

2023 EDITION



# TiGP STUDENT HANDBOOK

A guide for the TiGP new students



Written by TiGP Administration Team

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## 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 [Tang K. Tang](#)



Vice President [Chin-shing Huang](#)



## (1) Organizational structure



Reference: <https://www.sinica.edu.tw/en/Tab/4>

## *(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. Should a student be involved in a violation of academic ethics, his or her case will be applicable to the “[Code of Ethics for Academia Sinica Research Fellows and Research Specialists](#)”.

## 2. Taiwan International Graduate Program (TiGP)

TiGP Website: <https://tigp.sinica.edu.tw/>

TiGP@ AS



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.**



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## (1) Directors/ Graduate Dean

- A. [Dr. Mei-Yin Chou](#), Vice President of Academia Sinica and Director of TIGP
- B. [Dr. Tzu-Ching Meng](#), Graduate Dean and Director of Department of International Affairs, Academia Sinica

## (2) TIGP Office

Counseling Psychologist	
Ms. Fong Mei Wen 02-2787-1418 meiwen727@gate.sinica.edu.tw	Ms. Dan Luo 02-2787-1402 luodan32@gate.sinica.edu.tw
Counseling Psychologist	Visa for Family Members
Ms. Annie Yang 02-2787-1415 annie70815@gate.sinica.edu.tw	Ms. Huan-Yi Shen 02-2789-8050 huanyishen@gate.sinica.edu.tw
Travel Grant	TIGP Graduate 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	Events
Ms. Theresa Yu 02-2789-8023 tyu@gate.sinica.edu.tw	Ms. Cindy Chen 02-2789-9906 cindy66@gate.sinica.edu.tw
Chinese Class	Office Maintenance
Mr. Michael Chou 022787-1406 heimer33@gate.sinica.edu.tw	Ms. Hanna Chen 02-2787-1414 hannach@gate.sinica.edu.tw
Dissemination Team	
Ms. Liangmeng Ouyang 02-2787-2598 lmouyang@gate.sinica.edu.tw	Ms. Pei-Hsiang Wu phwu@gate.sinica.edu.tw

### (3) 13 Programs

No.	Program	Coordinator	Program Assistant
1	Chemical Biology and Molecular Biophysics, CBMB	Dr. Chen-Chung Wang	Ms. Vicki Huang 02-2785-5696*2040 vicki0315@gate.sinica.edu.tw
2	Molecular Science and Technology, MST	Dr. Tsyrr-Yan Yu	Ms. Bonnie Lin 02-2362-4928 hsiuyu@gate.sinica.edu.tw
3	Molecular and Biological Agricultural Sciences, MBAS	Dr. Pei-Wen Hsiao	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. Yen-Tsung Huang	Ms. Jhih-Rou Lai 02-2788-3799*2356 tigpbio@gate.sinica.edu.tw
6	Nano Science and Technology, NANO	Dr. Chia-Fu Chou	Ms. Flora Wu 02-2789-8794 Lhwu@phys.sinica.edu.tw
7	Molecular Medicine, MM	Dr. Hwang, Dennis W.	Ms. Rebecca Lee 02-2789-9106 tigpmmp@ibms.sinica.edu.tw
8	Earth System Science Program, ESS	Dr. Chou, Charles C.-K.	Ms. Anne Chiu 02-2787-5815 tigpress@gate.sinica.edu.tw



No.	Program	Coordinator	Program Assistant
9	Biodiversity, BIODIV	Dr. John Wang	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. Jen-Tse Huang	Ms. Juliet Lee 02-5572-8510 kyo7647@gate.sinica.edu.tw
12	Social Networks and Human-Centered Computing, SNHCC	Dr. Ku, Lun-Wei	Ms. Chia-Chien Hsiao 02-2788-3799*2303 tigpsnhcc@gate.sinica.edu.tw
13	Artificial Intelligence of Things, AIOT	Dr. De-Nien Yang Dr. Chuan-Ju Wang	Mr. Jim Kao 02-2788-3799*2356 tigpaiot@gate.sinica.edu.tw

#### **(4) Student Dormitory**

Office Hours: Mon., Tue., Thu., Fri.: (08:30 - 17:30) / Wed. (11:30-18:00, 18:30-20:00)

Dorm Manager		
Ms. Connie Chuang	02-2651-0277*1109	tigpdorm@gate.sinica.edu.tw
Ms. Ya-Hui Wang	02-2651-0277*1118	

### 3. Scholarship

- Once admitted, TIGP students receive a stipend of NT\$ 40,000/ month for the first year. For students who perform well, this scholarship will be extended for 2 more years. This means they will receive stipend from the TIGP Office for three years at the utmost. After the scholarship/stipend allowance period, further financial support is dependent upon individual thesis advisors.

