

Fellowship for Participants

The TaiwanICDF will provide participants with a fellowship, which includes the following:

- **Registration Fees:** This covers registration for participation in the TaiwanICDF program.
- **Airfare (Economy Class):** This covers airfare for each participant, traveling on a direct route. Participants from Latin American countries should note that in either case, the standard itinerary we arrange for your journey to Taiwan will usually require onward travel through North America, for which you will be expected to make any appropriate visa arrangements. If it becomes necessary to arrange an alternative itinerary (not via North America) due to your failing to procure any such documentation, you will be responsible for paying any and all differences in costs between the original and alternative itineraries. You may ask the ROC (Taiwan) Embassy/Consulate (General)/ Representative Office/Taiwan Technical Mission/ Taiwan Industrial Mission in your country to purchase the ticket for you, having established its prior consent at least two weeks before the date of commencement of the program.

Fellowship for Participants

- **Unavoidable Stopovers:**

1. If it is necessary for you to make a stopover while traveling on a direct route, you will be expected to catch the first available onward flight.
2. If there is no connecting flight on the same day or evening, you will be expected to travel on the first available flight, usually the following day. Should this occur, you may be provided with local accommodation at the airline's expense, but it is possible that only the first 24 hours will be paid for.
3. If accommodation expenses are not covered by the airline, please retain your original accommodation receipt(s) to qualify for a reimbursement for any accommodation expenses. You may apply for up to US\$120 in reimbursement for one night's accommodation, and up to US\$240 for two nights' accommodation.
4. If stopovers exceed 12 hours returning from Taiwan to your country, you may apply for up to US\$120 per stopover in reimbursement; if stopovers exceed 30 hours per stopover returning from Taiwan to your country, you may apply for US\$240 in reimbursement (according to your original flight schedule provided to the TaiwanICDF). The maximum subsidy for unavoidable stopover fees is US\$240 per participant per round trip.

Fellowship for Participants

| Trip | Reimbursement | Conditions | Maximum Subsidy |
|----------------|--|---|--|
| Arriving trip | US\$120/one night's accommodation | Accommodation receipt(s) *showing your nationality, name, the check-in and check-out date and your signature | Maximum reimbursement for unavoidable stopover fees is US\$240 |
| | US\$240/two nights' accommodation | | |
| Departing trip | ≥ 12 hrs/US\$120 per stopover ≥ 30 hrs/US\$240 per stopover | Flight schedule provided to the TaiwanICDF | |

- **Accommodation:**

1. the TaiwanICDF will be responsible for arranging accommodation (for the program period plus a maximum of three extra days in the case of unavoidable delays). This will cover the cost of the room only.
2. Accommodation will not include personal expenses such as laundry, room service, liquor, tobacco, phone calls telex&telegram, fax, sauna, piano bar and pay TV etc.

- **Daily Living Allowance:** This will cover two meals (breakfast and lunch) a day at a suitable place, arranged by the TaiwanICDF as well as an allowance of NT\$700 (around US\$23) per day. Please note that no supplementary allowances will be included.

- **Insurance:** the TaiwanICDF will help arrange insurance covering accidental death, disability, injury, and hospitalization. Please note that chronic illness is not included.

Terms of the Program

Program Regulations

- The programs are conducted mainly in English. All participants must have fair English language proficiency to benefit from the programs offered.
- Any candidate interested in participating in a program should forward the completed application Form to the TaiwanICDF through the ROC (Taiwan) Embassy/Consulate (General)/ Representative Office/ Taiwan Technical Mission/ Taiwan Industrial Mission in his/her country.
- Certificates will be issued to participants who successfully complete their programs.
- Participant reports need to be submitted in accordance with the requirement of the TaiwanICDF programs.
- **Participants should not bring any family members, friends or pets to Taiwan.**
- Participants should return to their home country soon after completion of their programs. Any additional expense or risk incurred due to a change of flight schedule will be the participants' responsibility.

Terms of the Program

The TaiwanICDF may terminate a Fellowship extended to any participant, as well as his/her participation, if he/she:

- Is found guilty of serious misconduct;
- Is found to be engaging in political activities or any form of employment for profit or gain.
- Is found to have unsatisfactory performance during the program.
- Drops out of the program without following proper procedures and obtaining approval from the TaiwanICDF.
- Is found in violation of such instructions or conditions as may be stipulated by the TaiwanICDF and the agency sponsoring the program in respect to the program.
- Is found to be mentally or physically incapable of participating in the program actively, or is repeatedly absent from the program without prior permission.
- Is found to be absent for a period of 3 days, without approval from the TaiwanICDF and the agency sponsoring the program.
- Is found to be unable to participate fully due to language deficiency.

