



NATIONAL TAIWAN NORMAL UNIVERSITY

Educators of International Education Program (EIEP)

Admissions Handbook for Academic Year 2026 Enrollment (Fall Semester 2026)

※ This handbook is not available in paper format. Please visit or print
the handbook from the website. ※

Organizer: School of Teacher Education

National Taiwan Normal University

Website: <https://ntnucamp.sce.ntnu.edu.tw/ibec/>

Facebook: <https://www.facebook.com/NTNUIBEC/>

E-mail: stcibec@deps.ntnu.edu.tw

Address: No. 26, Lane 77, Section 2, Luosifu Rd, Da'an District, Taipei City, 106

Important Dates for Applicants of EIEP 2026-2027

Events	Dates
Deadlines for - Online Application - Application Package Mailing	- Online registration opens during Jun. 1, 2026(Mon.) - Jun. 12, 2026(Fri.) - Paper documents must be submitted by mail, postmarked no later than Jun. 12, 2026(Fri.)
Announcement of Interview Shortlist	Jun. 29, 2026 (Mon.)
Interview	July 4, 2026 (Sat.) starts from 10AM
Admission Results Posted on Website	July 9, 2026 (Thu.) before 5PM
Registration & Payment	July 14 (Tue.) - July 20 (Mon.), 2026
Registration and Payment for Waiting-list Candidates	July. 22, 2026 (Wed.)
Fall Semester	September, 2026 to January, 2027
Winter Semester	March, 2027 to June, 2027
Summer Semester	June, 2027 to July, 2027

Dates may be subject to change, so please refer to the website for any schedule updates.

National Taiwan Normal University
Educators of International Education Program (EIEP)
Admission Handbook

Introduction

National Taiwan Normal University (hereinafter as NTNU) offers the Educators of International Education Program (EIEP) as a strand of the International Baccalaureate Educator Certificate (IBEC) programs. The program strand aims to prepare in-service teachers for worldwide IB schools and enrich education quality in Taiwan. The EIEP at NTNU has been officially recognized by the International Baccalaureate Organization (IBO) in 2019. Students who successfully complete program requirements will be issued with the “IB certificate in Teaching and Learning.”

The program aims to engage in-service teachers to explore contemporary educational theories and IB education pedagogy, as well as to become reflective teachers capable of implementing all-around education through inquiry instruction. The in-service teachers enrolling in this program are guided to familiarize with principles and practices of IB education with a focus on Middle Years Program (MYP) or Diploma Program (DP). They are also expected to acquire both theoretical and practical sense of IB education, in order to develop their students to be “inquiring, knowledgeable and caring young people” and “active, compassionate and lifelong learners.”

Enrollment, Application eligibility and Program Duration

The EIEP accommodates up to 35 students. The University reserves the right to discontinue courses for which there is not sufficient enrollment. This 1-year program consists of 12 credits of required courses. The program accepts applications from candidates who fulfill the

requirements as follows:

1. Applicants with either bachelor's degree awarded by universities or independent colleges recognized by Taiwan's Ministry of Education (MoE) or with equivalent qualification to apply a master program.
2. Applicants with teacher certificates accredited by Taiwan's MoE or foreign governments.
3. In-service teachers working in primary or secondary schools or those who have at least one year teaching experience in primary or secondary schools. Proofs of employment are required.

Application

The application procedure consists of 2 steps: 1) online application and 2) application packet mailing.

Please complete your online application by following the steps.

Website: <https://ntnucamp.sce.ntnu.edu.tw/ibec/>

Application period: Jun. 1, 2026(Mon.) - Jun. 12, 2026(Fri.)

1. Account Registration: Homepage of the Website → Sign up → Create a new account
2. Log in and complete the application form (Step 1).
3. Upload required documents (Step 2–7).

(1) Curriculum Vitae (CV) in English (Step 2):

A sample format can be downloaded from the application website.