\* Scholarship/Stipend is not offered during the deferment of study.

- Students must take the three-year stipend within a period of four years, counting from the day they enroll with suspended semesters included. For example, if a first-year student has already taken a 12-month stipend and then suspends for two years, he/she can receive the stipend funded from the TIGP Office for only one more year.
- 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 secretary 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:**

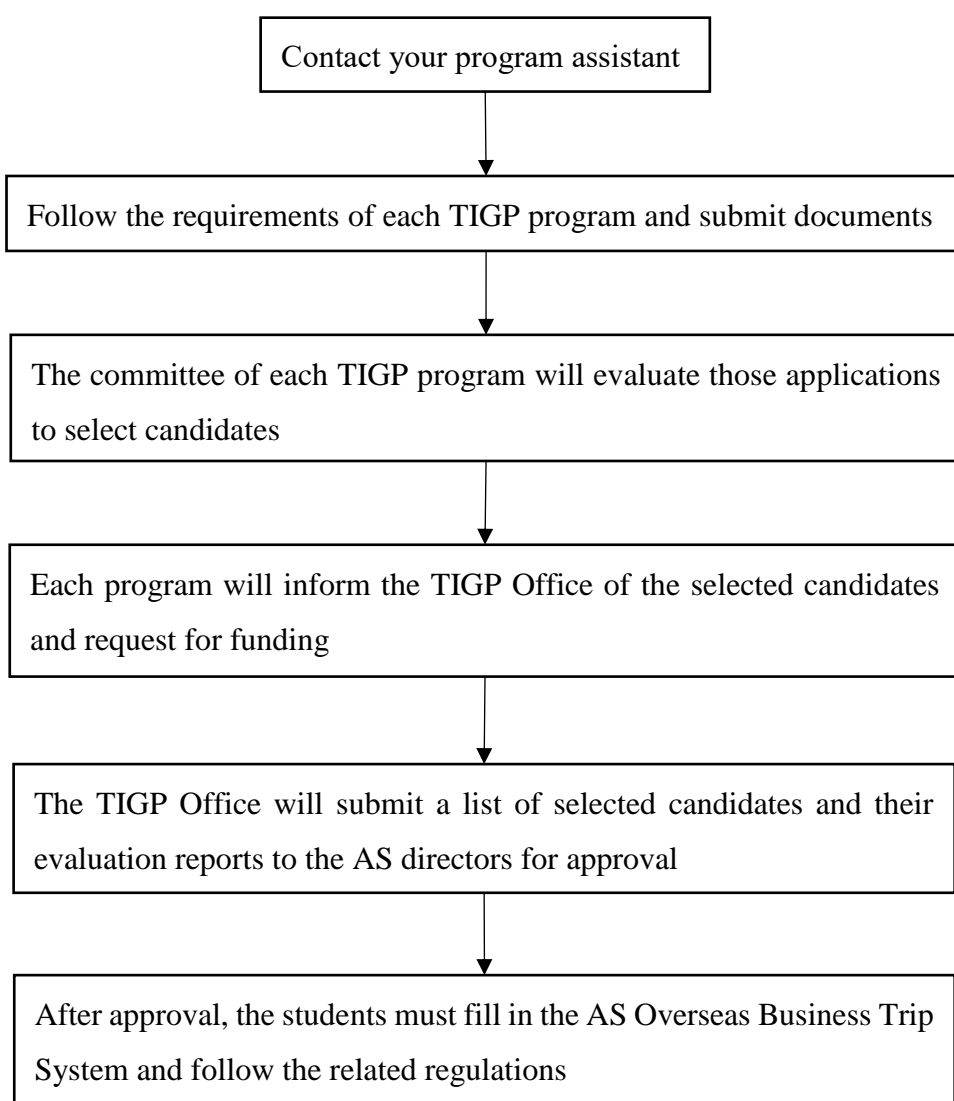
Each TIGP program should conduct a preliminary review and submit no more than the top 20% of its eligible applicants to the Department of International Affairs. A second round review will be conducted by the Department of International Affairs and Central Academic Advisory Committee, with the list of 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.

