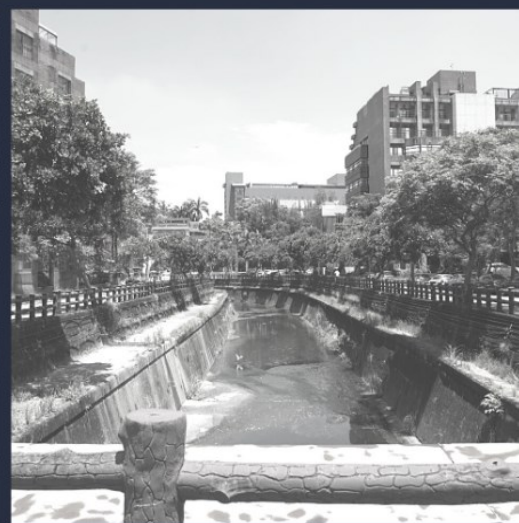




2020 EDITION

TiGP STUDENT HANDBOOK

A guide for the TiGP new students



Content

1.	Academia Sinica (AS).....	1
	(1) Organizational structure.....	2
	(2) Academic Ethics and Integrity.....	2
2.	Taiwan International Graduate Program (TIGP).....	3
	(1) Director.....	4
	(2) TIGP Office.....	4
	(3) 12 Programs.....	5
	(4) Student Dormitory.....	6
3.	Scholarship.....	7
	(1) Tax.....	7
	(2) Research performance fellowship.....	8
	(3) Conference Travel Grant.....	9
4.	Legal Residency in Taiwan.....	10
	(1) Visitor Visa / Resident Visa.....	10
	(2) Alien Resident Certificate (ARC).....	10
	(3) National Immigration Agency County - Taipei City Service Center.....	11
5.	Mental Health Counseling Services.....	12
6.	Transportation.....	13
	(1) Shuttle Bus between Academia Sinica and affiliated universities.....	13
	(2) Public Buses.....	13
	(3) Mass Rapid Transit (MRT).....	14

1. Academia Sinica (AS)

[Academia Sinica](#), the most preeminent academic institution of the Republic of China (Taiwan), was founded in China in 1928 to promote and undertake scholarly research in the sciences and humanities. Thanks to the unstinting efforts of its former and current Presidents, Academia Sinica has overcome many difficulties and achieved its present level of success, developing into a modern research institution with a proud heritage and worldwide reputation. At present, Academia Sinica is making further progress in improving research conditions and results. Many of its twenty-four Institutes and eight Research Centers are now headed by world-renowned scholars and staffed by highly trained, motivated, and creative young researchers.



President [James C. Liao](#)



Vice President [Mei-Yin Chou](#)

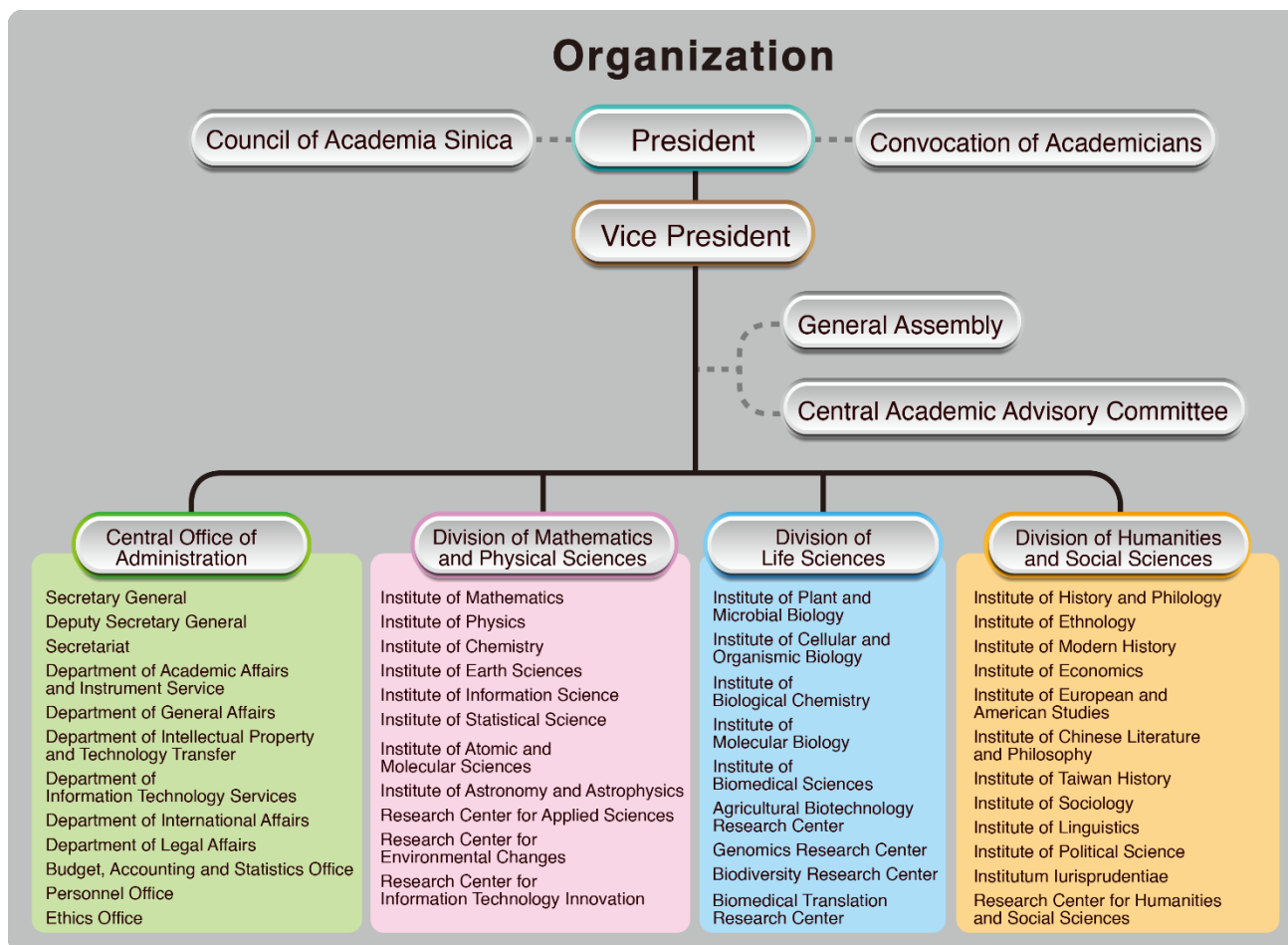


Vice President [Fu-Tong Liu](#)



Vice President [Chin-shing Huang](#)

(1) Organizational structure








Reference: <https://www.sinica.edu.tw/en/articles/12>


(2) Academic Ethics and Integrity

Academic integrity is one of our core values which is taken very seriously and it is your responsibility as a student to know, understand, and follow the Academia Sinica and partner university policies. Violations can have serious consequences, affecting your grades, stipend, academic standing, and future career.

2. Taiwan International Graduate Program (TiGP)

@TIGPAS    

 **TiGP**
@TIGPAS · Government organisation

 You and 3,835 people liked this.


The Taiwan International Graduate Program (TiGP) ensures the learning process enriches both students and academics.

The program creates knowledge, fosters academic and experiential learning, and serves Academia Sinica's community of researchers both within Taiwan and around the world.

This excellent program utilizes the strengths and diversity of its people - students, faculty, staff and alumni- to strengthen Academia Sinica's position as the preeminent seat of learning in Taiwan.

Further, the program assists in international recognition of Academia Sinica as a school of excellence in teaching, learning, research, and professional practice.

