

**Chinese Overseas Flagship Center in Taipei  
Capstone Year**

**Program Handbook**



**2020 - 2021 Academic Year  
Hunter College**



# Table of Contents

## **Chapter 1: About the Program ..... 5**

The Chinese Overseas Flagship in Taiwan at National Yang-Ming University in Taipei, Taiwan ..... 5

Contact Information ..... 6

Chinese Overseas Flagship in Taiwan ..... 6

US Project Support Center..... 6

Program Staff ..... 6

Taipei Overseas Center Staff..... 6

## **Chapter 2: Administrative Procedures..... 8**

FAFSA ..... 8

Study Abroad Consortium Agreement ..... 8

Capstone Scholarship Funding Pledge..... 8

Non-degree Program..... 8

Credit Transfer and Transcripts ..... 8

Orientation..... 9

FERPA ..... 9

Policy on Spouses and/or Dependents ..... 9

CISI Travel Insurance..... 10

Accessibility and Accommodations..... 11

Applying for Graduation ..... 11

On Ground Staff..... 12

## **Chapter 3: Finances ..... 13**

Tuition and Program Fees ..... 13

Scholarships and Funding ..... 13

Non-Employment Policy ..... 13

Financial Tips Before Going Abroad ..... 14

Cash.....	14
Credit/Debit Cards .....	14
Foreign Currency .....	15
Extra Expenses .....	15
Personal Bills .....	15
<b>Chapter 4: Travel Documents and Information .....</b>	<b>16</b>
Pre-departure Checklist.....	16
Fly America Policy .....	16
Passport.....	16
Visa Requirements for Taiwan.....	16
The Alien Residence Certificate (ARC) .....	20
Packing Tips and Suggestions .....	20
Independent Travel While Abroad.....	21
<b>Chapter 5: Housing.....</b>	<b>23</b>
Dormitory .....	23
<b>Chapter 6: Direct Enrollment .....</b>	<b>24</b>
Direct Enrollment Classes .....	24
Choosing and Enrolling in Classes .....	24
Class Etiquette .....	24
Success in the Classroom .....	25
<b>Chapter 7: Internships.....</b>	<b>26</b>
Finding an Internship.....	26
Internship Requirements .....	26
Internship Supervision and Reporting .....	27
<b>Chapter 8: Academic Standards and Assessments.....</b>	<b>28</b>
Academic courses.....	28
Internship.....	28
Social & Political Affairs Studies in Chinese (Superior Language Practicum).....	28

Diagnostic Testing and Proficiency Assessments .....	29
<b>Chapter 9: Culture Shock.....</b>	<b>30</b>
Adjusting to a New Culture .....	30
Jet Lag .....	31
<b>Chapter 10: Health and Safety .....</b>	<b>32</b>
Medication .....	32
Vaccinations .....	33
Dental .....	33
Eyeglasses.....	33
Self-Disclosure .....	33
Medical Withdrawal .....	34
Maintaining Health .....	34
Injuries and Illness.....	34
Face Masks.....	35
Safety .....	35
Crime.....	36
Earthquakes, Typhoons, and Other Natural Disasters.....	36
Earthquakes .....	36
Typhoons .....	36
Other Natural Disasters.....	37
Sexual Harassment & Assault .....	37
Communication .....	37
Cyber Security Tips .....	38
<b>Chapter 11: Code of Conduct .....</b>	<b>40</b>
Personal and Academic Responsibility.....	40
Poor Behavior (non-academic) and Communication Policy.....	40
Language Policy .....	40
Program Attendance Policy.....	41
Alcohol and Drugs .....	41

# Chapter 1: About the Program

## The Chinese Overseas Flagship in Taiwan at National Yang-Ming University in Taipei, Taiwan

The Chinese Overseas Flagship in Taiwan is an Overseas Flagship Capstone Year Program Center. The Language Flagship is a major initiative of the National Security Education Program (NSEP), which is part of the Defense Language and National Security Education Office (DLNSEO). The Language Flagship offers opportunities for students to immerse themselves in target languages around the world. The Flagship program is recognized as, and continues to be, a key initiative to help achieve NSEP's goals by increasing the ability of Americans to communicate fluently and professionally, and compete globally by understanding the languages and cultures of other countries.

Overseas Flagship Capstone Programs are responsible for curriculum that successfully enables students to progress from an advanced proficiency level of proficiency/ ILR 2 to a superior level of proficiency/ ILR 3. Overseas Flagship Capstone Programs also provide students with:

- opportunities to enroll directly at an overseas university in courses related to their major
- rigorous professional internship opportunities
- living arrangements that deepen students' linguistic and cultural knowledge
- extracurricular activities that deepen students' knowledge of their host country

The Taiwan Overseas Center is the newest established Overseas Flagship Program. The Center is located at National Yang-Ming University (NYMU) in Taipei, Taiwan, a highly ranked institute of higher education in Taiwan. The program provides Capstone students from all Domestic Flagship undergraduate Chinese programs the opportunity to immerse themselves in Chinese culture, language, and academics, and provides them with unique internship opportunities, specific to their major domain interests.

The Taiwan Overseas Center will be supported and administered by Hunter College Chinese Flagship Center, Hunter College, City University of New York throughout the program.

Hunter College is part of the City University of New York (CUNY), which encompasses twenty-five campuses across New York City. As such, participants in the Hunter College Chinese Overseas Flagship in Taiwan must abide by CUNY's rules and regulations, and agree to CUNY's terms and conditions.

To learn more about the Chinese Overseas Flagship in Taiwan, please visit:  
<http://chineseflagship.hunter.cuny.edu/overseasintaipeifall2020/>

## Contact Information

### **Chinese Overseas Flagship in Taiwan**

National Yang-Ming University  
No.155, Section 2, Linong Street  
Beitou District, Taipei City 112  
Taiwan

or

台北市北投區立農街二段 155 號

Telephone: TO COME  
General email for non-emergencies: TO COME  
Emergency Telephone: TO COME

### **US Project Support Center**

Hunter College Chinese Flagship Center, Taiwan Program  
Hunter College, CUNY, HW 1425  
695 Park Avenue  
New York, NY 10065

### **Program Staff**

Professor Der-lin Chao US Project Director	<a href="mailto:dchao@hunter.cuny.edu">dchao@hunter.cuny.edu</a>	(212) 772-4965
Ming-Ying Li Assistant Project Director	<a href="mailto:ML3917@hunter.cuny.edu">ML3917@hunter.cuny.edu</a>	(212) 396-6595
Ms. Sam Maser US Project Coordinator	<a href="mailto:taipeicapstone@hunter.cuny.edu">taipeicapstone@hunter.cuny.edu</a>	(212) 772-5163
Bing Ying Hu Academic Liaison	<a href="mailto:bhu0002@hunter.cuny.edu">bhu0002@hunter.cuny.edu</a>	(212) 396-6595
Bo Hao Assessment Liaison	<a href="mailto:bhao@hunter.cuny.edu">bhao@hunter.cuny.edu</a>	(212)-396-6724

### **Taipei Overseas Center Staff**

Site Directors	Der-lin Chao and Ming-Ying Li	TO COME
Resident Director	Lisa Kuo	TO COME

Internship Coordinator

TO COME

TO COME

In case of an emergency in Taiwan, students should contact the primary contact staff member Lisa Kuo, Resident Director. Emergency numbers will be distributed to all students during the One-Week In-Country Orientation.

## Chapter 2: Administrative Procedures

### FAFSA

FAFSA scholarships can be applied for the Capstone Year. Students must fill out the FAFSA application by the deadline before going abroad. If failing to complete FAFSA beforehand, students may run into difficulties receiving scholarship money. For information regarding FAFSA, please go to the FAFSA website, [here](#).

### Study Abroad Consortium Agreement

The Study Abroad Consortium Agreement is required of students receiving money awarded or directly processed by the Financial Aid office. This agreement will ensure the proper disbursement amount of financial aid. Please speak to the program coordinator at your domestic Flagship institution regarding the paperwork for this agreement.

