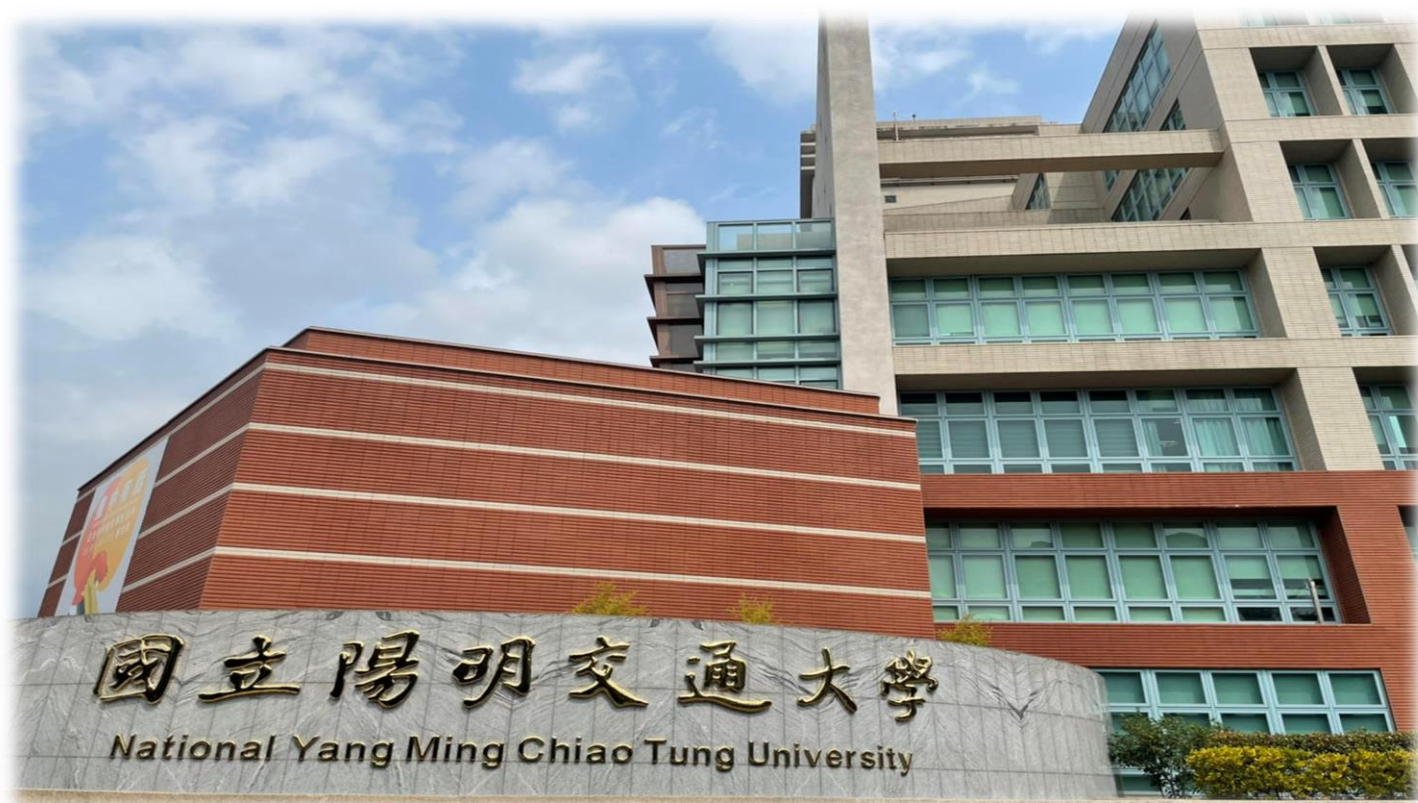


# Chinese Flagship Overseas Capstone Program in Taiwan

## Program Handbook



**Spring-Fall 2022  
Academic Year**



**國立陽明交通大學**  
NATIONAL YANG MING CHIAO TUNG UNIVERSITY

# Table of Contents

## **Chapter 1: About the Program .....6**

The Chinese Flagship Overseas Capstone Program in Taiwan at National Yang Ming Chiao Tung University in Taipei, Taiwan .....	6
Contact Information .....	7
Chinese Flagship Overseas Capstone Program in Taiwan .....	7
U.S. Project Support Center.....	7
Program Staff.....	7
Taiwan Overseas Center Staff .....	7

## **Chapter 2: Code of Conduct .....9**

Personal and Academic Responsibility .....	9
Poor Behavior (non-academic) and Communication Policy .....	10
Language Policy .....	10
Program Attendance Policy.....	11
Alcohol and Drugs.....	11

## **Chapter 3: Administrative Procedures ..... 12**

FAFSA .....	12
Study Abroad Consortium Agreement.....	12
Capstone Scholarship Funding Pledge .....	12
Non-degree Program .....	12
Credit Transfer and Transcripts.....	12
Orientation.....	13
FERPA .....	13
Policy on Spouses and/or Dependents .....	13
Policy on Visitors/Guests .....	14
Non-Medical Withdrawal Process.....	14
CUNY Travel Insurance .....	15
Accessibility and Accommodations .....	15
Applying for Graduation.....	16

Student Media Protocol .....	16
Beyond Capstone .....	16
On Ground Staff.....	16
<b>Chapter 4: Finances .....</b>	<b>18</b>
Tuition and Program Fees .....	18
Wiring Money Abroad .....	18
Scholarships and Funding.....	19
Non-Employment Policy .....	20
Financial Tips before Going Abroad .....	20
Cash .....	20
Credit/Debit Cards.....	20
Foreign Currency.....	21
Extra Expenses.....	21
Personal Bills.....	22
<b>Chapter 5: Travel Documents and Information .....</b>	<b>23</b>
Pre-departure Checklist.....	23
Fly America Policy.....	23
Passport .....	23
Visa Requirements for Taiwan.....	24
The Alien Residence Certificate (ARC) .....	27
Packing Tips and Suggestions .....	28
Independent Travel While Abroad.....	29
Independent Travel Due to a Family Emergency .....	29
<b>Chapter 6: Housing.....</b>	<b>31</b>
Dormitory .....	31
<b>Chapter 7: Direct Enrollment .....</b>	<b>32</b>
Direct Enrollment Classes .....	32
Choosing and Enrolling in Classes .....	32
Class Etiquette .....	32

Success in the Classroom .....	33
<b>Chapter 8: Internships.....</b>	<b>34</b>
Finding an Internship .....	34
Internship Requirements .....	34
Internship Supervision and Reporting.....	35
<b>Chapter 9: Academic Standards and Assessments .....</b>	<b>36</b>
Academic courses .....	36
Internship.....	36
Social & Political Affairs Studies in Chinese (Superior Language Practicum) .....	37
Diagnostic Testing and Proficiency Assessments.....	37
<b>Chapter 10: Culture Shock .....</b>	<b>38</b>
Adjusting to a New Culture .....	38
Jet Lag .....	39
Cultural Issues for Heritage Speakers .....	39
<b>Chapter 11: Health and Safety .....</b>	<b>40</b>
Medication .....	40
Vaccinations.....	40
Dental .....	40
Eyeglasses .....	41
Self-Disclosure .....	41
Medical Withdrawal .....	41
Maintaining Health.....	42
Injuries and Illness .....	42
Face Masks .....	43
Handwashing .....	44
Safety .....	44
Crime .....	44
Earthquakes, Typhoons, and Other Natural Disasters.....	44

Earthquakes .....	44
Typhoons.....	45
Other Natural Disasters .....	45
Sexual Harassment & Assault .....	45
Communication.....	46
Cyber Security Tips.....	47

# Chapter 1: About the Program

## The Chinese Flagship Overseas Capstone Program in Taiwan at National Yang Ming Chiao Tung University in Taipei, Taiwan

The Chinese Flagship Overseas Capstone Program in Taiwan (Taiwan Program or Taiwan Center) is a Language Flagship Overseas Capstone Year Program Center. The Language Flagship is a major initiative of the National Security Education Program (NSEP), which is part of the Defense Language and National Security Education Office (DLNSEO). The Language Flagship offers opportunities for students to immerse themselves in target languages around the world. The Flagship program is recognized as, and continues to be, a key initiative to help achieve NSEP's goals by increasing the ability of Americans to communicate fluently and professionally, and compete globally by understanding the languages and cultures of other countries.

Flagship Overseas Capstone Programs are responsible for curriculum that successfully enables students to progress from an advanced proficiency level of proficiency/ ILR 2 to a superior level of proficiency/ ILR 3. Flagship Overseas Capstone Programs also provide students with:

- opportunities to enroll directly at an overseas university in courses related to their major
- rigorous professional internship opportunities
- living arrangements that deepen students' linguistic and cultural knowledge
- extracurricular activities that deepen students' knowledge of their host country

The Taiwan Center is the newest established Flagship Overseas Program. The Center is located on the first floor of the Medical Building, School of Medicine at the Yangming Campus of National Yang Ming Chiao Tung University (NYCU) in Taipei, Taiwan, a highly ranked institute of higher education in Taiwan. The program provides Capstone students from all Domestic Flagship undergraduate Chinese programs the opportunity to immerse themselves in Chinese culture, language, and academics, and provides them with unique internship opportunities, specific to their major domain interests.

The Taiwan Center will be supported and administered by Hunter College Chinese Flagship Center, Hunter College, City University of New York throughout the program.

Hunter College is part of the City University of New York (CUNY), which encompasses twenty-five campuses across New York City. As such, participants in the Hunter

College Chinese Flagship Overseas Capstone Program in Taiwan must abide by CUNY's rules and regulations, and agree to CUNY's terms and conditions.

