

To: Active Provost of Nazarbayev University

From: Dameli Kassym, School of Sciences and Humanities

Explanatory Note Regarding Leave of Absence Request

Dear Provost,

I am writing to formally explain the reason for my request to take a leave of absence for the Fall 2025 semester. I have been accepted to participate in an international research internship in Taiwan, scheduled from July 30, 2025, to early December 2025. This opportunity is directly aligned with my academic and professional goals, especially in the field of Machine Learning and its real-world applications.

The internship is part of a collaborative research project hosted at a well-regarded research institute National Taiwan University, where I will contribute to work related to the CrystalFormer model. This experience will provide me with valuable hands-on research exposure, mentorship from international experts, and skills that will significantly enrich my contributions upon returning to Nazarbayev University.

Given the timing and nature of the internship, I would not be able to attend classes during the Fall 2025 semester. Therefore, I respectfully request a leave of absence to fully participate in this program. I remain committed to continuing my studies in the Spring 2026 semester and will ensure that all academic and administrative requirements for a smooth return are fulfilled in advance.

Thank you for considering my request.

Sincerely,

Dameli Kassym

Student ID: 202174279

School of Sciences and Humanities, Nazarbayev University

Date: 08.07.2025

Signature: 

NSTC International Internship Pilot Program (IIPP) - Acceptance letter

1 message

IIPP計畫辦公室 <iipp@narlabs.org.tw>
To: dameli.kassym@nu.edu.kz

Mon, May 5, 2025 at 8:42 AM

NSTC International Internship Pilot Program (IIPP)

Acceptance letter

Dear Dameli Kassym (Kassym Dameli, N17325869),

We are delighted to offer you for the position of intern at Computational Quantum Matter through the International Internship Pilot Program (IIPP). Your internship is scheduled from 2025-08-01 to 2025-10-29 (Year-Month-Date). We look forward to having you as part of our program.

To proceed with your acceptance, please provide the requested information and submit your Confirmation through this link:
<https://iipp.tw/account/login>.

As a necessary step for your confirmation, please read the three documents attached carefully, including the IIPP Agreement, Health Declaration Form, and Undertaking for International Internship Pilot Program. If you agree with the terms, please sign them and upload them to the IIPP platform within one week of receiving this letter.

After your confirmation, the NSTC will issue an approval document to internship institutions as visa material. You can contact your PI directly and request this document for your visa application when the time is closer. For the document release dates of each batch, please refer to the "2025 IIPP Important Dates" published on IIPP homepage (<https://iipp.tw/>).

If the intern has received any scholarships, subsidies or grants supported or sponsored by the government of the Republic of China (ROC) to cover expenses in Taiwan during the internship period, the IIPP reserves the right to revoke the intern's eligibility and require the intern to refund the balance or compensate the difference.

Please note that your internship is part of a carefully planned program. As an intern at Computational Quantum Matter under the supervision of Prof. Ying-Jer Kao, you are expected to adhere to all lab regulations and guidelines. Remember to bring all the necessary registration documents on your first day of internship. Also, we strongly suggest that you carry around NT\$16,000 (US\$500) in cash in case you need it in an emergency.

For further details regarding your stay in Taiwan, please refer to the Information Handbook, which includes your designated contact person's email and phone number.



Agreement

Agreement (“Agreement”) is made and entered into as of D07/05/2025 YY (“Effective Date”) by between,

Party A: Science & Technology Policy Research and Information Center, National Institutes of Applied Research (“STPI”), located at 1, 14-15F, No.106, Sec. 2, Heping E. Rd., Taipei 10636, Taiwan, R.O.C., and

Party B: Mr./Ms. your name~~Kassym Dameli ssport~~, located at Computational Quantum Matter,~~National Taiwan University~~

(The Parties are also referred to herein together as the “Parties” and each individually as a “Party”)

WHEREAS, Party A accepts the commission of the International Internship Pilot Program (hereinafter referred to as the “Program”) from National Science and Technology Council (hereinafter referred to as the “NSTC”), Party A will assist the NSTC in reviewing and matching foreign students with colleges and academic research institutions in Taiwan (hereinafter referred to as “host institute”) for study and internships.

WHEREAS, Party B becomes a participant after being selected by the NSTC, and Party A be authorized by the NSTC to supervise the entire implementation of the Program on behalf of the NSTC.

NOW THEREFORE, both parties agree to the following terms and conditions of the Agreement set forth below:

Article 1: Program content:

1. The NSTC is willing to facilitate the international students to experience the S&T merits of Taiwan, and hope the international students will stay in Taiwan for advanced research or employment, whereby to strengthen our research manpower. Therefore, the NSTC provides as a subsidy by the Program and designate Party A to implement the related tasks.
2. Party B understands and agrees that the rights and obligations involved in this program shall be governed in accordance with the program brochure, instructions and related documents issued by the NSTC, as well as the terms and conditions of the Agreement.