### Capstone Scholarship Funding Pledge

All students being awarded scholarships through the Flagship Program must sign a scholarship funding pledge. This pledge states that if a student later decides not to attend the program or cannot attend due to failure to complete the Flagship-required courses, they must return the entire funds received to their home institution Chinese Flagship Program grant administrator. Further, if a student leaves their Capstone Year before completing the program, they must return the remaining scholarship funds to their home institution Chinese Flagship Program grant administrator.

### Non-degree Program

Students may not receive a degree from National Yang-Ming University (NYMU), and may not enroll in a degree program at NYMU while participating in the Hunter College Chinese Overseas Flagship Program.

### Credit Transfer and Transcripts

In order for students to receive study abroad credits during their time in the Capstone Program, they must fill out the necessary forms before going abroad with their home institutions. If a student would like to obtain any course equivalent credits, they must speak to the appropriate home institution academic advisor beforehand in order to see what actions need to be taken. If a student fails to get approval from their academic advisor beforehand, the student's graduation date may be affected.

The staff of the Taiwan Center will assist you and provide you with information on how to best order transcripts from NYMU.



## Orientation

All students must participate in all mandatory orientation events, including a Pre-Departure Orientation webinar, a Safety & Security webinar, and a week-long In-Country Orientation when arriving in Taiwan.

The Pre-Departure Orientation webinar will cover a wide variety of topics such as details of the program, behavioral and academic expectations, adapting to Chinese culture and culture shock, health and safety, and other related topics for the Capstone Program in Taiwan.

The Safety & Security webinar will cover topics including: mental health while abroad: sexual harassment/assault and Title IX; how to best protect oneself from theft, scams, and cyber attacks; as well as cultural awareness and risk management.

The In-Country Orientation will help students familiarize themselves with the Taiwan Center staff and National Yang-Ming University campus, review schedules and timelines for the two semesters, discuss site policies, review basic health and safety guidelines, and provide an overview of emergency contacts and protocols among other topics.

The Pre-Semester Training will be specific to Groups A and B. Group A's will consist of workshops on academic Chinese and formal-style Chinese, while Group B's will focus on internship preparation and interviewing for internships.

## FERPA

Due to FERPA (the Family Educational Rights and Privacy Act) regulations, unless a student has signed a FERPA waiver, or unless the student is a dependent on the parent's income tax records, Hunter College Chinese Overseas Flagship in Taiwan staff cannot and will not disclose a student's educational or financial records to the student's parents. For all non-minor students, in all cases regarding grades, transcripts, and invoices, COF in Taiwan staff will deal directly with the student. However, if a student is under the age of 21, and violates CUNY's [Policy on Drugs and Alcohol](#), COF in Taiwan staff have the right to disclose the violation to the student's parents or guardians.

## Policy on Spouses and/or Dependents

As per page 21 of the [CUNY International Travel Guidelines](#), family of students (spouses and/or dependents) are not eligible to participate in CUNY trips, except with the prior written permission of the Responsible Executive Officer (REO); in the case of the Hunter College Chinese Overseas Flagship in Taiwan, this is the Hunter College Provost. Any family members granted permission to participate must be enrolled in the CISI travel insurance policy (please see below) and must comply with any other requirements, including, but not limited to, signing the appropriate international waiver form, and also agreeing to all rules, regulations, and policies set forth regarding the Taiwan Program in

this Program Handbook and other acceptance documents. Important: Students with spouses and/or dependents will be required to find off-campus housing.

**Please note: Neither Hunter College Chinese Overseas Flagship program, nor Hunter College, CUNY will take any responsibility for Flagship students' spouses and/or children. Further, neither Hunter College Chinese Overseas Flagship Program, nor Hunter College, CUNY will assume any responsibility should a student's spouse become pregnant and decide to give birth in Taiwan.**

## CISI Travel Insurance

**It is mandatory for all students and accompanying staff to purchase Cultural Insurance Services International (CISI) international travel insurance for the entire duration of the Capstone Program, before the departure date.**

*Please note that the links below to the CUNY CISI plan link to the 2019-2020 plan. As soon as the new 2020-2021 plan is available, the links will be updated.*

If a student's home institution offers coverage through CISI or an alternate travel insurance plan, the plan may be used as a substitute for the [CUNY CISI plan](#) **only** if the plan provides substantially equivalent coverage defined as follows:

The alternate plan must include:

- At least 80% of the current CUNY CISI plan's coverage for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. (If the coverage is complete except for security evacuation, CUNY also has a standalone security evacuation policy option through CISI that may be used to supplement an alternate policy that otherwise meets the criteria for substantially equivalent coverage).
- If CUNY's coverage is unlimited in any of these areas, the alternate plan must provide at least \$100,000 of coverage in that area.
- In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best's rating of "A-VII" and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy.

Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. The US Office is responsible for evaluating substantial equivalence, and will compare the other Chinese Flagship institutions' CISI policies with CUNY's. If another institution's policy is deemed substantially equivalent, the US Office Project Coordinator will notify students from that institution in writing with a letter of

approval. Students must send proof of insurance to the US Office by Friday, July 24, 2020, 11:59 Eastern Standard Time. **If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan.** Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

CISI will cover students in the case that any emergency arises, but please note that there are many exclusions, including pre-existing conditions, regular health check-ups, eyeglass/contact lens prescriptions or replacement; hearing aids; immunizations; diagnostic testing including x-rays; and many others. Please note that CISI also includes comprehensive security coverage, ensuring that, in the event of a natural disaster or other emergency, students will be relocated to a safe place within the country, or, if necessary, fully evacuated temporarily or permanently, depending on the situation. Please make sure to read the details of CUNY's CISI coverage [here](#).

Students are strongly advised to keep their regular major medical health insurance along with purchasing CISI. CISI is emergency travel insurance, and does not replace regular health coverage. Should a student fall ill while in Taiwan, and have to return home, they will need to have maintained their regular health insurance to ensure coverage once back in the US.

**In order to be able to attend Capstone, students must show proof of purchase to the US Office by emailing a copy of their CISI ID card to [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) by Friday, July 24, 2020 11:59 p.m. Eastern Standard Time.**

## Accessibility and Accommodations

In accordance with CUNY's [Reasonable Accommodations and Academic Adjustments Policy](#), the Chinese Overseas Flagship in Taiwan wants to make sure that Students with Disabilities receive reasonable accommodations necessary to enhance their stay and experience while studying abroad. Therefore, to ensure accommodations, all students with disabilities/medical conditions are advised to meet with their home university's Disability office to receive a letter of accommodation which will help us to verify their need and to plan accordingly. **Students with Disabilities must send the letter of accommodation to the US Office by Friday, July 24, 2020 11:59 p.m. Eastern Standard Time.**

## Applying for Graduation

If students are set to graduate by the time the Capstone program is over, they must fill out the necessary forms with their home institution and ensure that all their credits are in order before going abroad. Students should speak with the program coordinators at their home institutions to see how receiving credit for the Spring semester may affect the date of their graduation.

Students must maintain undergraduate status during the entirety of their Capstone Year. Students should inform their home institution advisors ahead of time to delay graduation until their return.

## **On Ground Staff**

The Chinese Overseas Flagship in Taiwan has dedicated staff on the ground to ensure students' success. On-site staff are available throughout the week to discuss any student concerns. Staff will play a vital role in ensuring that students are supported in all situations. The Resident Director is available to students 24/7 in case any emergencies arise. For most issues or concerns, the Resident Director will be the primary contact for students. The Resident Director, the Internship Coordinator, and the Academic Coordinator, will hold dedicated office hours during the week for students.

On-site staff will be the primary contact between students and staff in the U.S. The on-site staff will be responsible for communicating with the Project Coordinator and staff in the U.S. on a regular basis, as well as submitting weekly reports.

## Chapter 3: Finances

### Tuition and Program Fees

Two months before beginning the program, students and/or their universities will receive an invoice for Tuition and Program Fees, along with information regarding where and when to pay all associated fees.

### Scholarships and Funding

Certain scholarships are applicable to the Capstone Year. For more information on available scholarships, students will need to discuss scholarship opportunities with their home institution.