To learn more about the Chinese Flagship Overseas Capstone Program in Taiwan, please visit: <http://chineseflagship.hunter.cuny.edu/TaipeiCapstone/>

## Contact Information

### **Chinese Flagship Overseas Capstone Program in Taiwan**

National Yang Ming Chiao Tung University  
Yangming Campus  
No.155, Section 2, Linong Street  
Beitou District, Taipei City 112  
Taiwan

or

台北市北投區立農街二段155號

Telephone: +886-2-2826-7000#7226

### **U.S. Project Support Center**

Hunter College Chinese Flagship Center, Taiwan Program  
Hunter College, CUNY, HW 1425  
695 Park Avenue  
New York, NY 10065

### **Program Staff**

Professor Der-lin Chao U.S. Project Director	<a href="mailto:dchao@hunter.cuny.edu">dchao@hunter.cuny.edu</a>	(212) 772-4965
Ming-Ying Li Assistant Project Director	<a href="mailto:ML3917@hunter.cuny.edu">ML3917@hunter.cuny.edu</a>	(212) 396-6595
Ms. Sam Maser U.S. Project Coordinator	<a href="mailto:taipeicapstone@hunter.cuny.edu">taipeicapstone@hunter.cuny.edu</a>	(212) 772-5163
Bing Ying Hu Academic Liaison	<a href="mailto:bhu0002@hunter.cuny.edu">bhu0002@hunter.cuny.edu</a>	(212) 396-6595
Bo Hao Assessment Liaison	<a href="mailto:bhao@hunter.cuny.edu">bhao@hunter.cuny.edu</a>	(212)-396-6724

### **Taiwan Overseas Center Staff**

Site Director	TO COME	TO COME
---------------	---------	---------

Resident Coordinator	April Liu	+886-2-2826-7000#7226
----------------------	-----------	-----------------------

Internship Coordinator	Zhi-Shiang Yang	+886-2-2826-7000#7225
------------------------	-----------------	-----------------------

In case of an emergency in Taiwan, students should contact the primary contact staff member April Liu, Resident Coordinator. Emergency numbers will be distributed to all students during the One-Week In-Country Orientation.



# Chapter 2: Code of Conduct

## Personal and Academic Responsibility

While abroad, each student is considered an unofficial ambassador of Hunter College Chinese Flagship and the United States. Therefore students should conduct themselves in a manner befitting that position, which reflects well on the College, the country, and on themselves. Students are to follow Rules and Regulations according to Flagship, CUNY's [Henderson Rules](#) and [Policy on Academic Integrity](#), National Yang Ming Chiao Tung University (NYCU), and their home institution policies.

Visiting students in a foreign country are subject to the laws of that country and the academic and disciplinary rules and regulations of that institution with which they are engaged. As a result, students should act in a manner that is respectful of the host country and its culture. Student actions and behavior will reflect the image of the Flagship Program and NYCU as a whole.

At the same time, students are still subject to all laws within the U.S., which includes but is not limited to drinking and drug laws. In the U.S., drinking is illegal for those under the age of 21. At NYCU, neither drinking nor smoking is permitted in the dormitories.

Academic integrity is also an integral part of student's studies abroad. Plagiarism or cheating of any kind will be dealt with in accordance to NYCU academic integrity policies, which may result in expulsion. Students' home institutions, CUNY, and Hunter College academic integrity policies also apply and can result in consequences at the student's home institution.

All participants of the Chinese Flagship Overseas Capstone Program in Taiwan should understand that the following may be cause for your immediate dismissal from the program, as well as the loss of academic credit, and your early return to the U.S. at your own expense:

- Violation of the [CUNY Policy on Academic Integrity](#) (cheating; plagiarism; obtaining unfair advantage; falsification of records and official documents)
- Violation of [CUNY's Henderson Rules](#)
- Violation of [CUNY's Policy on Drugs and Alcohol](#), particularly if these violations lead to physical injury, endangerment, assault, arrest, or detainment of yourself or another Taiwan Program participant
- Violation of local or federal Taiwanese law, including all visa regulations
- Behavior that in any way impedes or diminishes the ability of any of your fellow Taiwan Program participants to take part in and benefit from the Taiwan Program

- Behavior that in any way impedes or diminishes the ability of the Taiwan Center staff and faculty, or NYCU staff or faculty, to meet their responsibilities to the Taiwan Program
- Behavior that in any way exposes you, any of your fellow Taiwan Program participants, and/or any Taiwan Center staff or faculty, or U.S. Office staff to potential physical injury, endangerment, assault, arrest, or detainment
- Behavior that might in any way negatively impact the relationship between Hunter College Chinese Flagship and NYCU

## Poor Behavior (non-academic) and Communication Policy

If a student continually behaves in a way that is offensive, disrespectful, intimidating or threatening to fellow students, professors, administrators, or staff, or is routinely breaking program rules, the Resident Director will provide a verbal warning, and must notify the U.S. Office Project Director about the situation, who will in turn notify NSEP/IIIE. If the student's misbehavior continues, the Resident Director will speak to the student again, and at this time a written warning will be sent to the student, the U.S. Office, and the student's home institution Program Director. If the student's behavior still does not improve, the student will be asked to leave the Taiwan Program at their own expense.

## Language Policy

Living in Taiwan, surrounded by Chinese language and culture, will provide the basic foundation necessary to reach a superior language fluency. The more frequently students use their Chinese on a daily basis in all aspects of life, the more quickly their language skills will improve. Speaking English inhibits learning outcomes and objectives. While it might be frustrating and difficult at times to stay committed to only speaking the Chinese, it is proven to be more successful than if reverting to English or even "Chinglish."

During the In-Country Orientation in Taipei, students will be required to sign and follow the Language Pledge. This means that to participate in the program, students are agreeing to exclusively use Chinese in the following situations:

- In University classes
- On University grounds
- When speaking to any staff or teachers on campus or associated with the program
- When speaking with fellow participants or classmates
- While on group excursions and trips
- When with tutors and language partners

- During internships

Using English during any of the above scenarios can be seen as disrespectful. If students are heard speaking English by any staff member or teacher, they will first be given a verbal warning. Any future occurrences will subsequently affect their grade. Repeated violations can result in termination from the program.

However, in the case of a serious personal issue or emergency, students are allowed to temporarily talk with a staff member (Resident Coordinator or Program Coordinator) in English.

## Program Attendance Policy

All class courses, weekly group meetings, and cultural excursions have mandatory attendance. Excused absences will only be recognized in the case of observance of religious holidays or illness. Unexcused absences and habitual tardiness will affect a student's final semester overall grade.

## Alcohol and Drugs

Please read CUNY's "Policy on Drugs and Alcohol" [here](#).

Before departing overseas, students need to familiarize themselves with the laws in the host country regarding alcohol and drug use, as well as the rules of CUNY. Although students may be of age under the laws of Taiwan, please be aware that any alcohol-related incident abroad will be treated the same as it would be on campus in the U.S.

Students are expressly forbidden from using drugs and illegal substances, regardless of whether those drugs or substances are legal in their host country. Many countries have more severe punishments regarding drugs than those in the U.S. Taiwan's penalties for drug use are heavy, including long jail sentences and even the death penalty for certain drug use. **Should students be arrested on drug charges, neither the U.S. government nor Hunter Chinese Flagship can assist or exempt them from the host country's legal process.**

## Chapter 3: Administrative Procedures

### FAFSA

FAFSA scholarships can be applied for the Capstone Year. Students must fill out the FAFSA application by the deadline before going abroad. If failing to complete FAFSA beforehand, students may run into difficulties receiving scholarship money. For information regarding FAFSA, please go to the FAFSA website, [here](#).

### Study Abroad Consortium Agreement

The Study Abroad Consortium Agreement is required of students receiving money awarded or directly processed by the Financial Aid office. This agreement will ensure the proper disbursement amount of financial aid. Please speak to the program coordinator at your domestic Flagship institution regarding the paperwork for this agreement.

### Capstone Scholarship Funding Pledge

All students being awarded scholarships through the Flagship Program must sign a scholarship funding pledge. This pledge states that if a student later decides not to attend the program or cannot attend due to failure to complete the Flagship-required courses, they must return the entire funds received to their home institution Chinese Flagship Program grant administrator. Further, if a student leaves their Capstone Year before completing the program, they must return the remaining scholarship funds to their home institution Chinese Flagship Program grant administrator.

### Non-degree Program

Students may not receive a degree from National Yang Ming Chiao Tung University (NYCU), and may not enroll in a degree program at NYCU while participating in the Hunter College Chinese Flagship Overseas Capstone Program.

### Credit Transfer and Transcripts

In order for students to receive study abroad credits during their time in the Taiwan Program, they must fill out the necessary forms before going abroad with their home institutions. If a student would like to obtain any course equivalent credits, they must speak to the appropriate home institution academic advisor beforehand in order to see what actions need to be taken. If a student fails to get approval from their academic advisor beforehand, the student's graduation date may be affected.

The staff of the Taiwan Center will assist you and provide you with information on how to best order transcripts from NYCU.

## Orientation

All students must participate in all mandatory orientation events, including a Pre-Departure Orientation webinar, a Safety & Security webinar, and a week-long In-Country Orientation when arriving in Taiwan. Unless a student has, in advance, been granted permission by the Taiwan Program U.S. Office to miss one of these mandatory events, a student's absence may lead to revocation of admission to the Taiwan Program.

The Pre-Departure Orientation webinar will cover a wide variety of topics such as details of the program, behavioral and academic expectations, adapting to Chinese culture and culture shock, health and safety, and other related topics for the Capstone Program in Taiwan.

The Safety & Security webinar will cover topics including: mental health while abroad; sexual harassment/assault and Title IX; how to best protect oneself from theft, scams, and cyber attacks; as well as cultural awareness and risk management.

