

Operation Directions of National Chiang Kai-shek Memorial Hall for International Student Internships

Promulgated on February 9, 2026 by Directive Jheng Jiao No.
1153000146

I. Purpose

The National Chiang Kai-shek Memorial Hall Management Office (hereinafter, “the Office”), to promote exchanges and cooperation with youth and students from other countries and to provide hands-on learning opportunities for students at colleges and universities, hereby establishes the Operation Directions of National Chiang Kai-shek Memorial Hall for International Student Internships (hereinafter, “the Directions”).

II. Eligibility

1. Foreign students currently enrolled in domestic or foreign colleges or universities whose department or research topic is related to the functions and operations of the Office.
 2. Applicants demonstrating proficiency in listening, speaking, reading, and writing Mandarin Chinese will be given priority. Applicants without Mandarin Chinese proficiency must demonstrate proficiency in listening, speaking, reading, and writing English.
 3. These Directions also apply to Republic of China nationals enrolled in foreign colleges or universities.
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III. Application Method

1. Individuals applying on their own merit are to complete and submit

the Internship Application Form (Appendix I) as well as the following documents:

- Curriculum vitae and autobiography (including a description of major academic and professional experience)
 - Internship plan
 - Letter of recommendation from the applicant's class advisor or thesis advisor
 - Proof of enrollment
 - Photocopy of a valid passport
 - Other supporting documents relevant to the purpose of the internship
2. Applicants recommended by schools are to have the school (or department) complete and submit the Internship Application Form (Appendix I) under official cover to the Office, along with its list of recommended students as well as the curriculum vitae, autobiography (including major elements of academic and professional experience), and internship plan for said individuals.
 3. The application documents are to be primarily in Chinese or English. Where documents are in other languages, Chinese or English translations are to be provided.
 4. Applications are to be submitted at least three months prior to the intended internship start date, except where special circumstances apply. The Office will review applications and notify applicants of the results in writing.

IV. Internship Period and Hours

1. The internship shall be for at least two months, and the total internship hours shall not be less than 200.

2. Where an intern needs to extend or shorten the internship period, he/she must obtain Office approval. If total internship hours are less than 200, an internship certificate will not be issued. Interns who have been recommended by schools must also obtain the written approval of their department, which must be submitted to the Office by the school.
 3. The internship shall be performed Monday to Friday, from 9:00 a.m. to 5:00 p.m., with a limit of seven hours per day. Where its operations necessitate, the Office may also schedule interns to work on Saturdays or Sundays; compensatory leave may then be taken on weekdays with Office approval.
 4. The one-hour daily lunch break shall not count toward internship hours. However, if work is arranged to take place during the scheduled lunch break, such time may be included in the calculation of internship hours.
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V. Internship Content Arrangement, Supervision, and Evaluation

1. The Office shall assign designated supervisors to arrange internship content.
 2. Upon first reporting to the Office, interns are to discuss internship topics with their supervisors. Before the internship period ends, the Office may arrange for an internship results sharing session.
 3. Upon completion of the internship, the Office shall conduct an evaluation. Evaluation items and the method for conducting the evaluation shall be in line with the Office's Internship Evaluation Form (Appendix II) or the internship regulations of the school the intern is attending. The Office shall issue an internship hours certificate to individuals who pass the evaluation and may forward the evaluation results to the intern's school for its reference.
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VI. Notes

1. Interns are to independently handle visa-related documentation required for the internship period. The Office may provide assistance when necessary.
2. The internship is voluntary in nature. The Office will not provide any remuneration to interns (whether salary, stipend, or insurance).
3. Concerning insurance during the internship period:
 - Individual applicants are to be responsible for obtaining all necessary insurance coverage needed during the internship period.
 - For interns recommended by schools, insurance shall be handled by the school. Where a school does not provide insurance, the intern shall be responsible for obtaining all necessary insurance coverage during the internship period.
4. Interns are to wear an identification badge issued by the Office during internship hours and return said badge upon completion of the internship.
5. Interns are to comply with the Office's attendance regulations and sign in and out accordingly. Leave requests must be submitted in advance. In case of an emergency that prevents prior application for leave, interns are to notify their supervisors as soon as possible and make up the required internship hours.
6. If the output produced during the internship is intended for public use or publication, prior written approval must be obtained from the Office and acknowledgment of guidance provided by the Office must be indicated.
7. Interns shall retain full copyright ownership of the output produced during the internship and agree to grant the Office an exclusive, perpetual, and royalty-free license to use such research output so that the Office may reproduce, edit, adapt, distribute, publicly

transmit, publicly screen, publicly broadcast, and exercise other rights enjoyed by copyright holders.

8. Where an intern is absent without reason or shows unsuitable behavior and fails to make improvements following warnings by his/her supervisors, the Office reserves the right to terminate the internship. For interns recommended by schools, the Office may also notify the intern's school or department.

Appendix I

International Student Internship Application Form

Given Name		Family Name		Photo
Date of Birth	/ /	Nationality		
School:				
Department:				
Grade:				
E-mail Address				
Mailing Address				
Contact Phone Number		Contact Phone Number in Taiwan		
Emergency Contact in Taiwan		Emergency Contact Phone Number in Taiwan		
Courses Taken at School				
Academic/ Professional Experience				
Student Clubs/ Internship Experience				
Proposed Internship Topic				
Internship Period	/ / ~ / /			

Language Proficiency	Chinese	Listening: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Speaking: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Reading: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Writing: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic
	English	Listening: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Speaking: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Reading: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Writing: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic
	Other Languages				
		Listening: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Speaking: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Reading: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic	Writing: <input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic
Personal Statement (Including expertise and interests)					
Notes	<p>Personal Data Protection Notice:</p> <p>The personal data you provide will be used solely for contact and document delivery purposes. Your data will be stored in accordance with internal operating procedures and information security mechanisms and will not be provided, exchanged, sold, or lent to other individuals, groups, or private enterprises. In accordance with the Personal Data Protection Act, you may request to supplement or revise your personal data, stop collection/processing/use, and request deletion. You acknowledge that the above complies with the requirements of the Personal Data Protection Act and relevant regulations and constitutes written consent for the Office to collect, process, and use your personal data.</p>				

Signature:

Date:

Appendix II

International Student Internship Evaluation Form

Intern Name		School / Department	
Key Aspects of Internship Content			
Internship Period	/ / ~ / /	Total	hours
Evaluation Item		Score	
1. Attendance and Attitude toward Learning (25%)			
2. Communication and Interpersonal Skills (25%)			
3. Internship Plan and Results (50%)			
Total Score:			
Comments:			
Supervisor's Signature		Director's Signature	

Date: