. Purchasing medical and student accident insurance policies for recipients before they join Taiwan's National Health Insurance program. Insurance premiums should be deducted from the Scholarship stipends.
5. Registering recipients whose award period is longer than nine months

for the TOCFL, the cost of which is to be shouldered by recipients.

6. Informing MOFA, by written notice, to suspend or cancel the Scholarship if recipients' academic scores, conduct or attendance record do not conform to these guidelines or the regulations of the Mandarin Training Center at which they are enrolled.
7. Informing MOFA, as well as the Taiwan Scholarship and Huayu Enrichment Scholarship Program Office, by written notice, with copies sent to the Bureau of Consular Affairs, the National Immigration Agency and the relevant diplomatic mission, when a recipient's enrollment status changes, such as through suspension, expulsion, dropping out or disqualification from the Scholarship. A revised Scholarship recipient list should then be sent to the Research and Planning Committee at MOFA, and the Information Platform updated accordingly.
8. Assisting embassies or consulates in Taiwan assess the academic performance of recipients from their respective countries.
9. Helping recipients, two months prior to their departure from Taiwan, to fill out and sign the Plane Ticket Application Form for MOFA Scholarship Recipients to apply for return tickets.

XIII. Diplomatic missions should assist in the following:

1. Promoting the Scholarship.
2. Providing recipients with information on studying in Taiwan.
3. Accepting Scholarship applications and selecting recipients.
4. Assisting recipients with visas to Taiwan.
5. Helping recipients to sign the Terms of Agreement for the Huayu Enrichment Scholarship Program and keeping the original copy of such.
6. Holding an orientation for recipients before they leave for Taiwan.
7. Issuing Scholarship qualification certificates to recipients before they leave for Taiwan; purchasing one economy-class, single-trip plane

ticket to Taiwan for recipients; and applying for reimbursement from MOFA after verification using ticket receipts and photocopies of tickets.

8. Keeping in contact with recipients who have completed their studies in Taiwan and returned home; holding events in which past recipients can give presentations on their achievements and experiences studying and living in Taiwan; and submitting overall assessment reports to MOFA.