- **Get up-to-date information of Academia Sinica and TiGP events and important dates.**
- **Communicate with other students in TiGP.**
- **See more photos of events.**



(1) Director

- A. Vice President of Academia Sinica/ Director of TIGP: Dr. Mei-Yin Chou
- B. Director of Department of International Affairs: Dr. Tzu-Ching Meng

(2) TIGP Office

Counseling Psychologist	Visa for family members
Ms. Fong Mei Wen 02-2787-1418 meiwen727@gate.sinica.edu.tw	Ms. Huan-Yi Shen 02-2789-8050 huanyishen@gate.sinica.edu.tw
Chinese class	TIGP certificate
Ms. Nicole Chen 02-2787-1405 nicole2947@gate.sinica.edu.tw	Ms. Angelina Shen 02-2787-1412 angelinashen@gate.sinica.edu.tw
English class	Cultural events
Ms. Theresa Yu 02-2789-8023 tyu@gate.sinica.edu.tw	Ms. Felicia Niu 02-2789-9906 felicianiu@gate.sinica.edu.tw
Certificate of student status	
Ms. Chia-Chieh Lee 02-2789-9696 chialee@gate.sinica.edu.tw	-

(3) 12 Programs

No.	Program	Coordinator	Program Assistant
1	Chemical Biology and Molecular Biophysics, CBMB	Dr. Chun-Hung Lin	Ms. Vicki Huang 02-2785-5696*2030 vicki0315@gate.sinica.edu.tw
2	Molecular Science and Technology, MST	Dr. Ming-Shien Chang	Ms. Bonnie Lin 02-2362-4928 hsuiyu@gate.sinica.edu.tw
3	Molecular and Biological Agricultural Sciences, MBAS	Dr. Kuo-Chen Yeh	Ms. Jennifer Wu 02-2652-2928 mbastigp@gate.sinica.edu.tw
4	Molecular and Cell Biology, MCB	Dr. Hsou-Min Li	Ms. Jessica Shih 02-2789-9972 jshih@imb.sinica.edu.tw
			Ms. Linda Chen 02-2789-9980 hsiao0703@imb.sinica.edu.tw
5	Bioinformatics, Bio	Dr. Hsin-Chou Yang	Ms. Jhih-Rou Lai 02-2788-3799*2356 tigp.bio@gmail.com Lai931202@iis.sinica.edu.tw
6	Nano Science and Technology, NANO	Dr. Chii-Dong Chen	Ms. Flora Wu 02-2789-8794 lhwu@phys.sinica.edu.tw
7	Molecular Medicine, MM	Dr. Yi-Shuian Huang	Ms. Rebecca Lee 02-2789-9106 tigpmmp@ibms.sinica.edu.tw

No.	Program	Coordinator	Program Assistant
8	Earth System Science Program, ESS	Dr. Bor-Shouh Huang	Ms. Yuwen Chen 02-2787-5815 tigpess@gate.sinica.edu.tw
9	Biodiversity, BIODIV	Dr. Benny K. K. Chan	Ms. Vanessa Chen 02-2787-2234 tigpbiodiv@gate.sinica.edu.tw
10	Interdisciplinary Neuroscience, INS	Dr. Hung-Chih Kuo	Ms. Ya-Jen Cheng 02-2787-3281 yajen@gate.sinica.edu.tw
			Ms. Vira Yang 02-2787-3282 tigpins@gate.sinica.edu.tw
11	Sustainable Chemical Science and Technology, SCST	Dr. Chin-Ti Chen	Ms. Juliet Lee 02-5572-8510 kyo7647@gate.sinica.edu.tw
12	Social Networks and Human-Centered Computing, SNHCC	Dr. Mi-Yen Yeh	Ms. Chia-Chien Hsiao 02-2788-3799*2303 tigp.snhcc@gmail.com

(4) Student Dormitory

Office Hours: Mon., Tue., Thu., Fri.: (08:30 - 17:30) / Wed. (11:30-12:00, 12:30-20:30)