(2) Teacher certificate (Step 3):

Please upload a scanned copy. For the hard copy submission (photocopy), please write “Certified True Copy” and provide your signature.

(3) Proof of Employment (Step 4):

A certificate of employment or other documents proving at least one year of teaching experience in elementary or secondary schools.

Please upload a scanned copy. For the hard copy submission (photocopy), please write “Certified True Copy” and provide your signature.

(4) Autobiography in English (Step 5):

The content should include teaching, counseling, administrative, or other relevant experience in education. There is no specific format or word limit, but it should not exceed two pages.

(5) Study Plan in English (Step 6):

The content should include expectations for this program and personal career planning. There is no specific format or word limit, but it should not exceed two pages.

(6) Additional Documents (Step 7):

Supporting materials for reference, such as English proficiency test results within the past two years (optional).

*** Note:** Items 1, 4, and 5 above must be written in English._

4. Submission by Mail:

Please prepare the cover sheet (Appendix 1 of the brochure) and all required documents (as uploaded in Steps 2–7 of the application website) in **2 identical sets**.

All documents must be provided on A4 paper, with each set not exceeding 30 pages.

Please indicate “Application for Educators of International Education Program” on the envelope.

Division of International Teacher Education
School of Teacher Education, National Taiwan Normal University
No. 26, Lane 77, Section 2, Luosifu Rd, Da'an District, Taipei City, 106

Applications will be accepted based on the postmark date. Late submissions or incomplete applications will not be processed.

5. Application fee payment:

After sending the application materials, please complete the application fee payment online via the website (credit card only). Applications without payment will not be processed.

Once the application fee has been paid, it is non-refundable. Please ensure that you meet the eligibility requirements and follow all application procedures carefully.

Interview

1. All submitted application materials shall be subject to document review. Applicants who pass the review shall proceed to the second-stage interview. The list of interview candidates shall be announced on **Jun. 29, 2026 (Mon.)**.
2. The interviews shall be conducted on **Jul. 4, 2026 (Sat.)**. Detailed information shall be announced on the website; no separate notification shall be provided.

Admission

1. Following the completion of the interviews, the list of admitted applicants shall be announced on **Jul. 9, 2026 (Thu.)**.
2. The admission list shall be announced on the website, and admitted applicants shall be notified to complete registration and fee payment procedures. Those who fail to complete the payment within the

specified deadline shall be deemed to have forfeited their admission, and candidates on the waiting list shall be admitted in order.

3. If any admitted applicant is found to be ineligible, or if any submitted documents or information are discovered to be false, forged, fabricated, misrepresented, or altered, the University shall revoke the applicant's admission or expel the student, and no academic certification shall be issued. If such circumstances are discovered after completion of the program, the credit certificate shall be revoked, and the IBO shall be notified to cancel the individual's certification.
4. If any applicant is found to have used the admission status granted by the University to obtain improper benefits, and such conduct is supported by clear evidence, the University reserves the right to revoke the admission.

Tuition and Fees

1. Fees:
 - (1) Application fee: NT\$1,000.
 - (2) Credit fee: NT\$7,500 per credit.
 - (3) Miscellaneous fee per semester (except summer semester): NT\$3,500.
2. Refund Policy: After completing registration and payment, any request for a refund shall be processed in accordance with the following provisions:
 - (1) Applicants who apply for a refund before the course commencement date shall be entitled to a refund of 90% of the paid credit fees and miscellaneous fees.
 - (2) Applicants who apply for a refund within one-third of the total course duration after the course has commenced shall be entitled

to a refund of 50% of the paid credit fees and miscellaneous fees.

- (3) No refund shall be granted for applications submitted after one-third of the total course duration has elapsed.
- (4) If the number of registered and paid participants for any course is fewer than 20, the University reserves the right to cancel the course. In such cases, all fees paid shall be refunded without interest, and no objections shall be raised by the applicants.
- (5) If the number of registered and paid participants for any course is fewer than 20, the University reserves the right to cancel the course. In such cases, all fees paid shall be refunded without interest, and no objections shall be raised by the applicants.