Many Capstone students receive funding from their home Flagship programs to support study abroad. Please note that in many cases the student support money will not be allocated in one lump sum. For example, the funding may be sent to students in two installments: the first installment before the student leaves the US, and the second installment after successful completion of the first semester abroad. Students should talk to their home university Flagship adviser for their program's payment policies. If a program plans to send part of student support while the student is abroad, the student may want to make arrangements for direct deposit of their funding into a bank account that they will be able to access in Taiwan.

If receiving other scholarships beyond Flagship funding, students should discuss with their advisors when scholarships will be awarded, as well as making sure all forms and processes are completed according to policies. If any problems arise in regard to external scholarships, students need to make sure they have the appropriate contact information in order to communicate with the scholarship providers while abroad.

### Non-Employment Policy

While in Taiwan on the Hunter College Chinese Overseas Flagship Program, students are not permitted to work in any capacity. There are two reasons for this:

- It is prohibited to work in a foreign country if one does not have a visa to do so; if one is working and it comes to the attention of Taiwanese authorities, one can be jailed, fined, and/or sent home.
- The Hunter College Chinese Overseas Flagship Program is a full-time program.

Students are expected to be committing their time to the intensive study of Chinese language and culture, and as such, employment is prohibited.

If a student is solicited to work, they are required to report this to the Site Director. If a student violates the non-employment policy, they may be dismissed from the Program and sent home from Taiwan at their own expense.

## Financial Tips Before Going Abroad

### Cash

Unlike mainland China where many establishments accept digital currency like Alipay or Wechatpay for payment, or the US which widely accepts credit cards, Taiwan is still a cash society, meaning many businesses and restaurants will only accept cash as payment. Students should make sure to have some cash on them at all times.

### Credit/Debit Cards

Students must make sure to call their debit/credit card companies before going abroad to let them know when and where they will be. If a student fails to notify their debit/credit card company of their travel plans beforehand, it may lead to the card being suspected of fraudulent transactions and the student may run the risk of having their card cancelled. Some banks and credit cards can have travel notifications added through online apps, while others might require a phone call or even an in-person visit. It is also advised that students make copies of both the front and back of their debit/credit cards; one copy should come with the student to Taiwan, while the other should be left at home with the student's family or a trusted friend. If a student's debit/credit cards are stolen, the copies of the cards will be extremely helpful in reporting the loss and in obtaining replacement cards.

When withdrawing money from an ATM, make sure it is an official ATM. Avoid using stand-alone machines which are more susceptible to scamming tactics. If an ATM card is confiscated by an ATM, please contact the bank; contact information will be listed on the ATM. In addition, students should contact their home bank.

Be aware that many banks charge a fee to withdraw money from an ATM as well as a transaction and/or currency conversion fee for using credit cards abroad.

*Tip: Bank cards and credit cards that waive withdrawal fees and have no foreign transaction fees are recommended.*

In order to reduce the chance of credit card fraud, students should be very mindful of where their card is at all times and should check their statements after making purchases. In the case that a student finds themselves a victim of credit card fraud, it is important for them to have their bank's fraud number on hand and to get in touch with the bank immediately.

Students should always exercise caution when taking out large sums of money from ATMs to avoid being targeted by pickpockets and other thieves.

## Foreign Currency

Students can choose to either convert some currency before heading abroad or exchange some currency at the airport when arriving in Taiwan. Having foreign currency will be important when first arriving as students may need this money to get from the airport to their accommodations. Please note that exchanging money at the airport usually has a higher exchange rate.

Students should also be aware of counterfeit currency. Always look for a watermark to determine real currency, especially in taxi cabs.

*Tip:*

*Students will have better exchange rates if they withdraw local NT\$ currency from an ATM when arriving, versus exchanging US dollars at the airport. However, it is advisable for students to carry some US dollars to exchange for NT\$ in case there are any issues with their ATM card.*

*If a student's bank has withdrawal fees, it might make more sense to withdraw large sums of cash with less frequency. If a student's bank has high withdrawal or transaction fees, it may be better to bring more cash to exchange. Students should research their bank's policies before going abroad.*

## Extra Expenses

Aside from basic program costs such as airfare, tuition, dormitory fees (including bedding and utility expenses), and instructional materials and books, students should carefully consider their budget regarding food, incidental expenses, and entertainment/leisure costs. Students that plan to travel, both within and outside of Taiwan, during their time in the Capstone program and over their Winter Break, should plan their finances accordingly. Students must budget money to last the entire academic year.

*Tip: After a few months of living in Taiwan, students should reassess their budget to make sure it is adequate for the remainder of their time in the Capstone program.*

## Personal Bills

Students are solely responsible for paying all personal bills incurred during their participation in the Hunter College Chinese Overseas Flagship Program, including credit card bills, cellular and other phone bills, medical bills not covered by insurance, leisure travel costs, etc. Under no circumstances will Hunter College Chinese Flagship Center pay a student's outstanding bill. If a student needs help resolving a billing issue, they should speak with the Taiwan Center Site Director prior to departure from Taiwan. Unpaid bills or other outstanding billing issues will result in a student being ineligible for future Language Flagship events and programs.

# Chapter 4: Travel Documents and Information

## Pre-departure Checklist

Before traveling abroad, it is required for students to register their trip with the U.S. Department of State's Smart Traveler Enrollment Program (STEP). The Taiwan Center's US Office has set up a group registration, and will ask each student for the relevant information in order to enroll them. Students should also visit their healthcare provider at least 4-6 weeks before traveling in order to make sure that their vaccinations are all up to date, and that they are in general good health. A visit to the dentist is also strongly recommended.

Please read the following sections and make sure each item is fully taken care of before departing.

### Fly America Policy

For any student who uses Flagship funding (or any other federal funding such as Boren) to purchase their ticket to Taiwan, the flight ticket must comply with the [Fly America Act](#). In short: Students must fly on an American carrier to the closest city to their destination. Students cannot fly to Canada and then book a less expensive flight to Taiwan. If a student is not receiving federal funding, they can fly on any carrier they wish, but please be aware that if the price of the ticket seems too good to be true, it probably is.

### Passport

Passports are the most important document students will have while traveling abroad! Passports serve as proof of citizenship, and are necessary to enter Taiwan and return home. Students must check in advance to make sure their passport will not expire while they are abroad. If a student's passport is set to expire within a year, the student will either need to renew it by mail or apply to do so in person. The renewal process should be started early in case of any problems, especially since students will also need to apply for visas.

### Visa Requirements for Taiwan

In late July or early August, depending on where you live, you will contact one of these Taipei Economic and Cultural Offices to obtain your visa:



Taipei Economic and Cultural Representative Office in the United States – [Consular District: Washington, D.C., Maryland, Virginia, West Virginia, Delaware](#)

Taipei Economic and Cultural Office in Atlanta – [Consular District: Georgia, Kentucky, Tennessee, Alabama, North Carolina, South Carolina](#)

Taipei Economic and Cultural Office in Boston – [Consular District: Maine, New Hampshire, Massachusetts, Vermont, Rhode Island](#)

Taipei Economic and Cultural Office in Chicago – [Consular District: Ohio, Michigan, Iowa, Indiana, Illinois, Wisconsin, Minnesota](#)

Taipei Economic and Cultural Office in Denver – [Consular District: Colorado, Kansas, Missouri, Nebraska, North Dakota and South Dakota](#)

Taipei Economic and Cultural Office in Honolulu – [Consular District: Hawaii, American Samoa, Palmyra Atoll](#)

Taipei Economic and Cultural Office in Houston – [Consular District: Texas, Oklahoma, Arkansas, Louisiana, Mississippi](#)

Taipei Economic and Cultural Office in Los Angeles – [Consular District: Southern California, New Mexico, Arizona](#)

Taipei Economic and Cultural Office in Miami – [Consular District: Florida, Bermuda Islands, Puerto Rico, United States Virgin Islands, Bahamas, British Turks and Caicos Islands, Dominican Republic](#)

Taipei Economic and Cultural Office in New York – [Consular District: New York, New Jersey, Pennsylvania, Connecticut](#)

Taipei Economic and Cultural Office in San Francisco – [Consular District: Northern California, Nevada, Utah](#)

Taipei Economic and Cultural Office in Seattle – [Consular District: Washington, Montana, Wyoming, Idaho, Alaska, Oregon](#)

Prior to entering Taiwan, you will be seeking a Special Flagship **“Resident Visa for Foreign Students – Exchange Students”** visa. Within two weeks of arriving in Taiwan, you will apply for your Alien Resident Certificate (ARC) card, which extends your visa for one year.