Detailed information please visit the [TIGP website](#)

### *(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 apply for Alien Resident Certificate (ARC) via [online system](#) 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 of first-time application

- (A) A valid passport with resident visa
- (B) One recent 2-inch color photo with white background
- (C) Admission letter and/or a student ID card with the current semester registration stamp or a school attendance certificate\*.
- (D) Proof of resident address in Taiwan
- (E) Application Fee: NT\$1,000 (One year)

\* If an international student provides an admission letter only, he/she can only download a six-month electronic residence certificate from the online system. After a student ID card or a school attendance certificate is provided, the student can get a one-year ARC card.



C. *Timing to use [ARC online system](#) provided by the National Immigration Agency.*

- (A) First-time application: The processing needs five working days.
- (B) 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 one month before the expiration date.
- (C) Change personal information: Foreigners should change their ARC card within 15 days when the passport number or resident address in Taiwan is altered. Failure will be fined.
- (D) Re-issuance application: ARC card is lost, stolen, or damaged.

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) 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.
- (C) Once an alien resident loses the student status, such as temporary suspension of the semester, or discontinuance (withdrawal from school), the school will report to National Immigration Agency to invalid his/her ARC status. He/she must leave Taiwan within one month unless he/she finds another legal purpose to stay, such as working as a research assistant or being a dependent from a spouse with a valid ARC.

### ***(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 confidential counseling services to all employees, including PhD students, free of charge. You may discuss a variety of issues with one of our professional counselors, who collaborates with you on developing a treatment plan that is suitable to your needs. The Counseling Center also provides lectures on mental health or group counseling to promote mental wellness of all staff members at Academia Sinica. As a registered student, you may also use counseling services at your university campus through student counseling centers.

(1) Our full-time counselors:

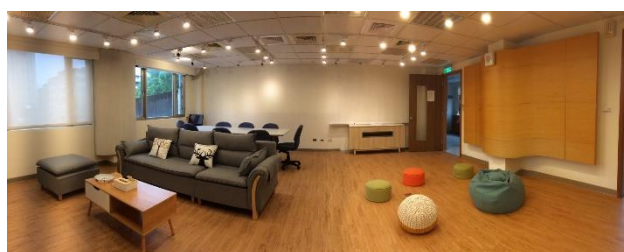
Ms. Mei Wen Fong (Phone: 02-2787-1418 ; Email: [meiwen727@gate.sinica.edu.tw](mailto:meiwen727@gate.sinica.edu.tw))

Ms. Dan Luo (Phone: 02-2787-1402 ; Email: [luodan32@gate.sinica.edu.tw](mailto:luodan32@gate.sinica.edu.tw))

Ms. Annie Yang (Phone: 02-2787-1415 ; Email: [annie70815@gate.sinica.edu.tw](mailto:annie70815@gate.sinica.edu.tw))

(2) Common concerns addressed in counseling: Stress Management, Life Adjustment, Interpersonal Relationships, School-related Concerns, Intimate Relationships, Anxiety, Mood Changes.

(3) For more information, to check out our FAQ page, or to make an appointment, please visit our website: <http://counseling.sinica.edu.tw>



\*We are located on the 2<sup>nd</sup> floor at the TIGP building. We aim to provide a confidential, welcoming, and comfortable environment.

## 6. Transportation

### *(1) Shuttle Bus between Academia Sinica and affiliated universities*

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

<https://dga.sinica.edu.tw/pages/3030>

### *(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 purchase a prepaid EasyCard or TPass monthly ticket priced at NTD 1,200 per month. By utilizing the EasyCard, passengers can avail of discounted fares for consecutive bus rides within a one-hour buffer period. The TPass offers commuters a convenient and cost-effective solution for accessing public transportation services. Additionally, multiple entry one-day and group discount tickets are available. Furthermore, the EasyCard can be used to pay for parking at municipally operated garages. It can be purchased at the ticket offices of MRT stations and convenience stores. Students with valid IDs and senior citizens enjoy discounts within 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.



# TIGP Student Handbook

