



Bidding Point System and Internship Placement Procedure

NTU International Mentorship Program (hereafter the Program) will adapt a bidding point system for internship placement. If some aspects are overlooked, NTU Office of International Affairs (hereafter OIA) will update them as soon as possible.

Section 1: Qualification Review by the Office of International Affairs

- Article 1. Following the application period, OIA will conduct the initial qualification review.
- Article 2. OIA will notify the applicants who are ineligible that they will not be able to participate in the Program.
- Article 3. OIA will notify the applicants who are eligible for the Program that they must assign their allocated Bidding Points by a certain time.

Section 2: Bidding Point System

- Article 4. Each applicant has 100 Bidding Points (hereafter points). If the applicant participates in the CV Writing Workshop and/or the Interview Skills Workshop organized by OIA, they will receive an extra 10 points per workshop.
- Article 5. Each applicant must allocate points to their five desired internship positions.
- Article 6. Each applicant should assign points according to their preference order, with the position they want most receiving the most points. Each desired position should be allocated a different number of points.
- Article 7. Each applicant must allocate all their points leaving none left over.

Section 3: Professional Review by the Internship Host Organization

- Article 8. After the applicant passes the initial qualification review, OIA will provide the applicant's materials and their preference order for the relevant position to the host organization for further review. The host organization may decide to directly accept the applicant, or invite them for an interview, which will be arranged by OIA on behalf of both parties.
- Article 9. There is no limit on the number of the applicants that the host organization is willing to accept.





Section 4: Internship Placement

Article 10.

After collecting the results from all host organizations, OIA will conduct the placement according to the following procedure:

10.1 Remove the applicants that the host organization is *not* willing to accept from the full list of eligible applicants for that position, leaving only those that the host organization *is* willing to accept.

10.2 The remaining applicants are admitted according to the number of points they assigned to that position (i.e., the applicant who allocated the most points to that position will be the first intern admitted). The maximum number of admitted interns is pre-decided by the host organization and posted on the Program's official website.

10.3 If applicants have allocated the same number of points to the same position, first placement priority will be given to the applicant who participated in both the CV Writing Workshop and the Interview Skills Workshop organized by OIA, and second placement priority will be given to the applicant who participate in only the CV Writing Workshop or the Interview Skills Workshop. If the applicants still have the same placement priority, OIA will ask the host organization to provide their preference.

10.4 After all the vacancies have been filled, if an applicant has been placed in more than one position, they will be confirmed for the position of which they allocated the most points and the other vacancies will be released for another rotation.

10.5 The vacancies released according to 10.4 will once again go through the procedure outlined in 10.2, 10.3 and 10.4 until all positions have been filled.