**To obtain the visa, here is what’s required:**

- 1). Application Form: Go to website: <https://visawebapp.boca.gov.tw> to locate the application. Click on the button at the top of the page that says, “General Visa Applications.” On the next page, for “Duration of Stay,” click the button for “above

180 days." For "Purpose of Travel," choose "Foreign Student (exchange students)." Continue to fill out the application form online – TYPE IT IN ALL CAPS -- and print it out. Make sure the application form shows a bar code on it. You will also need your address in Taiwan (台北市北投區立農街二段 155 號) and the name of a contact. Please put down the Taiwan Center's Resident Director's information, which we will make sure you have by the middle of July. Sign the application form. You will need the printed form and one copy of it.

- 2). Photos: Two color passport sized photos, with a white background, taken within six months of your application.
- 3). Passport: The passport must be valid for at least 6 months (a year or more is better) and there must be blank pages left in it. Also, one photocopy of the passport's biographical page including the passport holder's picture is required.
- 4). Health Certificate: Original and one photocopy. PLEASE NOTE: There is an additional \$15 fee for the certification of the health certificate.

Here's how you find the Health Certificate: go to <https://www.cdc.gov.tw/En>. Once there go to "Diseases & Conditions" on navigation bar, scroll down and click on "Foreigners' Health." On the next page, go to 5. [Items Required for Health Certificate for Residence in Taiwan](#) and click on it. Scroll to bottom of the next page and download medicalform.docx

*PLEASE NOTE: You will need a passport-sized photo for your health certificate. The doctor's "stamp" must cover a corner of the photo.*

About the Health Certificate: As an American citizen, you MUST have your doctor complete

- 1) Section A (Chest X-ray for Tuberculosis)
- 2) Section C (Serological Tests for Syphilis)
- 3) Section D (Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates)

You will NOT have to complete Section B (Stool Examination for Parasites) or Section E (Skin Examination).

**THE MOST IMPORTANT PART OF THE DOCUMENT IS THE VERY END – YOUR DOCTOR MUST CHECK THE "PASSED" BOX.**

**IMPORTANT NOTE: The visa health certificate is only valid for three months. This means that ideally, you will not apply for your visa more than two and a half months before your entry date, as the health certificate is**

**also required to obtain your ARC card. If your health certificate has expired prior to getting your ARC card, you will need to get another certificate once you arrive in Taiwan, at your own expense.**

*ANOTHER IMPORTANT NOTE: On the Taiwan Ministry of Foreign Affairs (MOFA) website, it specifies that Health Certificates issued by foreign doctors/hospitals must be authenticated by an R.O.C. (Taiwan) overseas mission. What this means is that some of the U.S. TECOs will want your Health Certificate to be formally notarized before you submit it. Please check with your regional TECO office to see if they require this before you submit your visa paperwork, so that you can have it done if needed and not be delayed in obtaining your visa.*

- 5). A letter of acceptance from NYMU: This letter will acknowledge the relationship between NYMU and Hunter College Chinese Overseas Flagship in Taiwan and state clearly that you are a Language Flagship student who will be studying at NYMU; you should bring the original letter and a photocopy. The US Office will obtain this letter from NYMU and send it to the address you provide in the CUNY online form.
- 6). Proof of enrollment from your home institution: Please go to your home institution's bursar's office or office of admission, and ask them for a signed letter stating you are enrolled as a full-time student at your home institution. You will need to bring the original and a photocopy; include a photocopy of your student ID. (Some of the TECOs require that your Proof of Enrollment be in a sealed and departmentally stamped envelope. Please contact your home Flagship program coordinator once you've gotten your Proof of Enrollment and he or she should be able to take care of this for you.)
- 7). A letter from your domestic institution showing financial support for the duration of the program: We have sent all Chinese Flagship program coordinators a template to help them draft this letter. Letter should be signed by your home institution's Flagship Director. You will need to bring the original and a photocopy. If you are a Boren scholar, you will need to bring your original Boren Grant document (which shows the amount of support you are receiving) and a photocopy.
- 8). A supporting document – Study Plan: The US Office will send you a Study Plan template for you to fill out. Please do so according to the instructions accompanying it. You will need to bring your original and a photocopy.
- 9). Visa Fee: \$160 in cash or money order.

It may take up to five days for your local TECO office to issue your visa. Please plan accordingly. **WHEN YOU HAVE YOUR TAIWAN VISA, PLEASE EMAIL A CLEAR SCAN**

**OF IT TO [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) no later than August 21, 2020.** And please read below to learn about the Alien Residence Certificate.

## **The Alien Residence Certificate (ARC)**

Within fifteen (15) days of arriving in Taiwan, the Taipei Center's Resident Director will assist you in getting an ARC. The ARC functions both as an ID, and as a sort of visa, in that it will be good for a year, and will allow you to travel out of Taiwan and back in again. The ARC essentially extends your "Resident Visa for Foreign Students – Exchange Students." To get your ARC, you will need:

- 1). An application form
- 2). Your passport (with at least six blank pages)
- 3). Two Taiwan passport-sized photos – color photos with a white background taken within the past six months (PLEASE NOTE: Taiwan passport photos are size 35mm by 45mm. This is considerably smaller than US passport photos. If you are able to, you can obtain 35mm x 45mm photos in the US and bring them with you or, alternately, you will need to have the correct size photos taken once you have arrived in Taiwan, for a cost of approximately US\$20.00.)
- 4). Certificate of enrollment from NYMU/Hunter College Taiwan Flagship Center – original and photocopy – Taiwan Center will provide
- 5). Record of attendance – Taiwan Center will provide
- 6). ARC Fee – NTD \$1,000, or approximately US\$35 -- to be paid by student

*IMPORTANT NOTE: To obtain your ARC card, you need to have a permanent residential address in Taiwan. All students will be living on campus in Dormitory No. 5 and will use this address: 台北市北投區立農街二段 155 號 (No. 155, Sec. 2, Linong Street, Beitou Dist., Taipei City, 112 Taiwan)*

*ANOTHER IMPORTANT NOTE: Please practice writing your Chinese name in traditional characters! You will need to be able to write your name very neatly for your ARC application. You should also practice writing the dormitory address in traditional Chinese, which will also be needed for your ARC application. Students have had their ARC applications rejected for bad calligraphy.*

## **Packing Tips and Suggestions**

For easier travel, it is recommended that students bring luggage with wheels. In addition, students should not lock checked baggage as the U.S. TSA or Taiwan airport security may need to access suitcases.

Students should pack all valuables, money, medicine, all electronics (phone, laptop, tablet, including any batteries), and any other important items in their carry-on. It is also

recommended that students pack a couple of changes of clothes in their carry-on in case checked luggage is delayed or lost.

When packing, students should keep in mind that they will be abroad for a full academic year. In terms of clothing, Taipei's temperature ranges from 70° to 90° F and generally does not go below 50° F. Therefore, only a few sets of warmer clothes are recommended. However, there is no heat in the dormitories, and so a sweater or down jacket will be useful. Please remember that during the internship phase of the program, professional attire will need to be worn. Students should try to bring most of what they think they will need with them, as clothing can be surprisingly expensive in Taiwan, and the sizes are much smaller than in America (this is particularly true for shoes, so students should bring sandals, sneakers, dress shoes for internship, and any other desired shoes with them).

Please research your air carrier's baggage allowance and any baggage fees that may be imposed for overweight luggage before traveling. All extra fees and charges are the responsibility of the student.