Single Dorm	Family Dorm & Short-term students
Ms. Connie Chuang 02-2651-0277*1109 tigpdorm@gate.sinica.edu.tw	Mr. Michael Chou 02-2651-0277*1118 heimer33@gate.sinica.edu.tw

3. *Scholarship*

- Once admitted, TIGP students receive a stipend of NT\$ 34,000/ month for the first year. For students who perform well, this scholarship will be extended for 2 more years. After this period, further financial support depends on each student's advisor.
* Our scholarship is not offered during the delay of your study.
- TIGP office will only subsidize tuition fees for international students for 5 consecutive years, during which you only need to pay the same amount as the local students do. If you apply for suspension anytime during those 5 years, the subsidy cannot be delayed for later use.
- The TIGP Office cannot initiate a scholarship application procedure for students until they complete registration at TIGP's partner universities.
- TIGP Scholarship can only be transferred to Chunghwa Post, so every TIGP student is required to open a Chunghwa Post bank account as soon as possible when he/she arrives in Taiwan. Besides, the time of receiving scholarship varies from each program; please contact your program assistant for details.
- Students who receive the TIGP stipend and live in the TIGP student dormitory are required to pay their residential fees. The fees will be deducted monthly from your stipend account through an auto-deduction system.

(1) Tax

The tax year in Taiwan runs from January 1st to December 31st. Taxes for the current year is filed in May of the next year. For foreigners, if your residency is less than 183 days left in the calendar year that you've arrived in Taiwan, you will be taxed at 18% for all the remaining months of the current year. If your residency is more than 183 days left in the calendar year, the tax rates will depend on your net income for the year. Detailed information please refers to the Ministry of Finance, R.O.C. (Taiwan).

The scholarship provided by the TIGP fellowship is tax-free. However, your stipend paid from other sources, such as your advisor's grant is taxable.

(2) Research performance fellowship

Academia Sinica's missions include enhancing the international competitiveness of its TIGP program, cultivating research talent, and rewarding Ph.D. students in this program who achieve outstanding research work.

A. Eligibility:

Full-time TIGP Ph.D. candidates or students who have passed their qualifying exams with distinction are eligible to apply. During the award period, advisors and/or co-advisors will provide at least NT\$34,000 per month.

B. Fellowship Amounts:

- (A) Presidential Fellowship awardees can receive an additional NT\$16,000 per month for one year.
- (B) Research Performance Fellowship awardees can receive an additional NT\$6,000 per month for one year.

C. Number of Awardees:

- (A) Presidential Fellowship: A maximum of 4 awardees per year.
- (B) Research Performance Fellowship: A maximum of 40 awardees per year.

D. Requirements:

- (A) Application Form
- (B) Two Letters of Recommendation (one required from the advisor)