***The TaiwanICDF reserves the right to require a participant whose Fellowship is terminated to return in full the cost of transportation, accommodation, daily living allowances, and any other subsidies received.**

Terms of the Program

Program Advisory-Pre-departure

- **Confirmation of Your Participation:** Please send the Letter of Invitation and Acceptance with your signature to the Taiwan ICDF through the ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office /Taiwan Technical Mission/ Taiwan Industrial Mission in your country.
- **Passport:** Make sure you have a valid passport (good for at least 6 months before its expiry date) or travel document. You or your employer should bear any expense incurred for this purpose.
- **Quarantine:** Check with the health authorities about inoculations or vaccinations that may be required and obtain them with the necessary certification. You or your employer should bear the expense involved.
- **Visa Application:** When applying for a visa to Taiwan, the Letter of Invitation and Acceptance must be presented. Upon receiving the visa, check to make sure that it is the appropriate one and covers the entire duration of the program in Taiwan. Please note that the visa fee (third country visa fee) will be borne by the participant or his/her employer.
- **Air Ticket:** Please refer to “Fellowships for Participants” Part 1 (2) .

Terms of the Program

Pre-Departure

- **Confirmation of Flight Schedule:** The ROC (Taiwan) Embassy/Consulate (General)/ Representative Office / Taiwan Technical Mission/ Taiwan Industrial Mission will inform you of your confirmed flight schedule. Please keep in touch with that office for help and advice.
- **Cancellation:** If you have to cancel your participation, please inform the ROC (Taiwan) Embassy/Consulate (General)/Representative Office/ Taiwan Technical Mission/ Taiwan Industrial Mission accordingly.
- Please bring some cash or a credit card with you in case of emergency or an accident en route to Taiwan.

Arrival at Taiwan Taoyuan International Airport

- Your arrival date should be within 1 or 2 days before the opening ceremony of your program. If your arrival is unduly delayed, the TaiwanICDF reserves the right to cancel your participation and air ticket.
- Upon arrival at Taiwan Taoyuan International Airport, the coordinator will arrange a shuttle bus for you to the hotel.
- The program officer from the TaiwanICDF will welcome you at the hotel.

Terms of the Program

Program Period

- program coordinator will be responsible for taking care of participants. If you have any problem or difficulty in living and learning, please contact the coordinator first. The coordinator will, if necessary, convey your difficulty to the concerned parties for further assistance.
- Please set a good example by attending all sessions punctually. If you must be absent from the program for some important reason, advanced permission must be obtained from the agency sponsoring the program or the TaiwanICDF program manager. Poor attendance may result in the termination of your participation, which may mean you having to refund in full the amount paid for your allowance, board, lodging, and airfare.
- During the program period, all matters related to the program will be settled in accordance with the TaiwanICDF's rules and regulations; the TaiwanICDF's decision will be final, and will be implemented accordingly.
- Please devote most of the time during your stay in Taiwan to the program only. Please make sure that you do not engage in any employment, business, or political activities.

Program Completion and Evaluation

- Your performance will be evaluated by the faculty and parties involved in implementing this program. You, as a participant, will also be asked to evaluate the program, so that improvements can be made to future programs.
- A certificate will be issued to you when you have completed the program successfully.

Terms of the Program

Return

- You are expected to return to your home country upon completion of the program.
- If your departure date from Taiwan is within two days of the closing ceremony of the program, the coordinator will help you to reconfirm your flight during the final days of your training.
- If you are to leave for your home country immediately following the closing ceremony, the coordinator will arrange a shuttle bus for you to Taiwan Taoyuan International Airport.
- Any additional expense or risk incurred due to extension of your stay, and any changes in your flight schedule, will be your own responsibility.
- **After returning to your country, please visit the ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office/ Taiwan Technical Mission/ Taiwan Industrial Mission to complete your workshop participation.**
- **To help Taiwan/ICDF evaluate the effectiveness of its workshops, you and your colleagues will be expected to complete evaluation forms. These will only be used by authorized personnel at the Taiwan/ICDF for statistical purposes.**

Terms of the Program

The TaiwanICDF Alumni Society

The end of the program is the beginning of a new phase for you. After returning to your country, it is the TaiwanICDF's hope that you will:

- Put the knowledge and skills you have gained to good use in your place of work.
- Help your organization to disseminate the knowledge you have gained through seminars, training programs, discussions, etc.
- Keep in touch with us and remain in contact with the ROC (Taiwan) Embassy/Consulate (General)/ Representative Office/ Taiwan Technical Mission/ Taiwan Industrial Mission in your country in order to participate in the activities of the TaiwanICDF Alumni Society in your country.