Aside from bringing a complete supply of any prescribed medications (that cannot be obtained in Taiwan) with a doctor's note in the original packaging explaining their use and necessity for customs (this is explained in more detail in Chapter 10), students should also pack over-the-counter medication for colds, allergies, headaches, diarrhea, etc. Over-the-counter medication is certainly available in Taiwan, but it is unlikely that students will be able to find the brands they are accustomed to, and thus should go well prepared. Women are advised to bring a supply of their usual feminine hygiene products.

Many toiletries are available in Taiwan including some common U.S. brand name items. However, not all brands are available and the price may be more expensive. If a student prefers a specific brand, it is recommended to bring the item from the U.S. More information about common necessities can be found in the Student Life Guidebook.

## Independent Travel While Abroad

Students are allowed to travel during approved holidays and breaks as long as travel plans do not interfere with classes, arranged activities, internships, or cultural excursions. **Please note: Students in the Taiwan Capstone program are not permitted to travel to mainland China.**

In order to travel outside of Taiwan during the program, two weeks in advance of their trip students must fill out an [independent travel form](#) and submit their request to the Taiwan Center Site Director, the US Office Program Director, and their home university Flagship Director, and receive travel permission from all three parties. Boren scholars must additionally get Boren approval, as well as the Institute of International Education's approval. Any unauthorized travel outside of Taiwan or to prohibited areas will adversely affect a student's academic standing and could lead to dismissal from the program.

Students are allowed to travel within Taiwan during weekends and breaks. However, if a student's Taiwan travel requires an overnight stay, they must fill out an [independent travel form](#), and submit it to the Taiwan Center Site Director for approval, three (3) days prior to traveling.

Please note that students are not allowed to travel to countries that have a U.S. State Department travel advisory, and that students are responsible for all planning, logistics and expenses of independent travel.

Independent travel may also be cancelled without notice due to unforeseen events such as national emergencies, adverse weather, or other travel warnings.

## Chapter 5: Housing

During the Capstone Year in Taiwan, all students will live in Dormitory No. 5 on the National Yang-Ming University campus. All students will have native Taiwanese roommates. Please note that Taiwan college dormitories are not co-ed. Male and female students will live in different buildings.

### Dormitory

The No. 5 dormitory is conveniently located on campus and provides quick accessibility to classes.

Students have two dormitory options: a double room and bathroom shared with one other person or a quad room and bathroom shared with three other people. The double room is more expensive than the quad room. The dorm offers shared common spaces, including a basic kitchen, a workout room, a laundry room, a clothes drying room, a study center, and a room with couches to hang out in. Electricity, cable, and internet are not included in rent and must be paid separately. When arriving on campus, students must also buy their own mattress, pillow, and bedding. (Please see the Student Life Guidebook for more information on purchasing these items.)

All students will be expected to abide by the dorm regulations, provide a clean and quiet living space, and, most importantly, respect other students and roommates. It is required that Capstone students read [NYMU's Student Dormitory Conventions](#), which outline the rules and regulations of the dorms.

# Chapter 6: Direct Enrollment

## Direct Enrollment Classes

Direct enrollment classes are standard college classes offered by National Yang-Ming University (NYMU) and must be taught in Chinese. Just as any other student enrolled in the class, Flagship students are expected to participate in all aspects of their direct enrollment class including completing homework and assignments, taking quizzes and exams, and punctual attendance. These classes will help increase students' knowledge in certain fields, increase fluency levels, and provide networking opportunities.

Just as class styles in the U.S. vary according to professor and subject, so will the direct enrollment courses offered at NYMU. Some classes may require active participation by students, including presentations, debates, group work, etc. Other classes might be lecture style, where students are required to listen and take notes.

## Choosing and Enrolling in Classes

The Taiwan Program has carefully curated a list of classes from NYMU's interdisciplinary general education offerings. These courses will be a good gateway for students to build upon the basic vocabulary for their major. Students are encouraged to choose a class that aligns with their second major and/or professional and academic interests.

Students can sit in on and "shop" different general education courses during the first week, but will have much less stress as they will have registered for a from the curated list course and will know that they are guaranteed to have a course.

Taiwan Center staff will assist students if they want to explore more course options.

For **Group A** students (those who are beginning with academic courses in Semester 1), students can access the list of NYMU classes on the Chinese Overseas Flagship in Taiwan [website](#), and are required to email their top two choices to the US Office by June 1, 2020. In early August, students will be given detailed information regarding their two NYMU direct enrollment course choices.

**Group B** students (those who take their academic courses during Semester 2), will meet with the Site Director at the end of Semester 1 to discuss their choices before spring course registration opens. Taiwan Center staff will assist them in registering for their courses.

## Class Etiquette

Before attending a direct enrollment class, students should be sure to familiarize themselves with the rules and etiquette of attending classes in Taiwan.



For example, some professors might have a dress code that includes no flip-flops or sandals to class. Other professors may prohibit eating and/or drinking within their classrooms. Before class, make sure to either turn off or silence cell phones. During class, the teacher/student role may not be as interactive as in the US. Even if professors have a more interactive classroom setting, it is important not to directly challenge or question the professor's authority. It is also important to arrive to class on time and only leave when class is dismissed.

On the first day of class, please pay particular attention to any classroom rules individual professors might have.

## **Success in the Classroom**

Attending classes in a foreign country and language is likely to provide challenges for students. As professors' teaching styles and overall classroom management may be different than many classes in the U.S., students will likely have to adapt to different styles to be successful. Students should be proactive in taking advantage of the many different resources at their disposal. For example, students may want to reach out to their professors to ask for a better understanding of the lectures. Students can also reach out to classmates if unclear about classwork. Students can also ask for help from their language tutors, the Site Director, Resident Director, and faculty advisors, who will have weekly office hours. The direct enrollment class will improve students' academic knowledge while greatly increasing both their cultural and language fluency.

## Chapter 7: Internships

The Capstone Year in Taiwan includes a full-time internship opportunity designed to deepen students' understanding of the local work culture and improve their professional Chinese language fluency. Group A students will have their internship during Semester 2, while Group B students will begin their internship immediately, during Semester 1. These internships will provide a rich experience to help students develop their careers and professional aspirations. The Taiwan Center's staff will support and advise students during their internships, whether at an organization, institution, or company. Internships last at least four months, and must be conducted within a professional Mandarin-speaking environment to improve professional language skills.

### Finding an Internship

Students are responsible for finding their own internships. However, under the supervision of the Site Director, the Taiwan Center's Internship Coordinator will identify, evaluate, and compile a list of potential internship providers based on students' work interests. The Internship Coordinator will also provide support and guidance in revising resumes and interview preparation, and will conduct mock-interviews, as well as internship preparation workshops. Once a student has found an internship opportunity, the internship must be approved by the Internship Coordinator before the student can start.

When looking for an internship, it is recommended that students find opportunities that line up with their professional aspirations or interests. It is also recommended that internships be located at Taiwanese companies/organizations (rather than, for instance, U.S. companies, which may conduct business in English) to maximize learning goals and local cultural understanding.

### Internship Requirements

- Students are required to work full time (40 hours a week, including the 2-hour weekly class time) for four months
- In order to get the most out of the internship, Mandarin must be used a minimum of 85% of the time in the company.
- Internships must be unpaid.
- Internships must be located within a distance that allows students to attend the Friday weekly class meetings.

During the internship, students will be required to update Center staff regarding their internship process on a regular basis. Students will also be required to write and submit weekly reports to the Internship Coordinator and the Internship Course Instructor for review and comments as outlined in the COF in Taiwan Internship Handbook.

Students must abide by all Government laws and regulations at all times during the internship period. Students must also abide by all Flagship program terms and conditions. Any violations of terms and policies will negatively affect students standing in the program.

For more information, please check the Internship Handbook.

## **Internship Supervision and Reporting**

During their internships, each Friday afternoon students will be required to return to the National Yang-Ming University campus to attend a mandatory two-hour weekly meeting to discuss their internship experience. Topics may include how to take notes at the workplace, how to use Chinese in a meeting, the social etiquette of the workplace, how to make requests to your boss, and other important aspects of professional interaction at a Chinese workplace.

