

Joint Commission of Taiwan (JCT)

Implementation Guideline for Foreign Students

Applying Internship

Approved by International Affairs Committee on 2016.05.20

- Article 1 To cope with the trend of internationalization and to develop the international perspective of JCT employees, this guideline is stipulated.
- Article 2 Matters related to foreign students applying for internship at JCT shall be handled according to this guideline.
- Article 3 The foreign students cited in this guideline refers to parties without the nationality of the ROC specified in Article 2 of the Nationality Act, without the identity of overseas Taiwanese student and without the Taiwan scholar identity. The cross-strait guideline is to be further stipulated.
- Article 4 Foreign students applying for internship shall submit the following documents:
- (1) Internship application form
 - (2) Certificate of enrollment
 - (3) A duplicated copy of a valid passport (valid period for more than 6 months) or duplicated copies of the front and rear sides of the resident certificate
 - (4) Internship plan
 - (5) Recommendation letter
- Article 5 JCT shall assign a specific unit or personnel responsible for reception and arrangement of relevant matters during the internship period according to the content of the internship plan submitted by the foreign student.
- Article 6 Foreign students applying for internship shall sign an internship agreement with JCT, and the content shall include the followings:
- (1) Internship content: shall be based on the business of JCT in principle.
 - (2) Internship period: 1 session shall consist of 3 months in

principle, and extension is limited to 1 time only.

- (3) Internship allowance: not exceeding the minimum wage of our nation.
- (4) Insurance fee: shall enclose proof documents of valid medical and injury insurance already applied for the internship period.
- (5) Follow relevant regulations of JCT (according to the rules specified in the Student Internship Guideline of JCT).
- (6) Round trip ticket schedule and housing plan.

- Article 7 Foreign students applying for the internship shall sign the affidavit with JCT in order to ensure the rights of both parties.
- Article 8 For applicants qualifying the review of JCT, written notifications are delivered to the Bureau of Consular Affairs, Ministry of Foreign Affairs, and the applicants are officially notified of information related to the internship.
- Article 9 JCT may issue allowance after the enrollment date, and the allowance shall be issued on a monthly basis (10th day of each month) according to the attendance of the foreign students.
- Article 10 Before the end of the internship, foreign students shall host a learning experience sharing seminar in JCT and submit an internship achievement report.
- Article 11 JCT shall present internship certificates to foreign students completing the internship.
- Article 12 During the internship period in JCT, the foreign student shall not engage in any businesses or works involving remuneration; for any violation of such rule, once proved true upon investigation, the internship program of JCT shall be terminated immediately.
- Article 13 For relevant matters unspecified in this guideline, JCT may handle such matters as special cases dependent upon the actual needs and the special condition.
- Article 14 This guideline shall be approved by the CEO and implemented after announcement; the same procedure applies for revisions thereof.