Program Requirements

1. Course Credits:

- (1) The program consists of a total of four courses, scheduled on weekends in accordance with the instructors' availability. From September 2026 to June 2027, two required courses will be offered in the first semester and one required course in the second semester. From June to July 2027, two elective courses will be offered during the summer term, of which students are required to choose one. (*Curriculum Development and Design will be offered across both the first and second semesters.*)
- (2) Students who have passed the course will be issued EIEP program completion certificate as records of empowerment.
- (3) Students who are absent for up to (and including) one-third of the total number of hours in each course or who fail in that course will not be issued a certificate of credit for that course.

2. Workshop attendance: Attend IB seminars or workshops organized by NTNU for at least 15 hours.

3. IB workshop attendance: Attend one of the IB official workshops and obtain a completion certificate.
4. Proof of English language proficiency: Submit proof of a B2 or higher English proficiency equivalent to the Common European Framework of Reference for Languages (CEFR) for listening, speaking, reading, and writing skills. Native English-speaking foreign teachers are exempt from this requirement, but must provide a copy of their passport.
5. Upon completion of the aforementioned requirements and criteria, applicants shall submit the following documents:
 - (1) EIEP program completion certificate
 - (2) Teacher Certificate
 - (3) Degree Certificate
 - (4) Proof of Professional Development Hours
 - (5) Certificate of Completion for IBO Online Workshops
 - (6) Proof of English Proficiency

Note: Items 4 to 6 must have been obtained within two years prior to the date of application for the IBEC certificate.

After review and approval by the School of Teacher Education, the University shall submit the list of eligible applicants to the International Baccalaureate Organization (IBO) for the issuance of the IB Educator Certificate. Relevant fees shall be paid in accordance with IBO regulations, and applicants will be notified by the IBO regarding the certificate costs. The application for the IB Educator Certificate must be completed within two years after the completion of the program.

6. The course mode is as follows:

Course	IB Philosophy and Practices	Curriculum Development and Design	Learning Assessment	Teaching and Learning in the IB MYP/ Teaching and Learning in the IB DP (Select one course)	
Class Schedule	First Semester	First Semester, Second Semester	Second Semester	Summer Term	
Mode of Instruction	online	online	online	online	online

Note:

There may be concerns that have not been covered in this document, description above are based on the regulations of NTNU and the instructions and announcements from the School of Teacher Education. The University reserved the right to change and explain this document.



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Educators of International Education Program (EIEP)

Application Cover Sheet

Application Information Checklist	Check (To be checked by the applicant)
1. English Personal CV	☐ Yes ☐ No
2. Photocopy of teacher certificate (Please noted "photocopy of the original" together with your signature.)	☐ Yes ☐ No
3. Proof of employment (Please noted "photocopy of the original" together with your signature.)	☐ Yes ☐ No
4. English Autobiography	☐ Yes ☐ No
5. English Personal Study Plan	☐ Yes ☐ No
6. Other information helpful for review (Total number of pieces: ____)	☐ Yes ☐ No

Note: Please submit two copies of the above information in a paperclip (on A4 paper, maximum of 30 pages per copy).

Name			
Subject Area / Grade Level	☐ Elementary School ☐ Middle School ☐ High/Vocational School ☐ Other (Please specify: _____)		
Years of teaching experience	☐ 1~3 years ☐ 4~10 years ☐ 11 years or more		
Current employer	(If none, please do not fill in.)	Job Title	
Telephone	(Tel) _____ (Mobile) _____		
E-mail	Important notices will be sent mainly by e-mail. Please make sure to write the correct e-mail address to avoid not receiving the notice.		
IB Philosophy and Practice mode Selection	☐ face to face ☐ online (Please explain the reasons)		

Applicant's Signature:

Date: