

Regulations of National Ilan University Buddy Program for International Students

Amended and passed in the 2nd International Affair Conference on February 15, 2023

Amended and passed in the 11st Administrative Meeting on March 7, 2023

1. To promote and assist international students (including degree students and exchange students) in adapting and integrating into Taiwan's study environment and culture, also to encourage students of National Ilan University to develop an international vision and to enhance international mobility, the National Ilan University (hereinafter "the University") has enacted these directions to promote the National Ilan University International Students' Buddy Program (hereinafter "the Program").
2. Application Qualification and Assistant's Role and Responsibility:
 - I. Application Qualification:
 - a. Current undergraduate students (second-year and above, including master's degree students but excluding overseas exchange students) recommended by the departments.
 - b. Same department as the overseas students who require assistance.
 - II. Assistant's role and responsibility:
 - a. Proactively contact overseas students on their arrival to Taiwan and assist in airport pick-up.
 - b. Provide advice and practical assistance on living and studying in Taiwan to the international students upon their arrival (such as money exchange service, Taiwan mobile phone number set-up service, opening Taiwan's bank account, purchasing basic commodities, check-in to the school dormitory or off-campus accommodation etc.)
 - c. Assist in International students' registration procedure upon arrival, course enrolment system, on campus and surrounding tour.

- d. Providing assistance and encouragement for international students in joining on-campus activities to gain a deeper understanding of Taiwan's culture.
 - e. Assist in delivering school information to international students.
 - f. Assist in providing advice and practical assistance on any day-to-day problems or difficulties they may encounter for the duration of their studies in Taiwan.
3. Target groups: International students who are not from a native Chinese-speaking country with no Chinese-speaking background (including undergraduates, master's degree or PhD students).
4. Program assigned method: Each international student will have one assigned student buddy recommended by the department during the 1st semester of their study when the application is submitted to the International Affair of National Ilan University (hereinafter "the Affair"). The application shall be made by the international student own self from 2nd semester onwards. (Undergraduates shall be able to apply for a maximum of 3 semesters and a maximum of 2 semesters for master and Ph.D. students).
5. Incentive policies: Each student buddy shall be rewarded with NTD 3,500 allowance with a certificate of service for each semester, while each student buddy is allowed to assist a maximum of 2 international students per semester. Student buddy who provides assistance for 2 international students shall be rewarded with an extra NTD1,000 bonus during the semester, the incentive shall be made only once each semester.
6. Application period: The application form shall be submitted to the Affair at the latest within one month of the semester starting, and tenure shall be one semester.
7. The recipients of this reward are mandated to submit a list of mentoring items and experience reports (an electronic file and a paper copy) to the Office for verification 15 days before the end of the semester. The office shall hold the right in publishing the experience report on the school website.

8. The Program is fully funded by the “Higher Education Sprout Project” Ministry of Education (MOE) in Taiwan. The number of grants for the Program shall be determined in accordance with the regulation of the “Higher Education Sprout Project” of the year.
9. The Program shall be implemented once passed at the International Affair Conference and Administrative Meeting of National Ilan University.