Article 2: Duration of Internship

1. The internship period of this program is from I01/08/2025 YY to D29/10/2025 YY (“the internship period”), with a minimum of 28 days and a maximum of 90 days, which shall be agreed upon by both parties. Except for force majeure or visa issuing reasons, Party B shall not request to change or

extend the internship period.

2. If the program is adjusted or terminated early due to government policies, Party A reserves the right to unilaterally terminate the Agreement, but shall notify Party B one month in advance.
3. The Agreement may be terminated before the end of the internship period with the mutual consent of both parties.

Article 5: Payment of the Subsidy

1. Party A will provide Party B with a daily subsidy of NT\$1,000 (tax included), with a maximum subsidy period of 90 days and a maximum total subsidy amount of NT\$90,000.
2. The subsidy will be paid in full by Party A to the host institute (If there is any balance, the host institute should return to Party A). The host institute shall pay

the subsidy to Party B on a monthly basis set forth below and Party B has no right to request early or partial payment during the internship period.

(1) First month: After Party B arrives in Taiwan and completes the signing of this Agreement, Party A shall pay the subsidy for the first month in 30 working days from the agreed-upon start date of the internship period.

(2) Second and third month: After Party B submits the mid-term or final report to Party A, Party A will notify the host institute to pay the subsidy to Party B.

3. Administrative procedures regarding the amount of the subsidy, payment, and refund shall be carried out in accordance with Party A's regulations, and Party A reserves the right to revise these procedures.

4. The subsidy shall be used as a living allowance for Party B when coming to Taiwan, including but not limited to the air ticket to Taiwan, visa fees, self-insured medical insurance, food expenses, accommodation expenses, administrative fees, etc., and Party A shall not be required to pay any related expenses arising from the above expenses.

Party A: Science & Technology Policy Research and Information Center, National Institutes of Applied Research, Taiwan

Name: Dr. Shi-Yu Huang

Title: Director General

Date: signature date

Party B: Mr./Ms. Kassym Dameli (Kazakhstan) (Party B has read the contents of the Agreement carefully before signing.)

Signature or Seal:  (Please make sure it is the same as the passport name)

E-mail: dameli.kassym@nu.edu.kz

Date: 07/05/2025

地址：臺北市和平東路二段106號22
樓
聯絡人：張桐恩 專員
電話：02-2737-7400 (曾小姐)
電子信箱：ijtseng@nstc.gov.tw

受文者：國立臺灣大學

發文日期：中華民國114年6月12日
發文字號：科會科字第1140039648號
速別：普通件
密等及解密條件或保密期限：
附件：如文

主旨：本會辦理114年「外籍人才來臺實習試辦專案」，請相關
駐外館處惠予協助外籍實習生來臺簽證事宜，至紹公
誼。

說明：

- 一、本會提供旨揭專案錄取之外籍實習生每日新臺幣1千元實
習獎助金，每位實習生來臺參與實習期間最長為90日。
- 二、該專案為隨到隨審制，本會分批次錄取外籍實習生，檢
送本批次錄取外籍實習生及其在臺參與實習期間名單1
份；另所送名單涉及個人資料，請妥善保管利用。

正本：外交部領事事務局、駐法國代表處、駐俄羅斯代表處、駐漢堡辦事處、駐清奈
辦事處、駐印度代表處、駐約旦代表處、駐胡志明市辦事處、駐馬來西亞代表
處、駐大阪辦事處、駐舊金山辦事處、駐泰國代表處、駐菲律賓代表處、駐越
南代表處、駐捷克代表處、駐多倫多辦事處、駐沙烏地阿拉伯代表處、駐泗水
辦事處、駐印尼代表處、駐釜山辦事處、駐荷蘭代表處、駐杜拜辦事處

副本：本會科教國合處、中央研究院、中原大學、元智大學、弘光科技大學、明志科
技大學、東海大學、長庚大學、財團法人國家衛生研究院、高雄醫學大學、國
立中山大學、國立中央大學、國立中正大學、國立中興大學、國立宜蘭大學、
國立屏東科技大學、國立高雄科技大學、國立清華大學、國立陽明交通大學、
國立臺中教育大學、國立臺北科技大學、國立臺灣大學、國立臺灣科技大學、
國立臺灣師範大學、國立臺灣海洋大學、國立聯合大學、淡江大學學校財團法
人淡江大學、逢甲大學、朝陽科技大學、臺北醫學大學、衛生福利部國家中醫
藥研究所、財團法人國家實驗研究院科技政策研究與資訊中心—IIPP專案辦公
室、財團法人李國鼎科技發展基金會—IIPP專案辦公室(均含附件)

14/06/12
14:38:10

國立臺灣大學
公文系統轉