The In-Country Orientation will help students familiarize themselves with the Taiwan Center staff and National Yang Ming Chiao Tung University Yangming Campus, review schedules and timelines for the two semesters, discuss site policies, review basic health and safety guidelines, and provide an overview of emergency contacts and protocols among other topics.

## FERPA

Due to FERPA (the Family Educational Rights and Privacy Act) regulations, unless a student has signed a FERPA waiver, or unless the student is a dependent on the parent's income tax records, Hunter College Chinese Flagship Overseas Capstone Program in Taiwan Program staff cannot and will not disclose a student's educational or financial records to the student's parents. For all non-minor students, in all cases regarding grades, transcripts, and invoices, COF in Taiwan staff will deal directly with the student. However, if a student is under the age of 21, and violates CUNY's [Policy on Drugs and Alcohol](#), Taiwan Program staff have the right to disclose the violation to the student's parents or guardians.

## Policy on Spouses and/or Dependents

As per page 21 of the [CUNY International Travel Guidelines](#), family of students (spouses and/or dependents) are not eligible to participate in CUNY trips, except with the prior written permission of the Responsible Executive Officer (REO); in the

case of the Hunter College Chinese Flagship Overseas Capstone Program in Taiwan, this is the Hunter College Provost. Any family members granted permission to participate must be enrolled in the CUNY travel insurance policy (please see below) and must comply with any other requirements, including, but not limited to, signing the appropriate international waiver form, and also agreeing to all rules, regulations, and policies set forth regarding the Taiwan Program in this Program Handbook and other acceptance documents. Important: Students with spouses and/or dependents are not guaranteed housing in the NYCU dorms.

To help Capstone students and their spouses/dependents adapt to life in Taiwan, the Taiwan Program welcomes spouses/dependents to attend the pre-departure orientation webinar and the week-long in-country orientation in Taiwan. However, as one of the main goals of the Taiwan Program is that Capstone students attain superior proficiency levels in Mandarin, spouses and/or dependents who do not speak Chinese are not permitted to participate in some Taiwan Center activities. These activities include community service, class field trips (whether optional or mandatory), internships, or any other Taiwan Center event where the Capstone Language Pledge is in effect. Further, with the exception of an emergency, spouses and/or dependents are not permitted to be at the Taiwan Center during typical working hours.

**Please note: Neither Hunter College Chinese Flagship Overseas Capstone Program, nor Hunter College, CUNY will take any responsibility for Flagship students' spouses and/or children. Further, neither Hunter College Chinese Flagship Overseas Capstone Program, nor Hunter College, CUNY will assume any responsibility should a student's spouse become pregnant and decide to give birth in Taiwan.**

## **Policy on Visitors/Guests**

While you are abroad, family members or friends may wish to visit you. While this is permitted, having visitors in Taiwan must not interfere with your Taiwan Center or NYCU classes or activities. Further, neither the Taiwan Center nor the U.S. Office will provide funding, housing, visa assistance, or administrative support to your visitors/guests. Also please note that the NYCU dormitories do not permit guests to stay overnight.

## **Non-Medical Withdrawal Process**

Occasionally a Capstone student decides to withdraw from the Capstone Program for a non-medical reason. The non-medical withdrawal process is as follows: In order for a student to withdraw, they must speak with the Taiwan Program Site Director and they must also speak with the Director of their domestic Chinese Flagship program. Then the Site Director will speak with the domestic program Director. If everyone is in

agreement regarding the student's withdrawal, the student is required fill out a formal Non-Medical Leave withdrawal form.

The withdrawal form simply asks the student to specify their reasons for withdrawing, and to accept that any monies they have paid to the program may be non-refundable. (It is the student's responsibility to speak with their domestic program coordinator regarding whether or not any monies paid must be repaid to Flagship or other student scholarship provider.) The student then signs and dates the form and submits it via email ([taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu)) to the U.S. Office to be filed.

Students who withdraw from the program for non-medical reasons will be financially liable for any expenses connected to withdrawal (cost of return flight, remaining tuition fees, remaining accommodation fees, etc.) and may be denied academic credit. Further, the Taiwan Center will not take responsibility for returning any personal belongings a student leaves behind, and any unpaid debts and/or liabilities the student incurred while on the Taiwan Program will be forwarded to the student and will be entirely his or her responsibility.

## CUNY Travel Insurance

**It is mandatory for all students and accompanying staff to purchase international travel insurance through the CUNY-designated provider for the entire duration of their time abroad in Taiwan.** If a student's home institution requires its own policy, the student can either ask them to grant a waiver, or procure both policies. The requirement to purchase the CUNY-designated policy cannot be waived.

Students are strongly advised to keep their regular major medical health insurance along with purchasing international travel insurance. Emergency travel insurance does not replace regular health coverage. Should a student fall ill while in Taiwan, and have to return home, they will need to have maintained their regular health insurance to ensure coverage once back in the U.S.

**In order to be able to attend Capstone in Taiwan, students must show proof of purchase to the U.S. Office by emailing a copy of their insurance ID card to [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) no later than one month prior to their departure date.**

## Accessibility and Accommodations

In accordance with CUNY's [Reasonable Accommodations and Academic Adjustments Policy](#), the Taiwan Program wants to make sure that Students with Disabilities receive reasonable accommodations necessary to enhance their stay and experience while studying abroad. Therefore, to ensure accommodations, all students with disabilities/medical conditions are advised to meet with their home

university's Disability office to receive a letter of accommodation which will help us to verify their need and to plan accordingly. **Students with Disabilities must send the letter of accommodation to [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) by the same date as their acceptance packet documents are due.**

## Applying for Graduation

If students are set to graduate by the time the Capstone program is over, they must fill out the necessary forms with their home institution and ensure that all their credits are in order before going abroad. Students should speak with the program coordinators at their home institutions to see how receiving credit for the Spring semester may affect the date of their graduation.

Students must maintain undergraduate status during the entirety of their Capstone Year. Students should inform their home institution advisors ahead of time to delay graduation until their return.

## Student Media Protocol

Students are not permitted to speak to the media without permission from the Taiwan Program. During the Capstone Year, should a journalist or reporter representing any sort of media contact a student, the student is required to inform the Site Director, and must decline to speak to the reporter until being granted permission from the Program to do so.

## Beyond Capstone

Students who have completed their Capstone Year and graduated from The Language Flagship and their undergraduate institution are strongly encouraged to maintain their relationship with The Language Flagship by participating in alumni activities and staying abreast of Flagship news. Maintaining a relationship with Flagship is a good way for Flagship alumni to continue to hone the professional language and cultural skills students gained during the Taiwan Program.

## On Ground Staff

The Taiwan Center has dedicated staff on the ground to ensure students' success. On-site staff are available throughout the week to discuss any student concerns. Staff will play a vital role in ensuring that students are supported in all situations. The Resident Coordinator is available to students 24/7 in case any emergencies arise. For most issues or concerns, the Resident Coordinator will be the primary contact for students. The Resident Coordinator, the Internship Coordinator, and the Academic Coordinator, will hold dedicated office hours during the week for students.



On-site staff will be the primary contact between students and staff in the U.S. The on-site staff will be responsible for communicating with the Project Coordinator and staff in the U.S. on a regular basis, as well as submitting weekly reports.

## Chapter 4: Finances

### Tuition and Program Fees

Two months before beginning the program, students and/or their universities will receive an invoice for Tuition and Program Fees, along with information regarding where and when to pay all associated fees.

### Wiring Money Abroad

While some of the Chinese Flagship domestic institutions pay students' Capstone invoices on their behalf, others expect students to pay their Capstone bills themselves. For many Capstone students, paying their NYCU invoices will be their first experience of having to wire money abroad. No matter how clear the wiring instructions are on the invoices, every year students (or their parents) make wiring mistakes that cost them money. For instance, one parent disregarded our instructions to wire U.S. dollars, and sent NT dollars. This resulted in the parent's funds being caught in limbo for a month, and a large money loss due to conversion costs when the wired payment was finally returned to the parent's account. Several students did not pay close enough attention to the **precise name** of the beneficiary (also known as the recipient), which must be **exact** in order for NYCU to accept the payment. This forced the students to recall their initial wires and re-wire funds, costing them twice the wiring fees.

Especially if a student has never wired funds before, but even if they have, we strongly recommend that, students who will be wiring their own invoice payments **go in person to their bank branch and obtain the help of a bank officer who has foreign fund wiring experience.**

**This is the information you must have in order to wire money correctly and have it received by NYCU:**

- Make payment in **U.S. dollars only**.
- There will be charges to wire funds overseas. You (also known as "the remitter") are responsible for paying these fees (usually around \$50, but different banks charge different amounts).
- The **beneficiary or recipient name is: National Yang Ming Chiao Tung University** (Please note: Some banks or credit unions do not offer enough character spaces on their wiring forms for you to enter the 40 characters/spaces of this beneficiary name. In that case, please simply enter as much of the beneficiary name as you can, without any abbreviations. For instance, you might end up entering National Yang Ming Chiao Tung Uni or even something shorter. If you

have any questions about this, please contact the Taiwan Program Project Coordinator or speak with your bank representative.)

