



**NATIONAL TAIWAN NORMAL UNIVERSITY**

**Educators of International Education  
Program (EIEP)**

**Admissions Handbook  
for Academic Year 2024 Enrollment  
(Fall Semester 2024)**

※ 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: [we1798@ntnu.edu.tw](mailto:we1798@ntnu.edu.tw)

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

## Important Dates for Applicants of EIEP 2024-2025

| Events   | Dates  |
|--|--|
| Deadlines for<br>- Online Application<br>- Application Package Mailing | - Online registration opens during<br>May 29, 2024(Wed.) - Jun. 11, 2024(Tue.)<br>- Paper documents must be submitted by mail,<br>postmarked no later than Jun. 11, 2024(Tue.) |
| Announcement of Interview Shortlist                                    | Jun. 26, 2024 (Wed.)   |
| Interview  | Jun. 29, 2024 (Sat.) starts from 10AM  |
| Admission Results Posted on Website                                    | Jul. 4, 2024 (Thu.)  |
| Registration & Payment   | Jul. 15 (Mon.) - Jul. 21 (Sun.), 2024  |
| Registration and Payment for Waiting-list Candidates                   | Jul. 22, 2024 (Mon.)   |
| Fall Semester  | October, 2024 to January, 2025   |
| Winter Semester  | February, 2025 to June, 2025   |
| Summer Semester  | June, 2025 to July, 2025   |

**National Taiwan Normal University**  
**International Baccalaureate Educators Certificate (EIEP)**  
**Admission Handbook**  
**(In-service Teacher Use Only)**

## **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: May 29, 2024(Wed.) - Jun. 11, 2024(Tue.)**

1. Apply for an online account: Homepage of the Website → Sign up → Create a new account
2. Login to your account and fill out the application form (Step 1).
3. Upload documents (Step 2–7).
  - (1) Curriculum Vitae (Step 2): You may download a sample format of the Curriculum Vitae from the application website.
  - (2) Teacher certificate (Step 3): The photocopy of your teacher certificate should be noted "photocopy of the original" together with your signature.
  - (3) Proof of Employment (Step 4): You need to submit a photocopy of employment letters or any documents that indicates the length of your teaching experiences at primary or secondary levels (at

least one year). Every photocopy should be noted "photocopy of the original" together with your signature.

- (4) **Autobiography (Step 5):** You can include personal experiences relevant to teaching, counseling, or administration in the field of education. Your autobiography should be no more than 3 pages with no limit on word count.
- (5) **Personal Study Plan (Step 6):** You can describe what you will study and why, as well as career development plans, etc. Your study plan should be no more than 3 pages with no limit on word count.
- (6) **Additional information helpful for review (Step 7):** Any materials that can demonstrate your professional, such as the English test results within 2 years, may be provided if available.

**\* Your documents of (1), (4), and (5) should be written in English.**

- 4. **Mail application packet:** Your application packet should include **2** copies of the cover sheet (Attachment 1) and related documents (Step 2–7 on the application website) (30 A4-pages per copy max.). Please note on the envelope “Application for Educators of International Education Program” and mail the packet to the address below.

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

The packet should be postmarked. Late or incomplete documents apply will be not be accepted. Submitted application materials will not be returned.

- 5. **Application fee payment:** Please pay the application fee by credit card through the website (mentioned on p.2) after your application packet is mailed. Applications without payment will be considered as incomplete and will not be accepted. **Once the application fee has**

**been paid will not be refunded. Please pay attention to the application qualifications and related procedures.**

## **Interview**

1. A completed application packets will be reviewed. The committee will decide who to ask for interviews. The interview shortlist will be announced on **Jun. 26, 2024 (Thu.)**.
2. The interview will be held on **Jun. 29, 2024 (Sat.)**. Details of the interviews will be announced online and via email.

## **Admission**

1. The admission list will be announced on **Jul. 4, 2024 (Thu.)**.
2. The admitted applicants will be notified how to complete registration procedures. Those who fail to pay by the deadline will be automatically considered as given up and will be replaced by other selected applicants in order.
3. If a new student is found to be ineligible for admission, or if there is any falsification, forgery, fraud, or alteration of documents or information, the University will immediately cancel his or her admission or expel him or her from the program, and will not issue any academic credentials. If any of the above is discovered after the completion of the course, the student's certificate of credit will be canceled and the IBO will be notified to cancel the student's license.
4. The University reserves the right to revoke the admission based on clear evidence, of a candidate who uses the admission status granted by the University for improper benefits.

## **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: If a student applies for a refund based on any reason after the payment, the following procedures should be followed.

- (1) Students who apply for a refund from the date of registration to the date of the first day of the class will be refunded 90% of the total credits and miscellaneous fees paid.
- (2) A half refund of credits plus miscellaneous fees will be provided to applications received during the first third of the semester.
- (3) No refunds will be offered after completion of one third of the semester.
- (4) If the number of students registered for each course is less than 12, the University reserves the right to cancel the course and refund the fees paid without any interest. Students should remain no objection for this regulation.

## **Program Requirements**

### 1. Course Credits:

- (1) This credit program consists of four courses, which will be held during the weekends according to the instructors' schedule. Three required courses will be offered in two semesters from October 2024 to June 2025. Two elective courses will be offered in the summer of July 2025 (choose either one course).

- (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. After meeting the above requirements, students must submit documents including 1) EIEP program completion certificate, 2) Teacher Certificate, 3) Degree Diploma, 4) certificates of workshop hours, 5) completion certificate of IB workshop, and 6) English proficiency certificate to the College of Teacher Education at NTNU. (items 4-6, the time of acquisition should be within two years prior to the application date for the IBEC certificate.) After verifying, the office will submit the list of students who successfully completed all the requirements for the IB T&L Certificate to the IBO. Students who are eligible will be notified by the IBO regarding the certificate costs.
  6. The application for the IB T&L Certificate must be completed within two years after the completion of the course.



7. 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 |
|--------|-----------------------------|-----------------------------------|---------------------|-------------------------------------|------------------------------------|
| Mode   | face to face                | online                            | online              | online                              | online                             |

The “IB Philosophy and Practices” is fundamental and crucial in introducing IB education. To ensure the quality of instruction, it is recommended to prioritize in-person classes. Students in the Online MA Program or those with other reasons may apply to take online courses. The review committee will assess and grant approval for online courses based on individual circumstances.

**Note:**

1. 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.



# NATIONAL TAIWAN NORMAL UNIVERSITY

## Educators of International Education Program (EIEP)

### Application Cover Sheet

| Application Information Checklist  | Check<br><small>(To be checked by the applicant)</small> |
|--|--|
| 1. English Personal CV   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Photocopy of teacher certificate<br><small>(Please noted "photocopy of the original" together with your signature.)</small> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Proof of employment<br><small>(Please noted "photocopy of the original" together with your signature.)</small>              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. English Autobiography   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. English Personal Study Plan   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Other information helpful for review (Total number of pieces: ___ )   | <input type="checkbox"/> Yes <input type="checkbox"/> 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                | <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High/Vocational School <input type="checkbox"/> Other<br>(Please specify: _____ ) |                         |  |
| Years of teaching experience              | <input type="checkbox"/> 1~3 years <input type="checkbox"/> 4~10 years <input type="checkbox"/> 11 years or more   |                         |  |
| Current employer                          | <small>(If none, please do not fill in.)</small>   | Job Title               |  |
| Telephone                                 | <small>(Tel)</small>   | <small>(Mobile)</small> |  |
| E-mail                                    | <small>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.</small>                                      |                         |  |
| IB Philosophy and Practice mode Selection | <input type="checkbox"/> <b>face to face</b> <input type="checkbox"/> <b>online</b> <small>(Please explain the reasons)</small>  |                         |  |

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_