Students will also be required to complete and hand in an internship report at the end of each week. More information will be provided before the internship begins. A weekly report template will be provided to students prior to the internship process.

## Chapter 8: Academic Standards and Assessments

Students are expected to maintain a high-level of academic standards throughout the Capstone program in courses, internships, and the superior language practicum. (Standards listed below are subject to change.)

Please be aware: If a student is routinely missing class, or is regularly tardy, or is not completely assignments and/or homework, the student will first be given a first verbal warning. If the academic misbehavior continues, the student will be given a written warning and the student's home Flagship program director will be notified. If there is further academic misbehavior, the student's final overall grade may be affected, and in extreme cases, a student may be dismissed from the Taiwan Program at their own expense.

Please note: **It is strongly recommended that students bring a laptop computer with them to Taiwan, or be prepared to buy an inexpensive laptop upon arrival.** While NYMU has a computer lab that students can access, the Taiwan Program coursework is demanding, and it will be easier for students to complete the work if they have their own computer.

### Academic courses

- Speak Chinese at all times to improve academic language usage.
- Complete the coursework on time with good quality and receive an overall grade of B or higher.
- Complete all mid-term and final exams and submit all final papers and give formal academic quality presentations on domain research project.
- Fill out and submit course evaluation forms.

### Internship

- Speak Chinese at all times to improve professional language usage.
- Attend the Friday internship meetings at National Yang-Ming University in person.
- Give oral presentations on workplace experience and submit internship coursework on time.
- Fill out and submit internship experience evaluation forms.

### Social & Political Affairs Studies in Chinese (Superior Language Practicum)

- Speak Chinese at all times to improve superior level language usage.

- Strive to perform high quality language practicum activities.
- Create a personal plan for maintaining language proficiency after Capstone.
- Fill out and submit Capstone program evaluation forms.
- Complete exit program proficiency tests.

## Diagnostic Testing and Proficiency Assessments

Both Group A and Group B students will have two sets of proficiency assessments, albeit with a slightly different schedule:

GROUP A – academics/internship	GROUP B – internship/academics
1. Diagnostic test at start of Semester 1 for academic group placement.	
2. Midterm Exams for two Taiwan Center courses.	
3. End of Semester 1 proficiency assessment.	1. End of Semester 1 proficiency assessment.
	2. Diagnostic test at start of Semester 2 for academic group placement.
	3. Midterm Exams for two Taiwan Center Courses
4. Exit Proficiency Assessment at the end of Semester 2.	4. Exit Proficiency Assessment at the end of Semester 2.

The Exit-Proficiency assessment will be held at the end of the Capstone Year. This exit assessment will be scored on the Interagency Roundtable Level (IRL) scale. Students will be certified by The Language Flagship. Two levels of certification are possible: Students who meet the minimum levels (speaking, IRL level 3; listening, IRL level 2+; reading, IRL level 2+) will receive Flagship Certification; students who have achieved IRL level 3 in speaking, listening, and reading will receive Flagship Certification with Distinction.

## Chapter 9: Culture Shock

### Adjusting to a New Culture

Whether students have studied abroad or not, almost everyone will experience some form of culture shock. Culture shock affects everyone differently and with varying degrees of severity. Culture shock can be as simple as constantly comparing differences between someone's home culture and the culture of their new location, to difficulty in classes and in one's personal life due to having to understand cultural differences. This may manifest itself in some of the following symptoms: homesickness, withdrawal, loneliness, irritability, and the inability to work effectively, among others.

Although Taiwanese culture is generally easy to adapt to, culture shock may still manifest itself, especially when spending an extended period of time abroad. Students may voice difficulties in listening to Chinese at all times of the day, differences in teaching styles, adjusting to different styles of bathrooms, or the lack of air-conditioning, to name a few aspects. It may also be difficult for American students, who are used to handling situations by themselves, and knowing that if they politely refuse an offer of help it will be rescinded, to adjust to Taiwan's culture of being over hospitable. A Taiwanese person will always offer foreigners snacks, meals, to take them to a bus stop, to go with them to make sure they get to their destination, and so on. If an American tries to decline, the Taiwanese person will continue to offer, to the point that the American may feel guilty or unsure how to turn the person down. This cultural difference can take some getting used to.

It is important to understand that culture shock is very common and can manifest in many different ways and can be different for each person. If students feel overwhelmed by their new environment, they should seek out the Resident Director for advice, tips, and adjustment techniques.

The Chinese Overseas Flagship in Taiwan offers many different resources to assist students in adapting to life in a new culture. For example, Capstone students can take advantage of the Counseling Center on the National Yang-Ming University (NYMU) campus, which has English-speaking counselors available. It's also recommended that students discuss their challenges with other students who have previously had to adapt to a new culture.

Other strategies include finding ways to de-stress. Life abroad is challenging and will be even more challenging considering students might not be able to articulate their concerns in Mandarin. To de-stress, students can reflect on ways they relax when back at home, and then take up the same activities in Taipei. Some examples may include: exercising; listening to music; finding a quiet place to meditate; getting plenty of rest and sleep; staying active with classmates and friends; enjoying the local food and cuisine, etc.

## Jet Lag

When first arriving in Taiwan, students will be filled with a range of emotions and the stress of facing a new life abroad. To add to this, jet lag can also take a toll on students' physical and mental state for the first few weeks. In order to ease the transition, it is important to try and establish a routine as quickly as possible. Students should drink plenty of water and try to eat meals according to the appropriate local times. Students who are over the age of 21 should also avoid alcohol as alcohol only exacerbates jet lag.

While it is normal for jet lag to last a week or two, if students are still feeling mentally and physically exhausted, it might be a sign of culture shock or other mental or physical health issues. Students should seek the help and assistance of the Resident Director if still feeling exhausted after two weeks.

# Chapter 10: Health and Safety

## Medication

It is required that any student who takes prescription medication ensure they have enough medicine for the entire duration of their Capstone Year, and take a year's supply of the prescription with them, as it is prohibited for medications to be shipped internationally, even by express couriers. Students are advised to speak with their prescribing physician about their plan to spend a year abroad, and discuss how they will obtain a full supply of medication before departing. Students may need to work with their insurance companies to arrange for the purchase of a year's supply of medicine. However, if the doctor or insurance company is unable to provide the full quantity of medicine, students should research what equivalent medication is available in Taiwan, and follow the protocol below. However, please note that the chemical balance of your prescription may be slightly different if purchased abroad, which is why bringing your medication from home is strongly recommended,

If you are unable to obtain a full year's supply of your medication to bring with you, one of the many benefits of CISI insurance is that even before a student has secured their CISI insurance, the student can contact CISI's tandem provider, AXA Assistance (generically known as Team Assist), to help the student set up a prescription in Taiwan (if the medication is legally available there). And the medication costs will be covered by CISI. Here is what a student needs to do to obtain AXA's help with this:

1. Email AXA Assistance at [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)
2. Tell them you will be insured with CISI (either under the City University of New York {CUNY} System policy {# GLM N04965310} or your home institution's policy), and give them the start and end date of your coverage. (It's okay if you haven't yet bought the CISI insurance; AXA can start this process before you've done so, though you will need to soon buy your CUNY or home institution CISI coverage.)
3. Tell AXA you will be going to Taipei, Taiwan and disclose your pre-existing condition diagnosis and the medication and dosage you are currently on. (If you are on more than one prescription, give them that medication and dosage as well.)
4. You should ask to have a "Continuation of Care" or "Coordination of Care" case opened to determine how your medication can be brought into Taiwan, its legality, availability, and how to get an additional supply when whatever supply you have been able to bring in with you starts to get low.
5. You can ask for a referral to a psychiatrist (English-Speaking if available) whose office is near to NYMU. Give AXA NYMU's address: No. 155, Sec. 2, Linong St., Beitou Dist.,



Taipei City 112, Taiwan. AXA can even set up an appointment in advance for you a month or a few weeks before the RX runs out.

To start a "Continuation of Care" or "Coordination of Care" case, AXA will have you complete some paperwork. This is so that they can best assist you. The paperwork may only be strongly recommended, but you should do it. The more information AXA has in advance, the more helpful they can be.