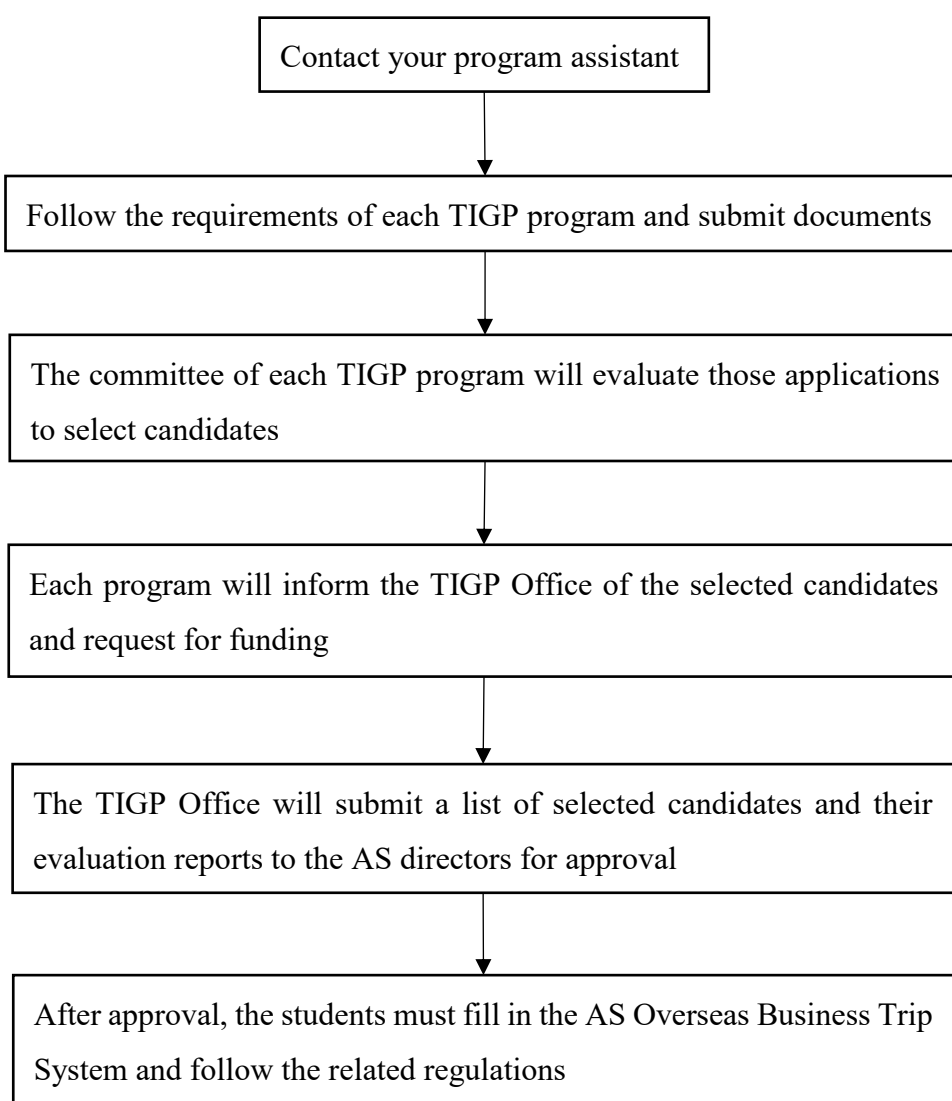
E. Selection Procedure:

Each TIGP program should conduct a preliminary review and submit no more than the top 20% of its eligible applicants to the Department of International Affairs. A second round review will be conducted by the Department of International Affairs and Central Academic Advisory Committee, with the list of awardees forwarded to the President for approval. Top awardees will subsequently compete for Presidential Fellowship through interviews and oral presentations. All fellowship awardees will be informed in writing.

(3) Conference Travel Grant

TIGP's Conference Travel Grant offers an excellent opportunity for TIGP students to attend professional conferences abroad. We reimburse students who will be presenting a scholarly paper/poster at conferences. The grant includes partial registration fees, airfare and lodging expenses. We hope that TIGP students not only receive professional training at Academia Sinica but also share and experience the most advanced, cutting-edge knowledge in their research fields.

Application Procedure:



4. *Legal Residency in Taiwan*

(1) Visitor Visa / Resident Visa

International students who have received a formal letter of admission should apply to the nearest Embassy or an overseas mission of the Republic of China (R.O.C.) for a visitor visa or a resident visa. As soon as you enroll in our partner university and receive your student ID card, those who enter Taiwan with a visitor visa need to change to a resident visa at the Visa Section of the Bureau of Consular Affairs (外交部領事事務局). Foreigners holding resident visa or changing to resident visa should go to local immigration service center to apply for Alien Resident Certificate (ARC) within 15 days counted from the next day of arrival or the next day of receiving resident visa in Taiwan.

(2) Alien Resident Certificate (ARC)

According to Immigration Law and Regulations Governing Alien visits, Residence and Permanent Residence, all foreigners who are holding resident visas and intending to live in Taiwan for more than 180 days are required to apply for the ARC.