- The beneficiary or recipient address is: No. 1001, Daxue Rd., East Dist., Hsinchu City 30093, Taiwan (R.O.C.) (Note: Some banks will ask for the Beneficiary/Recipient address, while others will not.)
- The beneficiary or recipient **bank account number is: 0015951000069**
- The beneficiary's or recipient's **bank is: E.SUN Commercial Bank, Ltd.**
- **The bank address is: No. 115 and 117, Sec. 3, Minsheng E. Rd., Taipei City 10546, Taiwan (R.O.C.)**
- The bank's **SWIFT code is: ESUNTWTP**
- The bank's telephone number is: +886-2-2719-1313 (it is unlikely you will need this for the wiring form, but your bank may ask for it)
- If you are asked for a **reference** number or code, please use: **CFOCP in Taiwan**

If you have **any questions** regarding wiring payment to NYCU, please contact the Taiwan Program Project Coordinator at [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) or (212) 772-5163. Typically, two months before beginning the program, students and/or their universities will receive an invoice for Tuition and Program Fees, along with information regarding where and when to pay all associated fees.

## Scholarships and Funding

Certain scholarships are applicable to the Capstone Year. For more information on available scholarships, students will need to discuss scholarship opportunities with their home institution.

Many Capstone students receive funding from their home Flagship programs to support study abroad. Please note that in many cases the student support money will not be allocated in one lump sum. For example, the funding may be sent to students in two installments: the first installment before the student leaves the U.S., and the second installment after successful completion of the first semester abroad. Students should talk to their home university Flagship adviser for their program's payment policies. If a program plans to send part of student support while the student is abroad, the student may want to make arrangements for direct deposit of their funding into a bank account that they will be able to access in Taiwan.

If receiving other scholarships beyond Flagship funding, students should discuss with their advisors when scholarships will be awarded, as well as making sure all forms and processes are completed according to policies. If any problems arise in regard to external scholarships, students need to make sure they have the appropriate contact information in order to communicate with the scholarship providers while abroad.

## **Non-Employment Policy**

While in Taiwan on the Hunter College Chinese Flagship Overseas Capstone Program, students are not permitted to work in any capacity. There are two reasons for this:

- It is prohibited to work in a foreign country if one does not have a visa to do so; if one is working and it comes to the attention of Taiwanese authorities, one can be jailed, fined, and/or sent home.
- The Hunter College Chinese Flagship Overseas Capstone Program is a full-time program.

Students are expected to be committing their time to the intensive study of Chinese language and culture, and as such, employment is prohibited.

If a student is solicited to work, they are required to report this to the Site Director. If a student violates the non-employment policy, they may be dismissed from the Program and sent home from Taiwan at their own expense.

## **Financial Tips before Going Abroad**

### **Cash**

Unlike mainland China where many establishments accept digital currency like Alipay or Wechatpay for payment, or the U.S. which widely accepts credit cards, Taiwan is still a cash society, meaning many businesses and restaurants will only accept cash as payment. Students should make sure to have some cash on them at all times.

### **Credit/Debit Cards**

Students must make sure to call their debit/credit card companies before going abroad to let them know when and where they will be. If a student fails to notify their debit/credit card company of their travel plans beforehand, it may lead to the card being suspected of fraudulent transactions and the student may run the risk of having their card cancelled. Some banks and credit cards can have travel notifications added through online apps, while others might require a phone call or even an in-person visit. It is also advised that students make copies of both the front and back of their debit/credit cards; one copy should come with the student to Taiwan, while the other should be left at home with the student's family or a trusted friend. If a student's debit/credit cards are stolen, the copies of the cards will be extremely helpful in reporting the loss and in obtaining replacement cards.

When withdrawing money from an ATM, make sure it is an official ATM. Avoid using stand-alone machines which are more susceptible to scamming tactics. If an ATM

card is confiscated by an ATM, please contact the bank; contact information will be listed on the ATM. In addition, students should contact their home bank.

Be aware that many banks charge a fee to withdraw money from an ATM as well as a transaction and/or currency conversion fee for using credit cards abroad.

*Tip: Bank cards and credit cards that waive withdrawal fees and have no foreign transaction fees are recommended.*

In order to reduce the chance of credit card fraud, students should be very mindful of where their card is at all times and should check their statements after making purchases. In the case that a student finds themselves a victim of credit card fraud, it is important for them to have their bank's fraud number on hand and to get in touch with the bank immediately.

Students should always exercise caution when taking out large sums of money from ATMs to avoid being targeted by pickpockets and other thieves.

## **Foreign Currency**

Students can choose to either convert some currency before heading abroad or exchange some currency at the airport when arriving in Taiwan. Having foreign currency will be important when first arriving as students may need this money to get from the airport to the NYCU Yangming Campus. Please note that exchanging money at the airport usually has a higher exchange rate.

Students should also be aware of counterfeit currency. Always look for a watermark to determine real currency, especially in taxi cabs.

*Tip:*

*Students will have better exchange rates if they withdraw local NT\$ currency from an ATM when arriving, versus exchanging US\$ at the airport. However, it is advisable for students to carry some US\$ to exchange for NT\$ in case there are any issues with their ATM card.*

*If a student's bank has withdrawal fees, it might make more sense to withdraw large sums of cash with less frequency. If a student's bank has high withdrawal or transaction fees, it may be better to bring more cash to exchange. Students should research their bank's policies before going abroad.*

## **Extra Expenses**

Aside from basic program costs such as airfare, tuition, dormitory fees (including bedding and utility expenses), and instructional materials and books, students should carefully consider their budget regarding food, incidental expenses, and entertainment/leisure costs. Students that plan to travel, both within and outside of Taiwan, during their time in the Capstone Program and over their Winter Break,

should plan their finances accordingly. Students must budget money to last the entire academic year.

*Tip: After a few months of living in Taiwan, students should reassess their budget to make sure it is adequate for the remainder of their time in the Capstone Program.*

## **Personal Bills**

Students are solely responsible for paying all personal bills incurred during their participation in the Hunter College Chinese Flagship Overseas Capstone Program, including credit card bills, cellular and other phone bills, medical bills not covered by insurance, leisure travel costs, etc. Under no circumstances will Hunter College Chinese Flagship Center pay a student's outstanding bill. If a student needs help resolving a billing issue, they should speak with the Taiwan Center Site Director prior to departure from Taiwan. Unpaid bills or other outstanding billing issues will result in a student being ineligible for future Language Flagship events and programs.

# Chapter 5: Travel Documents and Information

## Pre-departure Checklist

Before traveling abroad, it is required for students to register their trip with the U.S. Department of State's Smart Traveler Enrollment Program (STEP). The Taiwan Center's U.S. Office has set up a group registration, and will ask each student for the relevant information in order to enroll them. Students should also visit their healthcare provider at least 4-6 weeks before traveling in order to make sure that their vaccinations are all up to date, and that they are in general good health. A visit to the dentist is also strongly recommended.

Please read the following sections and make sure each item is fully taken care of before departing.

### **Fly America Policy**

For any student who uses Flagship funding (or any other federal funding such as Boren) to purchase their ticket to Taiwan, the flight ticket must comply with the [Fly America Act](#). In short: Students must fly on an American carrier to the closest city to their destination. Students cannot fly to Canada and then book a less expensive flight to Taiwan. If a student is not receiving federal funding, they can fly on any carrier they wish, but please be aware that if the price of the ticket seems too good to be true, it probably is.

### **Passport**

Passports are the most important document students will have while traveling abroad! Passports serve as proof of citizenship, and are necessary to enter Taiwan and return home. Students must check in advance to make sure their passport will not expire while they are abroad. If a student's passport is set to expire within a year, the student will either need to renew it by mail or apply to do so in person. The renewal process should be started early in case of any problems, especially since students will also need to apply for visas.

*Tip: Students should make at least two copies of the biographical page of their passport before departing for Taiwan. One of these copies should be kept by a family member, guardian, or close friend, and one should be kept by you, separate from your actual passport. Should your passport be lost or stolen, having a copy will be extremely helpful.*

## Visa Requirements for Taiwan

Approximately six weeks prior to your departure, depending on where you live, you will contact one of these Taipei Economic and Cultural Offices to obtain your visa:

Taipei Economic and Cultural Representative Office in the United States – [Consular District: Washington, D.C., Maryland, Virginia, West Virginia, Delaware](#)

Taipei Economic and Cultural Office in Atlanta – [Consular District: Georgia, Kentucky, Tennessee, Alabama, North Carolina, South Carolina](#)

Taipei Economic and Cultural Office in Boston – [Consular District: Maine, New Hampshire, Massachusetts, Vermont, Rhode Island](#)

Taipei Economic and Cultural Office in Chicago – [Consular District: Ohio, Michigan, Iowa, Indiana, Illinois, Wisconsin, Minnesota](#)

Taipei Economic and Cultural Office in Denver – [Consular District: Colorado, Kansas, Missouri, Nebraska, North Dakota and South Dakota](#)

Taipei Economic and Cultural Office in Honolulu – [Consular District: Hawaii, American Samoa, Palmyra Atoll](#)

Taipei Economic and Cultural Office in Houston – [Consular District: Texas, Oklahoma, Arkansas, Louisiana, Mississippi](#)

Taipei Economic and Cultural Office in Los Angeles – [Consular District: Southern California, New Mexico, Arizona](#)

Taipei Economic and Cultural Office in Miami – [Consular District: Florida, Bermuda Islands, Puerto Rico, United States Virgin Islands, Bahamas, British Turks and Caicos Islands, Dominican Republic](#)

Taipei Economic and Cultural Office in New York – [Consular District: New York, New Jersey, Pennsylvania, Connecticut](#)

Taipei Economic and Cultural Office in San Francisco – [Consular District: Northern California, Nevada, Utah](#)

Taipei Economic and Cultural Office in Seattle – [Consular District: Washington, Montana, Wyoming, Idaho, Alaska, Oregon](#)

Prior to entering Taiwan, you will be seeking a Special Flagship **“Resident Visa for Foreign Students – Exchange Students”** visa. Within two weeks of arriving in Taiwan, you will apply for your Alien Resident Certificate (ARC) card, which extends your visa for one year.



