

TIME TABLE

January 15– February 8	Application period
March 19	NSC notifies successful candidates by E-mail
March 29	Candidates confirm acceptance
April 14	NSC notifies alternative candidates (if necessary)
April 25	Alternative candidates confirm acceptance (if necessary)
May 24	NSC sends instruction letters to interns by E-mail
June 29 – July 3	Group orientation
July 5	Internships begin
July 19–July 25	Registration for Academic Conference
July 26– August 2	Uploading abstracts for Academic Conference
August 20	Internships end: Academic Conference
August 21	Award Ceremony
August 21– September 19	Final essay and online survey due
September 30	Group projects: Research paper due to the NSC Optional for individuals: Research paper due to the NSC

DISCIPLINARY GUIDELINES

A. Conduct and disciplinary guidelines

After successful candidates have been accepted into the program, all participants are expected to demonstrate responsible behavior and to show respect to other interns, TTT staff, supervisors, and coworkers. Inappropriate conduct will be reviewed by the TTT Program Office based on these guidelines.

1. Participants will be subject to all the laws of the Republic of China.
2. Written notice warnings: Any intern engaging in inappropriate or irresponsible behavior will receive a written notice warning. Instances include disruptive behavior, excessive tardiness, unethical work conduct, etc. Three written warnings will result in dismissal and disqualification from future programs in NSC. Please note that host institutes also have the authority to issue written notice warnings.
3. Dismissal from program: In severe cases an intern may be dismissed immediately for unapproved absences from orientation activities or work, endangering the safety of others, illegal drug use, or other inappropriate acts as reviewed by the TTT Program Office. NSC and TTT Program Office reserve the right to inform the intern's parents, guardians, or relatives if such circumstances occur. Interns expelled from TTT will also be disqualified from future programs in NSC. Once being dismissed, interns will no longer receive the rest of their subsidies.

B. Orientation section

1. Participants are required to attend all orientation activities. In case of illness or important personal matters, please notify TTT staff immediately. Failure to participate without a valid reason will result in a warning letter; unapproved departure from orientation premises may result in program dismissal and the TTT Program Office will notify your designated host institution/supervisors of your dismissal.
2. Participants are expected to be on time for each scheduled activity. Excessive lateness by individuals will hold up hundreds of people and delay the entire day's schedule, therefore, please be mindful of other people's time. Tardiness of more than 20 minutes without a valid reason will result in a written notice warning.
3. Alcohol beverages, gambling, and illegal drugs are strictly prohibited during orientation.

C. Internship section

1. Participants are expected to demonstrate professional conduct at their designated internship posts and report to work during designated working hours.
2. For excessive tardiness without valid reason or other inappropriate conduct, your supervisor may issue written notice warnings and notify the TTT Program Office.
3. Participants must obtain prior approval from host institutes/supervisors for absences from work. See Subsidy Chart below.

4. Interns are strongly expected and encouraged to initiate communication regarding internship works with their host institutes once any problem arises before/during the internship.

Subsidy Chart			
Case	Remarks	Amount deducted from TTT subsidy	Dismissal
Absence due to illness	Notify your work supervisor immediately. If you are absent for three or more days, please provide a doctor's note.	No deduction for absences within five days (with doctor's notes). NT\$600/day after five days OR NT\$600/day after two days without a doctor's note.	N/A
Absence due to important personal matter	You must obtain prior approval from your work supervisor.	NT\$600/day	N/A
No show	If you are absent from work for two days without a valid reason and have not notified your supervisor in advance, you will not receive further subsidy and may be dismissed from the program.	Subsidy rights removed	Dismissal from program
Other (inappropriate conduct, etc.)	Other cases will be reviewed by your supervisor and the TTT Program Office on an individual basis. Proof of absence will be needed.	By case	By case

D. Academic Conference and Award Ceremony

1. Participants are required to attend all scheduled activities and prepare a presentation on their work or research from the internship phase. Failure to participate in the conference and presentation will result in termination of the last subsidy payment and disqualification from future programs in NSC.
2. Participants must notify the TTT Program Office immediately in the case of illness as well as important personal matters. Excessive tardiness or unapproved absence will result in termination of the last subsidy payment and disqualification from future programs in NSC.
3. Interns who fail to attend the Academic Conference may result in not receiving their certificates of achievement.

E. Dress code

1. Participants may wear casual clothing for orientation week.
2. Participants should demonstrate professional behavior at work by dressing in casual business attire, or as appropriate for their particular work environment. Flip-flops, slippers, and shorts are usually not permitted.
3. Participants are encouraged to dress in casual business attire for the Academic Conference and Award Ceremony.