A. Benefits

- (A) One may reside in Taiwan legally.
- (B) Along with the ARC, upon request, a re-entry permit can be issued to allow one to re-enter the country within the validation date.
- (C) One may open a savings account (and ATM card) in Chunghwa Post Office and banks.
- (D) One may join the labor insurance (<https://www.bli.gov.tw/en/>) and the pension plan.
- (E) One may join the National Health Insurance (NHI) Program.

B. Online Required documents

- (A) Completed application form
- (B) A valid passport with resident visa
- (C) One recent passport-sized photo
- (D) Admission letter
- (E) Application Fee: NT\$1,000 (One year)

Once the required documents are ready, you may apply ARC via an online system provided by the National Immigration Agency. The processing needs five working days. For re-issuance (lost, stolen, or damaged) application, physically walk-in to National Immigration Agency is required.

C. Extend the validity of ARC

The validity of ARC is for one year. Foreigners should pay close attention to the expiration date stamped on the ARC. It is the ARC-bearer's responsibility to renew annually. The extension of an ARC must be applied [online](#) or at the counter of the National Immigration Agency one month before the expiration date.

D. Regulations

- (A) Alien residents wishing to leave Taiwan should carry with them their passports, valid ARCs, or re-entry permits for exit verification at the certificate-verifying unit of airport and harbor.
- (B) Alien residents must report any changes of address to the Foreign Affairs Section of the local Police Department within 15 days after moving. For example, if one moves from Taipei City to New Taipei City, one should notify the new address to New Taipei City local Police Department within 15 days. A fine of NT\$ 2000 will be applied for failing to report.
- (C) An alien is eligible to apply for National Health Insurance (NHI) after a six-month waiting period. It is advisable to purchase medical insurance other than NHI to cover the first six months in Taiwan.

(3) National Immigration Agency County - Taipei City Service Center

A. Address: NO.15, Guangzhou St., Zhongzheng District, Taipei City

B. Tel: (02) 2388-5185

C. Office Hour: 08:00- 17:00 (Monday~ Friday, no lunch break)

D. Transportation:

(A) MRT: Xiaonamen Station Exit 2

(B) Buses:

a、12、202、212、212(Express)、223、250、260、307、667、670、671、673、812、246、249、604、246、253、205、242, get off at the Taipei City Hospital (Heping Branch) stop

b、9、218、231、234、263、265、302、310、628、651、656、657、658、601、701、702、703、705, get off at the Xiaonanmen Stop

c、38、206、252、262、270、304 Chengde、304 Chongqing N.、604、660, get off at the Xiaonanmen Heping Branch stop

5. Mental Health Counseling Services

The counseling center at Academia Sinica provides free counseling services for every employee, including PhD students. You may discuss a variety of issues with our professional counseling psychologist. Before an individual counseling session, you need to make an appointment. Our counseling psychologist will then work on a treatment plan which is suitable for you. Other than individual counseling, the center also provides Mental Health Talks or group counseling to promote the employee's mental health. Besides, all the university campuses provide counseling services too, which are at the student counseling centers.

- (1) Counseling Psychologist: Ms. Mei Wen, Fong
Phone: 02-2787-1418 ; Email: meiwen727@gate.sinica.edu.tw
- (2) Issues that you may confront: Pressure management, Learning problem, Career management, Adaptation, Interpersonal Relationship, Family Relationship, and Love problem
- (3) For more information and how to make an appointment, please visit the following website, which will be available soon: <http://counseling.sinica.edu.tw>