## To obtain the visa, here is what's required:

- 1) Application Form: Go to website: <https://visawebapp.boca.gov.tw> to locate the application. Click on the button at the top of the page that says, "General Visa Applications." On the next page, for "Duration of Stay," click the button for "above 180 days." For "Purpose of Travel," choose "Foreign Student (exchange students)." Continue to fill out the application form online – TYPE IT IN ALL CAPS -- and print it out. Make sure the application form shows a bar code on it. You will also need your address in Taiwan (台北市北投區立農街二段155號) and the name of a contact. Please put down the Taiwan Center's Resident Coordinator's information, which we will make sure you have eight weeks before your departure. Sign the application form. You will need the printed form and one copy of it.
- 2) Photos: Two color passport sized photos, with a white background, taken within six months of your application.
- 3) Passport: The passport must be valid for at least 6 months (a year or more is better) and there must be blank pages left in it. Also, one photocopy of the passport's biographical page including the passport holder's picture is required.
- 4) Health Certificate: Original and one photocopy. PLEASE NOTE: There is an additional \$15 fee for the certification of the health certificate.

Here's how you find the Health Certificate: go to <https://www.cdc.gov.tw/En>. Once there go to "Diseases & Conditions" on navigation bar, scroll down and click on "Foreigners' Health." On the next page, go to 5. [Items Required for Health Certificate for Residence in Taiwan](#) and click on it. Scroll to bottom of the next page and download medicalform.docx

*PLEASE NOTE: You will need a passport-sized photo for your health certificate. The doctor's "stamp" must cover a corner of the photo.*

About the Health Certificate: As an American citizen, you MUST have your doctor complete

- 1) Section A (Chest X-ray for Tuberculosis)
- 2) Section C (Serological Tests for Syphilis)
- 3) Section D (Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates)

You will NOT have to complete Section B (Stool Examination for Parasites) or Section E (Skin Examination).

**THE MOST IMPORTANT PART OF THE DOCUMENT IS THE VERY END – YOUR DOCTOR MUST CHECK THE “PASSED” BOX.**

**IMPORTANT NOTE: The visa health certificate is only valid for three months. This means that ideally, you will not apply for your visa more than two and a half months before your entry date, as the health certificate is also required to obtain your ARC card. If your health certificate has expired prior to getting your ARC card, you will need to get another certificate once you arrive in Taiwan, at your own expense.**

*ANOTHER IMPORTANT NOTE: On the Taiwan Ministry of Foreign Affairs (MOFA) website, it specifies that Health Certificates issued by foreign doctors/hospitals must be authenticated by an R.O.C. (Taiwan) overseas mission. What this means is that some of the U.S. TECOs will want your Health Certificate to be formally notarized before you submit it. Please check with your regional TECO office to see if they require this before you submit your visa paperwork, so that you can have it done if needed and not be delayed in obtaining your visa.*

- 5) A letter of acceptance from NYCU: This letter will acknowledge the relationship between NYCU and Hunter College Chinese Flagship Overseas Capstone Program in Taiwan and state clearly that you are a Language Flagship student who will be studying at NYCU; you should bring the original letter and a photocopy. The U.S. Office will obtain this letter from NYCU and send it to the address you provide in the CUNY online form.
- 6) Proof of enrollment from your home institution: Please go to your home institution's bursar's office or office of admission, and ask them for a signed letter stating you are enrolled as a full-time student at your home institution. You will need to bring the original and a photocopy; include a photocopy of your student ID. (Some of the TECOs require that your Proof of Enrollment be in a sealed and departmentally stamped envelope. Please contact your home Flagship program coordinator once you've gotten your Proof of Enrollment and he or she should be able to take care of this for you.)
- 7) A letter from your domestic institution showing financial support for the duration of the program: We have sent all Chinese Flagship program coordinators a template to help them draft this letter. Letter should be signed by your home institution's Flagship Director. You will need to bring the original and a photocopy. If you are a Boren scholar, you will need to bring your

original Boren Grant document (which shows the amount of support you are receiving) and a photocopy.

- 8) A supporting document – Study Plan: The U.S. Office will send you a Study Plan template for you to fill out. Please do so according to the instructions accompanying it. You will need to bring your original and a photocopy.
- 9) Visa Fee: \$160 in cash or money order.

It may take up to five days for your local TECO office to issue your visa. Please plan accordingly. **When you have your Taiwan visa, please email a clear scan of it to [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) no later than one week before your departure.** And please read below to learn about the Alien Residence Certificate.

## **The Alien Residence Certificate (ARC)**

Within fifteen (15) days of arriving in Taiwan, the Taiwan Center's Resident Coordinator will assist you in getting an ARC. The ARC functions both as an ID, and as a sort of visa, in that it will be good for a year, and will allow you to travel out of Taiwan and back in again. The ARC essentially extends your "Resident Visa for Foreign Students – Exchange Students." To get your ARC, you will need:

1. An application form
2. Your passport (with at least six blank pages)
3. Two Taiwan passport-sized photos – color photos with a white background taken within the past six months (PLEASE NOTE: Taiwan passport photos are size 35mm by 45mm. This is considerably smaller than U.S. passport photos. If you are able to, you can obtain 35mm x 45mm photos in the U.S. and bring them with you or, alternately, you will need to have the correct size photos taken once you have arrived in Taiwan, for a cost of approximately US\$20.00.)
4. Certificate of enrollment from NYCU/Hunter College Taiwan Flagship Center original and photocopy – Taiwan Center will provide
5. Record of attendance – Taiwan Center will provide
6. ARC Fee – NT\$1,000, or approximately US\$35 -- to be paid by student

*IMPORTANT NOTE: To obtain your ARC card, you need to have a permanent residential address in Taiwan. Students who will be living on campus will use this address: 台北市北投區立農街二段155號 (No. 155, Sec. 2, Linong Street, Beitou Dist., Taipei City, 112 Taiwan). If you are not living on campus, please confirm your address with the Taiwan Center.*

*ANOTHER IMPORTANT NOTE: Please practice writing your Chinese name in traditional characters! You will need to be able to write your name very neatly for your ARC application. You should also practice writing the dormitory address*

*in traditional Chinese, which will also be needed for your ARC application. Students have had their ARC applications rejected for bad calligraphy.*

## **Packing Tips and Suggestions**

For easier travel, it is recommended that students bring luggage with wheels. In addition, students should not lock checked baggage as the U.S. TSA or Taiwan airport security may need to access suitcases.

Students should pack all valuables, money, medicine, all electronics (phone, laptop, tablet, including any batteries), and any other important items in their carry-on. It is also recommended that students pack a couple of changes of clothes in their carry-on in case checked luggage is delayed or lost.

When packing, students should keep in mind that they will be abroad for a full academic year. In terms of clothing, Taipei's temperature ranges from 70° to 90° F and generally does not go below 50° F. Therefore, only a few sets of warmer clothes are recommended. However, there is no heat in the dormitories, and so a sweater or down jacket will be useful. Please remember that during the internship phase of the program, professional attire will need to be worn. Students should try to bring most of what they think they will need with them, as clothing can be surprisingly expensive in Taiwan, and the sizes are much smaller than in America (this is particularly true for shoes, so students should bring sandals, sneakers, dress shoes for internship, and any other desired shoes with them).

Please research your air carrier's baggage allowance and any baggage fees that may be imposed for overweight luggage before traveling. All extra fees and charges are the responsibility of the student.

Aside from bringing a complete supply of any prescribed medications (that cannot be obtained in Taiwan) with a doctor's note in the original packaging explaining their use and necessity for customs (this is explained in more detail in Chapter 10), students should also pack over-the-counter medication for colds, allergies, headaches, diarrhea, etc. Over-the-counter medication is certainly available in Taiwan, but it is unlikely that students will be able to find the brands they are accustomed to, and thus should go well prepared. Women are advised to bring a supply of their usual feminine hygiene products.

Many toiletries are available in Taiwan including some common U.S. brand name items. However, not all brands are available and the price may be more expensive. If a student prefers a specific brand, it is recommended to bring the item from the U.S. More information about common necessities can be found in the Student Life Guidebook.

## Independent Travel While Abroad

Students are allowed to travel during approved holidays and breaks as long as travel plans do not interfere with classes, arranged activities, internships, or cultural excursions. **Please note: Students in the Taiwan Capstone program are not permitted to travel to mainland China.**

In order to travel outside of Taiwan during the program, two weeks in advance of their trip students must fill out an [independent travel form](#) and submit their request to the Taiwan Center Site Director, the U.S. Office Program Director, and their home university Flagship Director, and receive travel permission from all three parties. Boren scholars must additionally get Boren approval. Any unauthorized travel outside of Taiwan or to prohibited areas will adversely affect a student's academic standing and could lead to dismissal from the program.

Students are allowed to travel within Taiwan during weekends and breaks. However, if a student's Taiwan travel requires an overnight stay, they must fill out an [independent travel form](#), and submit it to the Taiwan Center Site Director for approval, three (3) days prior to traveling.

Please note that students are not allowed to travel to countries that have a U.S. State Department travel advisory, and that students are responsible for all planning, logistics and expenses of independent travel.

Independent travel may also be cancelled without notice due to unforeseen events such as national emergencies, adverse weather, or other travel warnings.

## Independent Travel Due to a Family Emergency

If a family emergency occurs while a student is abroad, the student may want or need to return home. Family emergencies might vary from a medical crisis to a death in the family. Students must receive approval from the Site Director and the U.S. Project Director and are responsible for their own airfare.

1. The student should discuss the situation with the Site Director who will forward the request to the U.S. Project Director. If the student grants permission to do so, the U.S. Office will notify the student's home institution Flagship director.
2. After discussions and approval, the student is required to submit a formal request to the Taiwan Center stating that they would like to return home due to a family emergency.
3. After approval, the U.S. Office will work with the site Director to coordinate the early return of the student.
4. If the student is absent for more than three (3) weeks, the student will be unable to make up classes. If the student is absent for more than one (1) week, but less

than three (3) weeks, the student may seek to return to the program and make up the classwork with the approval of the Site Director.

5. If the student is absent for more than one (1) week during their Capstone internship or as indicated by their individual internship provider's policies, the student will be unable to complete their participation in the internship or Program.

Prior to departure, a student who takes an emergency leave must work with the Taiwan Center Site Director and Resident Coordinator to establish a plan for how he or she will reenter the Program upon their return. The plan must address:

- How and by what date the student will make up the work for each of the classes they have missed
- Whether the student will need assistance to make up the work for each of the classes they have missed, and how they intend to obtain that assistance

## Chapter 6: Housing

During a typical Capstone year in Taiwan, students will live in one of several dormitories on the NYCU Yangming Campus. The Taiwan Center will work with NYCU to match Capstone students with native Taiwanese roommates. Please note that Taiwan college dormitories are not co-ed and are strictly segregated by gender. Male and female students will live in different buildings.

Another housing option that is being planned involves individual students living with host families for all or part of the Capstone year.

Also, while there is some housing for married students on the NYCU campus, it is not available to Flagship students, so married students whose spouses choose to join them in Taiwan will have to find off-campus apartments. Taiwan Center staff will help married students with the apartment contract process.

### Dormitory

All NYCU dormitories are conveniently located on campus and provide quick accessibility to classes.

There are several dormitory options. Some dorms offer both double room and quad rooms. A double room includes a bathroom shared with one other person, while a quad room includes bathroom shared with three other people. Double rooms are more expensive than quad rooms. Every room provides each student a bed frame, desk and chair, and wardrobe for clothing storage. The dorms also offer shared common spaces, including a basic kitchen, a workout room, a laundry room, a clothes drying room, a study center, and a room with couches to hang out in. Some dormitories include utilities in the rent, while others do not. In the latter case, electricity, cable, and internet must be paid separately. When arriving on campus, students must also buy their own mattress, pillow, and bedding. (Please see the Student Life Guidebook for more information on purchasing these items.)

All students will be expected to abide by the dorm regulations, maintain a clean and quiet living space, and, most importantly, respect other students and roommates. It is required that Capstone students read [NYCU's Student Dormitory Conventions](#), which outline the rules and regulations of the dorms.

# Chapter 7: Direct Enrollment

## Direct Enrollment Classes

Direct enrollment classes are standard college classes offered by National Yang Ming Chiao Tung University (NYCU) and must be taught in Chinese. Just as any other student enrolled in the class, Flagship students are expected to participate in all aspects of their direct enrollment class including completing homework and assignments, taking quizzes and exams, and punctual attendance. These classes will help increase students' knowledge in certain fields, increase fluency levels, and provide networking opportunities.

Just as class styles in the U.S. vary according to professor and subject, so will the direct enrollment courses offered at NYCU. Some classes may require active participation by students, including presentations, debates, group work, etc. Other classes might be lecture style, where students are required to listen and take notes.

## Choosing and Enrolling in Classes

The Taiwan Program has carefully curated a list of classes (which can be found on our [website](#)) from NYCU's interdisciplinary general education offerings. These courses will be a good gateway for students to build upon the basic vocabulary for their major. Students are encouraged to choose a class that aligns with their second major and/or professional and academic interests.

Students can sit in on and “shop” different general education courses during the first week, but will have much less stress as they will have registered for a from the curated list course and will know that they are guaranteed to have a course.

Taiwan Center staff will assist students if they want to explore more course options.

## Class Etiquette

Before attending a direct enrollment class, students should be sure to familiarize themselves with the rules and etiquette of attending classes in Taiwan.

For example, some professors might have a dress code that includes no flip-flops or sandals to class. Other professors may prohibit eating and/or drinking within their classrooms. Before class, make sure to either turn off or silence cell phones. During class, the teacher/student role may not be as interactive as in the U.S. Even if professors have a more interactive classroom setting, it is important not to directly challenge or question the professor's authority. It is also important to arrive to class on time and only leave when class is dismissed.



On the first day of class, please pay particular attention to any classroom rules individual professors might have.

## **Success in the Classroom**

Attending classes in a foreign country and language is likely to provide challenges for students. As professors' teaching styles and overall classroom management may be different than many classes in the U.S, students will likely have to adapt to different styles to be successful. Students should be proactive in taking advantage of the many different resources at their disposal. For example, students may want to reach out to their professors to ask for a better understanding of the lectures. Students can also reach out to classmates if unclear about classwork. Students can also ask for help from their language tutors, the Site Director, Resident Coordinator, and faculty advisors, who will have weekly office hours. The direct enrollment class will improve students' academic knowledge while greatly increasing both their cultural and language fluency.

## Chapter 8: Internships

The Capstone Year in Taiwan includes a full-time internship opportunity designed to deepen students' understanding of the local work culture and improve their professional Chinese language fluency. These internships will provide a rich experience to help students develop their careers and professional aspirations. The Taiwan Center's staff will support and advise students during their internships, whether at an organization, institution, or company. Internships last at least four months, and must be conducted within a professional Mandarin-speaking environment to improve professional language skills.

### Finding an Internship

Students are responsible for finding their own internships. However, under the supervision of the Site Director, the Taiwan Center's Internship Coordinator will identify, evaluate, and compile a list of potential internship providers based on students' work interests. The Internship Coordinator will also provide support and guidance in revising resumes and interview preparation, and will conduct mock-interviews, as well as internship preparation workshops. Once a student has found an internship opportunity, the internship must be approved by the Internship Coordinator before the student can start.

When looking for an internship, it is recommended that students find opportunities that line up with their professional aspirations or interests. It is also recommended that internships be located at Taiwanese companies/organizations (rather than, for instance, U.S. companies, which may conduct business in English) to maximize learning goals and local cultural understanding.

### Internship Requirements

- Students are required to work full time (40 hours a week, including the 2-hour weekly class time) for four months
- In order to get the most out of the internship, Mandarin must be used a minimum of 85% of the time in the company.
- Internships must be unpaid.
- Internships must be located within a distance that allows students to attend the Friday weekly class meetings.

During the internship, students will be required to update Center staff regarding their internship process on a regular basis. Students will also be required to write and submit weekly reports to the Internship Coordinator and the Internship Course

Instructor for review and comments as outlined in the Taiwan Program Internship Handbook.

Students must abide by all Government laws and regulations at all times during the internship period. Students must also abide by all Flagship program terms and conditions. Any violations of terms and policies will negatively affect students standing in the program.

For more information, please check the Internship Handbook.

## **Internship Supervision and Reporting**

During their internships, each Friday afternoon students will be required to return to the National Yang Ming Chiao Tung University Yangming Campus to attend a mandatory two-hour weekly meeting to discuss their internship experience. Topics may include how to take notes at the workplace, how to use Chinese in a meeting, the social etiquette of the workplace, how to make requests to your boss, and other important aspects of professional interaction at a Chinese workplace.

Students will also be required to complete and hand in an internship report at the end of each week. More information will be provided before the internship begins. A weekly report template will be provided to students prior to the internship process.

## Chapter 9: Academic Standards and Assessments

Students are expected to maintain a high-level of academic standards throughout the Capstone Program in courses, internships, and the superior language practicum. (Standards listed below are subject to change.)

Please be aware: If a student is routinely missing class, or is regularly tardy, or is not completing assignments and/or homework, the student will first be given a first verbal warning. If the academic misbehavior continues, the student will be given a written warning and the student's home Flagship program director will be notified. If there is further academic misbehavior, the student's final overall grade may be affected, and in extreme cases, a student may be dismissed from the Taiwan Program at their own expense.

Please note: **It is strongly recommended that students bring a laptop computer with them to Taiwan, or be prepared to buy an inexpensive laptop upon arrival.** While NYCU's Yangming Campus has a computer lab that students can access, the Taiwan Program coursework is demanding, and it will be easier for students to complete the work if they have their own computer.

### Academic courses

- Speak Chinese at all times to improve academic language usage.
- Complete the coursework on time with good quality and receive an overall grade of B or higher.
- Complete all mid-term and final exams and submit all final papers and give formal academic quality presentations on domain research project.
- Fill out and submit course evaluation forms.

### Internship

- Speak Chinese at all times to improve professional language usage.
- Attend the Friday internship meetings at National Yang Ming Chiao Tung University in person.
- Give oral presentations on workplace experience and submit internship coursework on time.
- Fill out and submit internship experience evaluation forms.

## Social & Political Affairs Studies in Chinese (Superior Language Practicum)

- Speak Chinese at all times to improve superior level language usage.
- Strive to perform high quality language practicum activities.
- Create a personal plan for maintaining language proficiency after Capstone.
- Fill out and submit Capstone program evaluation forms.
- Complete exit program proficiency tests.

## Diagnostic Testing and Proficiency Assessments

Students will have two sets of proficiency assessments:

Assessment Schedule
1. Diagnostic test at start of Semester I for academic group placement.
2. End of Semester I proficiency assessment.
3. Exit Proficiency assessment at the end of Semester II.

The Exit Proficiency assessment will be held at the end of the Capstone Year. This exit assessment will be scored on the Interagency Language Roundtable (ILR) scale. Students will be certified by The Language Flagship. Two levels of certification are possible: Students who meet the minimum levels (speaking, ILR level 3; listening, ILR level 2+; reading, ILR level 2+) will receive Flagship Certification; students who have achieved ILR level 3 in speaking, listening, and reading will receive Flagship Certification with Distinction. All other students who complete Capstone courses and internship requirements will receive a Flagship Certificate of Completion.

# Chapter 10: Culture Shock

## Adjusting to a New Culture

Whether students have studied abroad or not, almost everyone will experience some form of culture shock. Culture shock affects everyone differently and with varying degrees of severity. Culture shock can be as simple as constantly comparing differences between someone's home culture and the culture of their new location, to difficulty in classes and in one's personal life due to having to understand cultural differences. This may manifest itself in some of the following symptoms: homesickness, withdrawal, loneliness, irritability, and the inability to work effectively, among others.

Although Taiwanese culture is generally easy to adapt to, culture shock may still manifest itself, especially when spending an extended period of time abroad. Students may voice difficulties in listening to Chinese at all times of the day, differences in teaching styles, adjusting to different styles of bathrooms, or the lack of air-conditioning, to name a few aspects. It may also be difficult for American students, who are used to handling situations by themselves, and knowing that if they politely refuse an offer of help it will be rescinded, to adjust to Taiwan's culture of being over hospitable. A Taiwanese person will always offer foreigners snacks, meals, to take them to a bus stop, to go with them to make sure they get to their destination, and so on. If an American tries to decline, the Taiwanese person will continue to offer, to the point that the American may feel guilty or unsure how to turn the person down. This cultural difference can take some getting used to.

It is important to understand that culture shock is very common and can manifest in many different ways and can be different for each person. If students feel overwhelmed by their new environment, they should seek out the Resident Coordinator for advice, tips, and adjustment techniques.

The Taiwan Program offers many different resources to assist students in adapting to life in a new culture. For example, Capstone students can take advantage of the Counseling Center on NYCU's Yangming Campus, which has English-speaking counselors available. It's also recommended that students discuss their challenges with other students who have previously had to adapt to a new culture.

Other strategies include finding ways to de-stress. Life abroad is challenging and will be even more challenging considering students might not be able to articulate their concerns in Mandarin. To de-stress, students can reflect on ways they relax when back at home, and then take up the same activities in Taipei. Some examples may include: exercising; listening to music; finding a quiet place to meditate; getting

plenty of rest and sleep; staying active with classmates and friends; enjoying the local food and cuisine, etc.

## **Jet Lag**

When first arriving in Taiwan, students will be filled with a range of emotions and the stress of facing a new life abroad. To add to this, jet lag can also take a toll on students' physical and mental state for the first few weeks. In order to ease the transition, it is important to try and establish a routine as quickly as possible. Students should drink plenty of water and try to eat meals according to the appropriate local times. Students who are over the age of 21 should also avoid alcohol as alcohol only exacerbates jet lag.

While it is normal for jet lag to last a week or two, if students are still feeling mentally and physically exhausted, it might be a sign of culture shock or other mental or physical health issues. Students should seek the help and assistance of the Resident Coordinator if still feeling exhausted after two weeks.

## **Cultural Issues for Heritage Speakers**

Although Taiwan is a progressive and modern state, and Taipei is a cosmopolitan capital, if a student is a heritage speaker the locals may make assumptions about them that may not always be comfortable. For instance, because a student "looks Chinese," locals may expect them to speak Chinese fluently and understand all the nuances of the culture. If a heritage speaker is in a store or restaurant with their fellow Capstone students who are not of Chinese descent, the storekeeper or wait staff might address all conversation to the heritage student. And when locals discover that a heritage speaker is American, they may decide that they are "not really Chinese," and like "all" Americans, must be wealthy or ignorant of all Chinese customs. These situations can be tough to navigate. If a heritage speaker finds that they are continually running into these sorts of cultural issues, they should speak to the RD for tips and advice about how to best respond.

# Chapter 11: Health and Safety

## Medication

It is required that any student who takes prescription medication ensure they have enough medicine for the entire duration of their Capstone Year, and take a year's supply of the prescription with them, as it is prohibited for medications to be shipped internationally, even by express couriers. Students are advised to speak with their prescribing physician about their plan to spend a year abroad, and discuss how they will obtain a full supply of medication before departing. Students may need to work with their insurance companies to arrange for the purchase of a year's supply of medicine. However, if the doctor or insurance company is unable to provide the full quantity of medicine, students should research what equivalent medication is available in Taiwan, and determine if your student travel insurance policy can assist you in obtaining it overseas. However, please note that the chemical balance of your prescription may be slightly different if purchased abroad, which is why bringing your medication from home is strongly recommended,

**Students are required to submit their prescription medication maintenance plan to the Hunter College Chinese Flagship Center by emailing [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) one month in advance of their departure date.**

When traveling, students should pack all prescription medicines in their carry-on luggage, in case checked luggage is lost or delayed. In case a student is stopped at customs, all prescription medicines must be kept in the well-marked original packaging with a doctor's note explaining the student's condition and the necessity of the prescription. Your doctor should also include the generic name of the drug, as specific brand names may not be available elsewhere in the world.

## Vaccinations

Before going abroad for the year, students should visit the Center of Disease Control (CDC) website at <https://wwwnc.cdc.gov/travel/destinations/traveler/none/taiwan> and follow the CDC's advice for vaccinations. Vaccinations for Hepatitis A and B are strongly recommended.

## Dental

A dental check-up is strongly recommended before going abroad. Most student travel insurance does not include dental coverage. If a student's personal insurance policy does not include a dental plan, the cost of any dental work performed abroad will be the student's responsibility.



## Eyeglasses

Students who wear prescription eyeglasses should bring an extra pair. Students who wear prescription contact lenses should bring enough lenses to last the duration of the Capstone Year. And students should bring a copy of their prescription as well.

## Self-Disclosure

Living overseas can be stressful and may exacerbate mental health conditions. If a student has any mental health conditions or concerns, they are required to inform the Hunter College Chinese Flagship Overseas Capstone Program so the Taiwan Center can be prepared to best support students while overseas. All information will remain highly confidential.

## Medical Withdrawal

Hunter College Chinese Flagship Overseas Capstone Program and CUNY recognize that the Capstone Year in Taiwan is a demanding, immersive experience that requires each student to adjust to living in a foreign culture and to commit to speaking only Chinese for a ten-month duration. There are stressors associated with this type of intensive program that may aggravate existing medical conditions or cause new ones, and it is possible that a student may need to withdraw, or be removed, from the Taiwan Program for medical reasons. In this case, it is required that the student consult with the Taiwan Center Site Director and Resident Coordinator, the U.S. Program Director, and the Director of their home Flagship Program, and also consult with a representative from their student travel insurance provider. Students who withdraw from the program without consultation with these parties will be financially liable for any expenses connected to withdrawal (cost of return flight, remaining tuition fees, remaining accommodation fees, etc.) and may be denied academic credit and not permitted to return to the program. Further, the Taiwan Center will not take responsibility for returning any personal belongings a student leaves behind, and any unpaid debts and/or liabilities the student incurred while on the Taiwan Program will be forwarded to the student and will be entirely his or her responsibility. For CUNY's specific Medical Withdrawal policy, please see [here](#).

Should a student need to take a medical leave that lasts more than one week, the student must work with the Taiwan Center Site Director and Resident Coordinator to establish a plan for how he or she will reenter the Program upon their return. The plan must address:

- How and by what date the student will make up the work for each of the classes he or she has missed

- Whether the student will need assistance to make up the work for each of the classes he or she has missed, and how the student intends to obtain that assistance
- How the student will handle any ongoing care he or she may need (medication, physical therapy, counseling, etc.)
- What the student will do in the case of a relapse

The Chinese Flagship Overseas Capstone Program in Taiwan has the right to not approve a student's return after medical leave if it is determined that the student is not well nor able to fully complete the program. In this case, the Taiwan Program would work with the student's domestic institution to ensure that the student receives any academic credits they have earned, and, if possible, help the student to recover any program refunds they may be due.

## **Maintaining Health**

As per CUNY policy, Capstone program students are not permitted to engage in high-risk activities such as bungee-jumping, sky-diving, whitewater rafting, hang-gliding, parasailing, etc. Students are not permitted to operate any motor vehicle at any speed. This includes cars, motorcycles, motor scooters, electric scooters, electric bicycles, etc. If ever in doubt as to whether a specific activity qualifies as a prohibited "high-risk" activity, students should consult with the Resident Coordinator. Adhering to this policy will certainly help maintain students' health!

When it comes to more typical daily activities, it is important to maintain a balanced and healthy lifestyle while overseas. Although it may be challenging when adjusting to a new environment, by establishing a routine that students would normally follow in their home country, they can help themselves to adjust more easily. It is important to allocate time for relaxing, leisure activities, and socializing with friends. Having adequate rest is also vital to staying healthy. Taiwan may be hotter and more humid than the conditions that some students are accustomed to, therefore, students should make sure they stay hydrated to avoid heat exhaustion, as well as liberally applying sunscreen if easily sunburned. Students should be wary of the food eaten in the host country. Directly drinking tap water is strongly discouraged as tap water is not filtered and can lead to serious sickness. Drinking bottled, boiled, or purified water is recommended, as is using bottled water when brushing teeth.

## **Injuries and Illness**

As students will be overseas for an extended period of time, it is possible that they will become ill at some point. If a student falls ill or has a medical emergency while abroad, they should contact the Resident Coordinator and seek medical attention. Unless permission is received to go alone, any student needing medical attention or going to a clinic or hospital is required to bring the Resident Coordinator or another

staff member with them in order to provide translation and support. Further, the Taiwan Center's staff can provide suggestions as to which clinic or hospital is best to go to.

If students are unsure about what their travel insurance covers, they can visit the insurance provider's website to find out more or contact an agent to find nearby hospitals that accept coverage. Students are also required to carry their insurance cards on them at all times in case of an emergency. Most hospitals and clinics will require students to pay upfront for services. Therefore, it is imperative to save all receipts in order to get reimbursed by the insurance provider later. Students should never visit hospitals or clinics without first consulting the Overseas Site Director or the Resident Coordinator. Students should also note that they may visit the NYCU Yangming Campus clinic if experiencing minor illnesses.

*Note: In Taiwan, clinics are more prevalent than in the U.S. Residents will often go to a local clinic for less serious health issues like colds, the flu, or non-serious injuries and conditions. When visiting a clinic, students will first “掛號/ 挂号”, taking a number and registering with identification.*

## Face Masks

Given the experience of the COVID-19 pandemic, in advance of traveling students should buy and pack a one-month supply of face masks. Further, students will most likely be required to wear a face mask for the duration of their flight(s) to Taiwan. An N95 face mask is recommended while flying.

Once in Taiwan, if COVID-19 is still prevalent, all passengers traveling on public transportation (the HSR, TRA, MRT, and buses) are required to wear face masks. Passengers who do not wear face masks are subject to a fine, with a maximum amount of NT\$15,000 (approximately US\$500).

Similarly, at NYCU, it is required that all students wear face masks while riding the campus shuttle buses. Bus drivers have the right to deny students bus entry if they are not wearing masks.

Instructions for how foreign students can buy face masks in Taiwan can be found here: <https://english.gov.taipei/covid19/cp.aspx?n=6122E5C753FC8440>. Please note that you will not be able to purchase masks until you have your ARC card, which you cannot apply for until you have been in Taiwan for two weeks.

It is considered the best practice for students to wear a face mask whenever they are feeling at all ill, especially if they must be in an enclosed space (a small classroom, public transportation, etc.).

## Handwashing

One of the simplest ways to maintain good health is for students to wash their hands frequently and thoroughly, with soap and hot water, especially before eating. Students may also want to carry hand sanitizer or a small bottle of 70% isopropyl alcohol with them in order to clean their hands when there is not a sink and soap nearby.

## Safety

While in a foreign country, students should always be aware of their surroundings and avoid areas that may be particularly unsafe. Being aware of their surroundings will require students to have an understanding of the different types of risks within the country. As a foreigner, keeping a low profile is important, this includes not speaking English in public, dressing appropriately, and completely avoiding demonstrations or protests. Participating in demonstrations or protests not only presents a safety risk, it can also diminish the intended purpose and cause of the demonstration. When exploring Taipei, establishing a buddy system or being with a local person students know and trust can also be helpful. In general, Taiwan is very safe. However, extra caution should be taken in areas with bars, clubs, or any other areas where alcohol is present.

## Crime

While Taiwan is a very safe country overall, it is important for students to stay vigilant of their surroundings. When in a crowded area, be aware of pickpockets who may target cell phones, wallets, purses, or jewelry. When leaving an ATM, never flash your cash.

In addition, make sure to always have a copy of important documents like your passport, credit cards, bank cards, and other documents, and keep these copies someplace safe.

## Earthquakes, Typhoons, and Other Natural Disasters

Taiwan is very prone to earthquakes, typhoons, and other natural disasters. In case of any natural disasters, students should make sure they always have their cell phone charged and nearby. Students should pay attention to any warnings or messages from either the local government or Flagship staff and follow all emergency protocols as discussed in orientation.

### Earthquakes

Earthquakes happen quite frequently and can range in severity. It is recommended that students keep valuables like their passport (or a copy of it)

and some money and at least one set of clothes in a backpack that can be easily grabbed in case of a severe earthquake. If you feel the building or ground beginning to shake, students should immediately find cover under a desk, table, or in a bathtub as quickly as possible.

If safe to do so, students should try to prop a door open with a chair for easy evacuation, and immediately go back to cover. Students should hold on to the desk or table with one hand, and cover their head with something soft (like a backpack or pillow) with the other. After the earthquake ends, check surroundings and escape. Avoid elevators.

In the case of a serious earthquake, students need to be alert for any tsunami warnings and try to get to natural high ground.

## **Typhoons**

Typhoons (more commonly called hurricanes in the United States) are common in the summer and early fall. Typhoons can range in severity but often include heavy rain and wind. Typhoons can be gauged ahead of time, but note that the predicted path may change at any moment.

If a typhoon is imminent, stay inside and away from windows. Be sure to not be outside or traveling, especially in mountainous areas where mud and rock slides are common.

Take heed of local government warnings. Warnings can include cancellation of classes and closure of public services like trains.

## **Other Natural Disasters**

In case of any other natural disaster like fires, flooding, tsunamis, or other events, seek safety as quickly as possible and contact TaiwanCenter staff.

## **Sexual Harassment & Assault**

Please see this document, [Understanding Title IX Guidelines When Abroad: A Student Guide](#), for a detailed outline of how the CUNY policy on preventing and addressing sexual misconduct applies to study abroad. In August, 2020 the Federal Government issued new Title IX Regulations which changed definitions of Title IX Sexual Harassment to only applying to conduct within the United States. However, CUNY remains committed to investigating any sexual misconduct that occurs abroad as it pertains to State, City and CUNY Policy. If the complainant is within the United States (e.g. attending virtual lessons while physically in the U.S.) then Title IX Sexual Harassment or Non-Title IX Sexual Misconduct may be applicable. The complete CUNY "Policy on Sexual Misconduct" can be found [here](#).

*PLEASE NOTE: Hunter College students are required to complete an online [Title IX SPARC training](#) and email their certificate proving completion to [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) by no less than two weeks prior to program start date. Non-Hunter College students must read through this [PowerPoint presentation](#) and confirm having done so by emailing [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) by no less than two weeks prior to program start date.*

If a student is a victim of sexual harassment, stalking, voyeurism, intimate partner violence or sexual assault, they should always and immediately report the incident to either the Overseas Center Site Director or Resident Coordinator.

As required by CUNY Policy and NY State Law 129-B, the Taiwan Chinese Flagship Overseas Capstone Program and Hunter College staff are required to report any sexual harassment or assault to the student's home institution's Title IX office. Each State and home institution may have a different policy on reporting obligations, how they may respond, therefore students should directly contact their home institutions Title IX office to inquire.

It is strongly recommended that students should always go out in groups and if possible invite local friends. If a student is in a crowded place, for example, riding a bus, and encounters inappropriate contact with someone else, the student should not be afraid to make a scene. If a student feels unsafe at any time, it is best for the student to remove themselves from the situation and contact local staff immediately. It is also strongly advised that students avoid being out alone at night or being alone with someone they do not know well.

## **Communication**

Students should be mindful of the local culture when interacting with locals and making friends. Taipei residents are very friendly and might approach students to engage in conversations. Different verbal and nonverbal communications that are customary in the U.S. might have different connotations in the local culture. Whereas Americans smile to strangers as a sign of politeness, locals might take it as an invitation to come up and talk with them. At the same time, when talking with a local, students might be invited to hang out another time. Whereas it's sometimes customary to politely accept without the intention to follow through, locals might take the answer as a sincere acceptance.

Students in Taiwan will quickly learn of the over-hospitality of the Taiwanese culture. Informing a friend that they liked a certain meal might result in the friend always inviting them to eat at the same location or constantly bringing them the same food. Local friends may also often send multiple Line-app messages to convey friendship, which at times may be interpreted as invading personal space in western culture.

It is important for students to be mindful of the differences between western and Taiwanese verbal and nonverbal communications. Part of being abroad is learning to adapt to the local culture and mastering local communication. Understanding communication differences will take some time to get accustomed to. If ever unsure, students can speak with the Resident Coordinator or other Taiwan Center staff.

It is common for Taiwanese to ask questions that might be viewed as too personal by an American. Questions may range from how old students are and if they are married, to more sensitive topics. If students are asked any questions that they are uncomfortable answering, they can either try to change the topic, politely refuse to answer, or even make a light comment to move the conversation along.

Locals or even other students might want to discuss politics. Students should feel free to avoid topics they are not comfortable with. While it is not forbidden to discuss politics while in Taiwan, students should note that they should be respectful, and that they are studying abroad to learn, not to teach.

Taiwan is seen as a very progressive country. Students within the LGBTQI community will most likely note that the country is relatively open and supportive. However, students should decide for themselves how comfortable they feel in discussing their personal life with locals and others, and may want to err on the side of being cautious. If a student has any experience that makes them feel uncomfortable, they should know it is safe for them to discuss this with Taiwan Center staff.

## Cyber Security Tips

In Taiwan, as in most countries, there is no expectation of electronic privacy in any public spaces, including airports, hotels, offices, or internet cafes. All information that is sent electronically can be intercepted, especially wireless communications. Please think carefully before sending any information that a government, political group, or criminal element might find valuable. Although Taiwan is a more open society than mainland China, it is still important to minimize the risk of third party foreign intelligence collection.

- **Before the trip:** Students should download antivirus software onto all drives and clear any personal data or sensitive research off their laptop, telephone, and other electronic devices. Backup files on a separate drive in case something happens to your laptop or phone, and leave that drive at home. Make sure to not post specific details of travel on social media. The goal is to ensure that no sensitive personal data is on your personal electronic devices and thus to minimize the chance that someone can hack and steal your information.
- **While abroad:** Change passwords frequently and keep Wi-Fi and bluetooth turned off. Clear your browser after each use, deleting cookies, caches, and

browser history. If any devices are lost or stolen, please alert the Taiwan Center's Resident Coordinator.

- **Post-Trip:** Clear all browser history, cookies, and other temporary data. Make sure to run virus scans on all devices, and check for malware. Change all passwords.