**Students are required to submit their prescription medication maintenance plan to the Hunter College Chinese Flagship Center by Friday, July 24, 2020, 11:59 p.m. Eastern Standard Time.**

When traveling, students should pack all prescription medicines in their carry-on luggage, in case checked luggage is lost or delayed. In case a student is stopped at customs, all prescription medicines must be kept in the well-marked original packaging with a doctor's note explaining the student's condition and the necessity of the prescription. Your doctor should also include the generic name of the drug, as specific brand names may not be available elsewhere in the world.

## Vaccinations

Before going abroad for the year, students should visit the Center of Disease Control (CDC) website at <https://wwwnc.cdc.gov/travel/destinations/traveler/none/taiwan> and follow the CDC's advice for vaccinations. Vaccinations for Hepatitis A and B are strongly recommended.

## Dental

A dental check-up is strongly recommended before going abroad. CISI insurance does not include dental coverage. If a student's personal insurance policy does not include a dental plan, the cost of any dental work performed abroad will be the student's responsibility.

## Eyeglasses

Students who wear prescription eyeglasses should bring an extra pair. Students who wear prescription contact lenses should bring enough lenses to last the duration of the Capstone Year. And students should bring a copy of their prescription as well.

## Self-Disclosure

Living overseas can be stressful and may exacerbate mental health conditions. If a student has any mental health conditions or concerns, they are required to inform the Hunter College Chinese Overseas Flagship Program so the Taiwan Center can be prepared to best support students while overseas. All information will remain highly confidential.

## Medical Withdrawal

Hunter College Overseas Flagship Program and CUNY recognize that the Capstone Year in Taiwan is a demanding, immersive experience that requires each student to adjust to living in a foreign culture and to commit to speaking only Chinese for a ten-month duration. There are stressors associated with this type of intensive program that may aggravate existing medical conditions or cause new ones, and it is possible that a student may need to withdraw, or be removed, from the Taiwan Program for medical reasons. In this case, it is required that the student consult with the Taiwan Center Site Director and Resident Director, the US Program Director, and the Director of their home Flagship Program, and also consult with a CISI representative. Students who withdraw from the program without consultation with these parties may be financially liable for any expenses connected to withdrawal (cost of return flight, remaining tuition fees, remaining accommodation fees, etc.) and may be denied academic credit and not permitted to return to the program. For CUNY's specific Medical Withdrawal policy, please see [here](#).

## Maintaining Health

As per CUNY policy, Capstone program students are not permitted to engage in high-risk activities such as bungee-jumping, sky-diving, whitewater rafting, hang-gliding, parasailing, etc. Students are not permitted to operate any motor vehicle at any speed. This includes cars, motorcycles, motor scooters, electric scooters, electric bicycles, etc. If ever in doubt as to whether a specific activity qualifies as a prohibited "high-risk" activity, students should consult with their Resident Director. Adhering to this policy will certainly help maintain students' health!

When it comes to more typical daily activities, it is important to maintain a balanced and healthy lifestyle while overseas. Although it may be challenging when adjusting to a new environment, by establishing a routine that students would normally follow in their home country, they can help themselves to adjust more easily. It is important to allocate time for relaxing, leisure activities, and socializing with friends. Having adequate rest is also vital to staying healthy. Taiwan may be hotter and more humid than the conditions that some students are accustomed to, therefore, students should make sure they stay hydrated to avoid heat exhaustion, as well as liberally applying sunscreen if easily sunburned. Students should be wary of the food eaten in the host country. Directly drinking tap water is strongly discouraged as tap water is not filtered and can lead to serious sickness. Drinking bottled, boiled, or purified water is recommended, as is using bottled water when brushing teeth.

## Injuries and Illness

As students will be overseas for an extended period of time, it is possible that they will become ill at some point. If a student falls ill or has a medical emergency while abroad, they should contact the Resident Director and seek medical attention. Unless permission

is received to go alone, any student needing medical attention or going to a clinic or hospital is required to bring the Resident Director or another staff member with them in order to provide translation and support. Further, the Taiwan Center's staff can provide suggestions as to which clinic or hospital is best to go to.

If students are unsure about what their travel insurance covers, they can visit the CISI website to find out more or contact an agent to find nearby hospitals that accept coverage. Students are also required to carry their insurance cards on them at all times in case of an emergency. Most hospitals and clinics will require students to pay upfront for services. Therefore, it is imperative to save all receipts in order to get reimbursed by the insurance provider later. Students should never visit hospitals or clinics without first consulting the Overseas Site Director or the Resident Director. Students should also note that they may visit the National Yang-Ming University (NYMU) campus clinic if experiencing minor illnesses.

*Note: In Taiwan, clinics are more prevalent than in the USA. Residents will often go to a local clinic for less serious health issues like colds, the flu, or non-serious injuries and conditions. When visiting a clinic, students will first "掛號/挂号", taking a number and registering with identification.*

## Face Masks

It is common to see Taipei residents wearing face masks. Air pollution in Taiwan may be more prevalent than American students are accustomed to. If students are concerned about the air quality, in advance of traveling they should buy and pack face masks specially designed to filter out contaminants and make breathing easier.

## Safety

While in a foreign country, students should always be aware of their surroundings and avoid areas that may be particularly unsafe. Being aware of their surroundings will require students to have an understanding of the different types of risks within the country. As a foreigner, keeping a low profile is important, this includes not speaking English in public, dressing appropriately, and completely avoiding demonstrations or protests. Participating in demonstrations or protests not only presents a safety risk, it can also diminish the intended purpose and cause of the demonstration. When exploring Taipei, establishing a buddy system or being with a local person students know and trust can also be helpful. In general, Taiwan is very safe. However, extra caution should be taken in areas with bars, clubs, or any other areas where alcohol is present.

## Crime

While Taiwan is a very safe country overall, it is important for students to stay vigilant of their surroundings. When in a crowded area, be aware of pickpockets who may target cell phones, wallets, purses, or jewelry. When leaving an ATM, never flash your cash.

In addition, make sure to always have a copy of important documents like your passport, credit cards, bank cards, and other documents.

## Earthquakes, Typhoons, and Other Natural Disasters

Taiwan is very prone to earthquakes, typhoons, and other natural disasters. In case of any natural disasters, students should make sure they always have their cell phone charged and nearby. Students should pay attention to any warnings or messages from either the local government or Flagship staff and follow all emergency protocols as discussed in orientation.

### Earthquakes

Earthquakes happen quite frequently and can range in severity. It is recommended that students keep valuables like their passport (or a copy of it) and some money and at least one set of clothes in a backpack that can be easily grabbed in case of a severe earthquake. If you feel the building or ground beginning to shake, students should immediately find cover under a desk, table, or in a bathtub as quickly as possible.

If safe to do so, students should try to prop a door open with a chair for easy evacuation, and immediately go back to cover. Students should hold on to the desk or table with one hand, and cover their head with something soft (like a backpack or pillow) with the other. After the earthquake ends, check surroundings and escape. Avoid elevators.

In the case of a serious earthquake, students need to be alert for any tsunami warnings and try to get to natural high ground.

### Typhoons

Typhoons (more commonly called hurricanes in the United States) are common in the summer and early fall. Typhoons can range in severity but often include heavy rain and wind. Typhoons can be gauged ahead of time, but note that the predicted path may change at any moment.

If a typhoon is imminent, stay inside and away from windows. Be sure to not be outside or traveling, especially in mountainous areas where mud and rock slides are common.

Take heed of local government warnings. Warnings can include cancellation of classes and closure of public services like trains.

## Other Natural Disasters

In case of any other natural disaster like fires, flooding, tsunamis, or other events, seek safety as quickly as possible and contact Taipei Center staff.

## Sexual Harassment & Assault

Please see this document, [Understanding Title IX Guidelines When Abroad: A Student Guide](#), for a detailed outline of the Title IX policies CUNY affiliated students must adhere to when overseas. The complete CUNY "Policy on Sexual Misconduct" can be found [here](#).