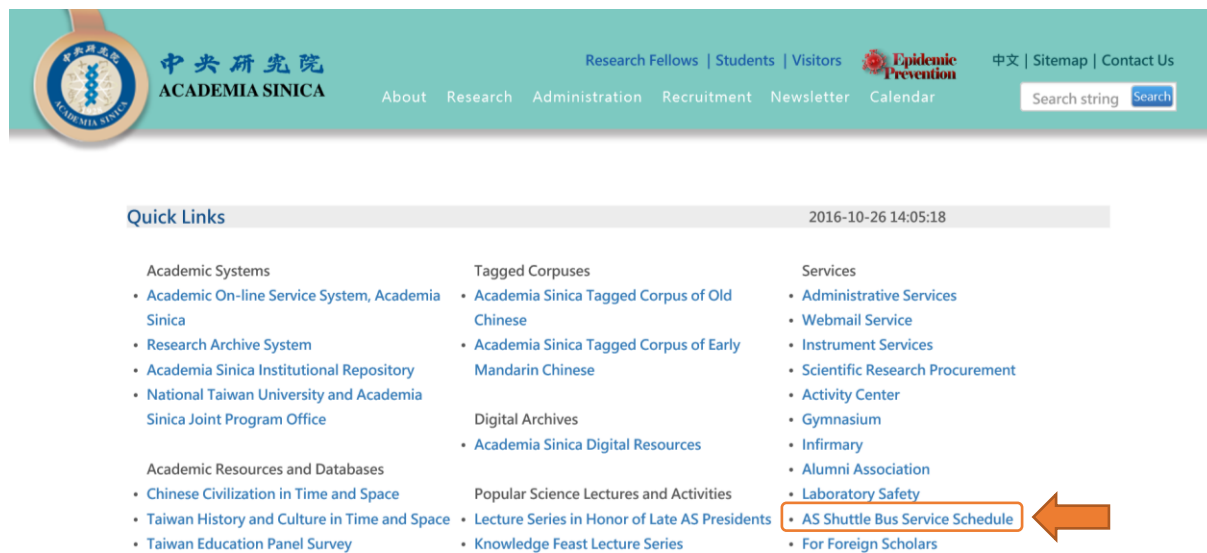
*We provide a comfortable and accountable environment; you are welcome to share here. Confidentiality is our priority.

6. Transportation

(1) Shuttle Bus between Academia Sinica and affiliated universities

You may download the detailed shuttle bus schedule via the link at

<https://www.sinica.edu.tw/en/articles/23>



(2) Public Buses

Buses in Taipei are numerous, and bus routes are well-planned. Once you get the hang of it, buses are a great way to get around the city. Buses take EasyCard or cash. Prices are calculated by distance. Tickets come in three price levels: One-segment (NT\$ 15), Two-segment (NT\$ 30) and Three-segment (NT\$ 45).

Please be noted that passengers who board on buses in Taipei City and New Taipei City must swipe their cards both when getting on and getting off public buses. The NT\$ 15 is deducted from a rider's card when they swipe the first time upon boarding. When the passenger disembarks and swipes for the second time, they will either be charged nothing or an additional NT\$ 15 will be deducted, depending on the distance traveled.

(3) Mass Rapid Transit (MRT)

The MRT running hours are from 6 a.m. to midnight. A one-way token can be purchased at the ticket vending machine before boarding the train; the fare is between NT\$20-60 depending on distance traveled. Do not buy more than what you need for the ride because you'll not get back the ticket/token (and thus the residual fare) for one-way tickets. Frequent riders are encouraged to buy a prepaid Easycard. Using the Easycard, one will get a discount on the continued bus ride (with one hour buffer time). A multiple entry one-day and group discount tickets are also available. Besides, the Easycard can be used to pay for parking at municipal operated garages. The Easycard can be purchased at the ticket (service) office of MRT stations and convenience stores. Students with valid ID and senior citizens enjoy a discount as the City bus system.

The nearest MRT station to Academia Sinica is the “Taipei Nangang Exhibition Center” (Blue or Brown Line). It is connected to Academia Sinica by several bus lines; the riding time is about 10 minutes. Or you can take a taxi, which is faster; the fare is about NT\$100 one way.



Map from MRT to A.S.



2020 TiGP Student Handbook