*PLEASE NOTE: Hunter College students are required to complete an online Title IX SPARC training and email their certificate proving completion to [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) by Friday, July 24, 2020, 11:59 p.m. Eastern Standard Time. Non-Hunter College students must read through this [PowerPoint presentation](#) and confirm having done so by emailing [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu) by Friday, July 24, 2020, 11:59 p.m. Eastern Standard Time.*

If a student is a victim of sexual harassment or assault, they should always and immediately report the incident to either the Overseas Center Site Director or Resident Director.

As required by Title IX, the Taiwan Chinese Overseas Flagship Program and Hunter College staff are required to report any sexual harassment or assault to the student's home institution's Title IX office. Each home institution may have a different policy on how they may respond, therefore students should directly contact their home institutions Title IX office to inquire.

It is strongly recommended that students should always go out in groups and if possible invite local friends. If a student is in a crowded place, for example, riding a bus, and encounters inappropriate contact with someone else, the student should not be afraid to make a scene. If a student feels unsafe at any time, it is best for the student to remove themselves from the situation and contact local staff immediately. It is also strongly advised that students avoid being out alone at night or being alone with someone they do not know well.

## Communication

Students should be mindful of the local culture when interacting with locals and making friends. Taipei residents are very friendly and might approach students to engage in conversations. Different verbal and nonverbal communications that are customary in the US might have different connotations in the local culture. Whereas Americans smile to strangers as a sign of politeness, locals might take it as an invitation to come up and talk with them. At the same time, when talking with a local, students might be invited to hang

out another time. Whereas it's sometimes customary to politely accept without the intention to follow through, locals might take the answer as a sincere acceptance.

Students in Taiwan will quickly learn of the over-hospitality of the Taiwanese culture. Informing a friend that they liked a certain meal might result in the friend always inviting them to eat at the same location or constantly bringing them the same food. Local friends may also often send multiple Line-app messages to convey friendship, which at times may be interpreted as invading personal space in western culture.

It is important for students to be mindful of the differences between western and Taiwanese verbal and nonverbal communications. Part of being abroad is learning to adapt to the local culture and mastering local communication. Understanding communication differences will take some time to get accustomed to. If ever unsure, students can speak with the Resident Director or other Taiwan Center staff.

It is common for Taiwanese to ask questions that might be viewed as too personal by an American. Questions may range from how old students are and if they are married, to more sensitive topics. If students are asked any questions that they are uncomfortable answering, they can either try to change the topic, politely refuse to answer, or even make a light comment to move the conversation along.

Locals or even other students might want to discuss politics. Students should feel free to avoid topics they are not comfortable with. While it is not forbidden to discuss politics while in Taiwan, students should note that they should be respectful, and that they are studying abroad to learn, not to teach.

Taiwan is seen as a very progressive country. Students within the LGBTQI community will most likely note that the country is relatively open and supportive. However, students should decide for themselves how comfortable they feel in discussing their personal life with locals and others, and may want to err on the side of being cautious. If a student has any experience that makes them feel uncomfortable, they should know it is safe for them to discuss this with Taipei Center staff.

## **Cyber Security Tips**

In Taiwan, as in most countries, there is no expectation of electronic privacy in any public spaces, including airports, hotels, offices, or internet cafes. All information that is sent electronically can be intercepted, especially wireless communications. Please think carefully before sending any information that a government, political group, or criminal element might find valuable. Although Taiwan is a more open society than mainland China, it is still important to minimize the risk of third party foreign intelligence collection.

- **Before the trip:** Students should download antivirus software onto all drives and clear any personal data or sensitive research off their laptop, telephone, and other electronic devices. Backup files on a separate drive in case something happens to your laptop or phone, and leave that drive at home. Make sure to not post specific details of travel on social media. The goal is to ensure that no sensitive personal data is on your personal electronic devices and thus to minimize the chance that someone can hack and steal your information.
- **While abroad:** Change passwords frequently and keep Wi-Fi and bluetooth turned off. Clear your browser after each use, deleting cookies, caches, and browser history. If any devices are lost or stolen, please alert the Taiwan Center's Resident Director.
- **Post-Trip:** Clear all browser history, cookies, and other temporary data. Make sure to run virus scans on all devices, and check for malware. Change all passwords.

# Chapter 11: Code of Conduct

## Personal and Academic Responsibility

While abroad, each student is considered an unofficial ambassador of Hunter College Chinese Flagship and the United States. Therefore students should conduct themselves in a manner befitting that position, which reflects well on the College, the country, and on themselves. Students are to follow Rules and Regulations according to Flagship, [CUNY](#), National Yang-Ming University (NYMU), and their home institution policies.

Visiting students in a foreign country are subject to the laws of that country and the academic and disciplinary rules and regulations of that institution with which they are engaged. As a result, students should act in a manner that is respectful of the host country and its culture. Student actions and behavior will reflect the image of the Flagship Program and NYMU as a whole.

At the same time, students are still subject to all laws within the U.S., which includes but is not limited to drinking and drug laws. In the U.S., drinking is illegal for those under the age of 21. At NYMU, neither drinking nor smoking is permitted in the dormitories.

Academic integrity is also an integral part of student's studies abroad. Plagiarism or cheating of any kind will be dealt with in accordance to NYMU academic integrity policies, which may result in expulsion. Students' home institutions, CUNY, and Hunter College academic integrity policies also apply and can result in consequences at the student's home institution.

## Poor Behavior (non-academic) and Communication Policy

If a student continually behaves in a way that is offensive, disrespectful, intimidating or threatening to fellow students, professors, administrators, or staff, or is routinely breaking program rules, the Resident Director will provide a verbal warning, and must notify the US Office Project Director about the situation, who will in turn notify NSEP/IIE. If the student's misbehavior continues, the Resident Director will speak to the student again, and at this time a written warning will be sent to the student, the US Office, and the student's home institution Program Director. If the student's behavior still does not improve, the student will be asked to leave the Taiwan Program at their own expense.

## Language Policy

Living in Taiwan, surrounded by Chinese language and culture, will provide the basic foundation necessary to reach a superior language fluency. The more frequently students use their Chinese on a daily basis in all aspects of life, the more quickly their language skills will improve. Speaking English inhibits learning outcomes and objectives. While it



might be frustrating and difficult at times to stay committed to only speaking the Chinese, it is proven to be more successful than if reverting to English or even "Chinglish."

On the last day of the One-Week In-Country Orientation in Taipei, students will be required to sign and follow the Language Pledge. This means that to participate in the program, students are agreeing to exclusively use Chinese in the following situations:

- In University classes
- On University grounds
- When speaking to any staff or teachers on campus or associated with the program
- When speaking with fellow participants or classmates
- While on group excursions and trips
- When with tutors and language partners
- During internships

Using English during any of the above scenarios can be seen as disrespectful. If students are heard speaking English by any staff member or teacher, they will first be given a verbal warning. Any future occurrences will subsequently affect their grade. Repeated violations can result in termination from the program.

However, in the case of a serious personal issue or emergency, students are allowed to temporarily talk with a staff member (Resident Director or Program Coordinator) in English.

## **Program Attendance Policy**

All class courses, weekly group meetings, and cultural excursions have mandatory attendance. Excused absences will only be recognized in the case of observance of religious holidays or illness. Unexcused absences and habitual tardiness will affect a student's final semester overall grade.

## **Alcohol and Drugs**

Please read CUNY's "Policy on Drugs and Alcohol" [here](#).

Before departing overseas, students need to familiarize themselves with the laws in the host country regarding alcohol and drug use, as well as the rules of CUNY. Although students may be of age under the laws of Taiwan, please be aware that any alcohol-related incident abroad will be treated the same as it would be on campus in the U.S.

Students are expressly forbidden from using drugs and illegal substances, regardless of whether those drugs or substances are legal in their host country. Many countries have

more severe punishments regarding drugs than those in the U.S. Taiwan's penalties for drug use are heavy, including long jail sentences and even the death penalty for certain drug use. **Should students be arrested on drug charges, neither the U.S. government nor Hunter Chinese Flagship can assist or exempt them from the host country's legal process.**