

## **International Education**

# Standard Operating Procedures of TPSF System (Foreign school edition)

International Education in Primary and Secondary Schoolnternational NTUST 2024/06/21 REV 2.2



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Contact us if you have any further questions.



# **Basic Operation**

#### Step 1

Enter International Education in Primary and Secondary School

https://www.ietw2.edu.tw/en

::: MOE TPSF log in Chinese Japanese Q



The Ministry of Education's Website for International Education in Primary and Secondary School Republic of China (Taiwan)

FAQ ▼ Contact Us Go to TPSF Curriculum ▼ International Exchanges ▼





Click to enter sign up page

Please enjoy using our website to find a Taiwan school to partner and work with: TPSF log in with your existing account and password if your school already registered.

Alternative ly, <u>KEY IN</u> your school's information to begin our registration process.











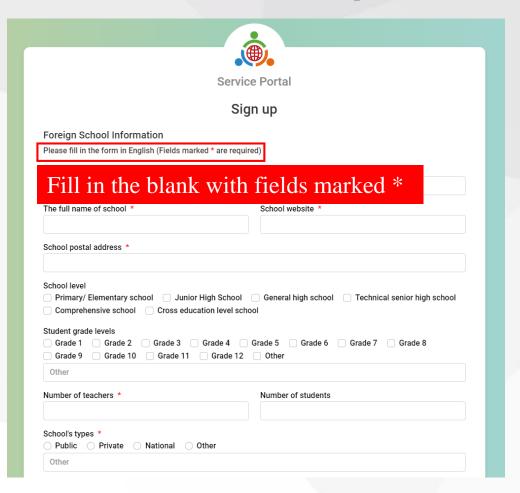
#### International Exchange partnerships will ...

- ✓ Bring international education to your school.
- ✓ Provide motivation for second language learning.
- ✓ Inspire reciprocal students through exchange activities, classes and programs.
- Focus on SDGs or other variety of themes.
- ✓ Offer teachers the chance to share teaching experiences and cooperate with their foreign



### Step 3

Please follow the steps below providing information such as school name, website and postal address.



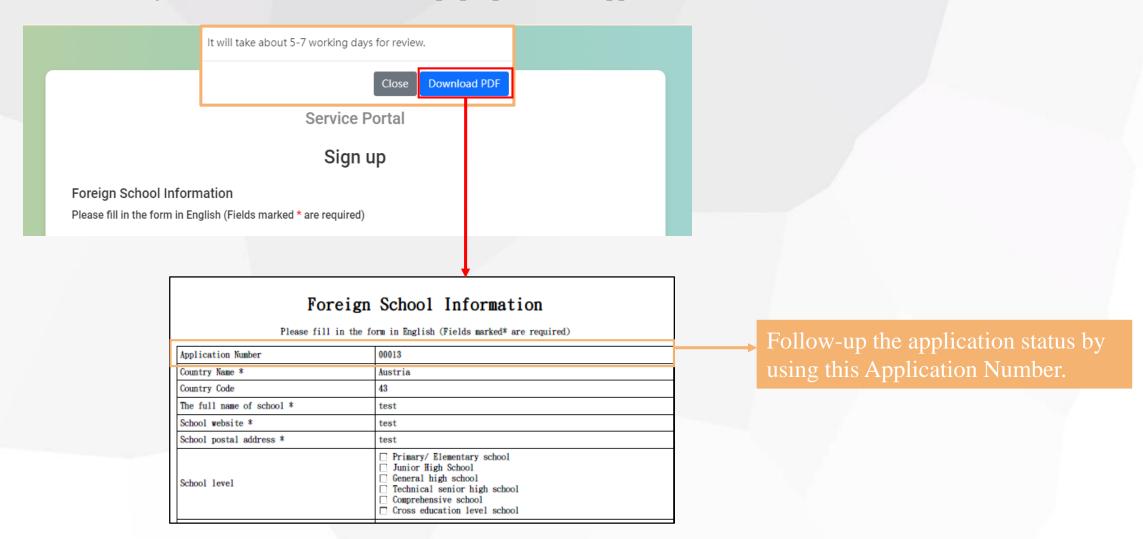
#### Step 4

Click Submit after filling out all the required information.

Choose your preferred Types of Exchange Activ	vities *		
a. We want to host a school from Taiwan  Sister school MOU signing Auditing classes  Social and humanities experience education programs	Language and cultural courses    Workshops   Skill exchange programs		
Short-term teacher and student exchange programs	Other		
b. We want to visit a school in Taiwan Sister school MOU signing			
		☐ Inbound-to host a Taiwan high school ☐ Outbound to	o visit a Taiwan high school Online Activities
		□ Inbound-to host a Taiwan high school □ Outbound to  School contact person/ coordinator information	•
		·	•
School contact person/ coordinator information	1		
School contact person/ coordinator information First/given names *  Gender *	1		



**Step 5**After clicking submit button, a Submitted pop-up box will appear.



#### Step 6

We'll send you an email after we verify your application. Please follow the instructions in the email to move on to the next step.

Dear Bear Test Account Foreign School

Example

Thank you for your recent application for IEW System Account.

Unfortunately, we regret to inform you that your application **00004** has been **Unsuccessful** in proceeding to the next phase.

Upon reviewing your application, [Reasons for Application Rejection] Therefore, we cannot proceed with your application.

Please free to contact us if you have any further questions.

Best regards,

Application Rejected

Hi Bear Test Account Foreign School

Example

Congratulations! Thank you for your recent IEW System Account Application.

Through all the assessments, we would like to formally inform that your application 00004 has been Approved.

We are looking forward to the completion of [[School Name]] to be one of the partner schools of Taiwan K-12 schools. Through IEW System, [[School Name]] and Taiwanese schools can start international educational exchanges from now on.

Your login account number and password are shown below, please keep it safe and change the password as soon as possible after login.

Account:

Password:

Please log in to the system from the following URL

https://www.ietw2.edu.tw/workbench/employee/login/lang/en

If you need more instructions on the operation of the IEW system, please download the "International Education 2.0- Standard Operating Procedures of IEW System (Foreign school edition)" pdf file on the following URL and follow the instructions.

https://www.ietw2.edu.tw/en/InternationalExchangeWindow/WhatIsIEW

If you have any questions or concerns, please do not hesitate to contact us.

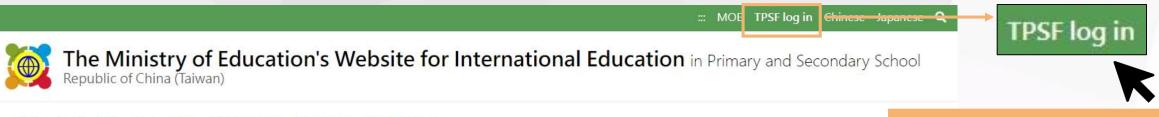
Best regards,

Successful Application

## Log In

#### Step 1

Enter International Education 2.0 for Primary and Secondary Schools (https://www.ietw2.edu.tw/en)



FAQ ▼ Contact Us Go to TPSF Curriculum ▼ International Exchanges ▼

Click to enter the TPSF login page

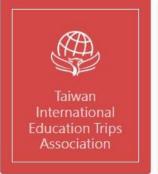
# WELCOME TO K-12EA TPSF

Please enjoy using our website to find a Taiwan school to partner and work with: <a href="https://example.com/trestate/">TPSF log in</a> with your existing account and password if your school already registered.

Alternatively, <u>KEY IN</u> your school's information to begin our registration process.





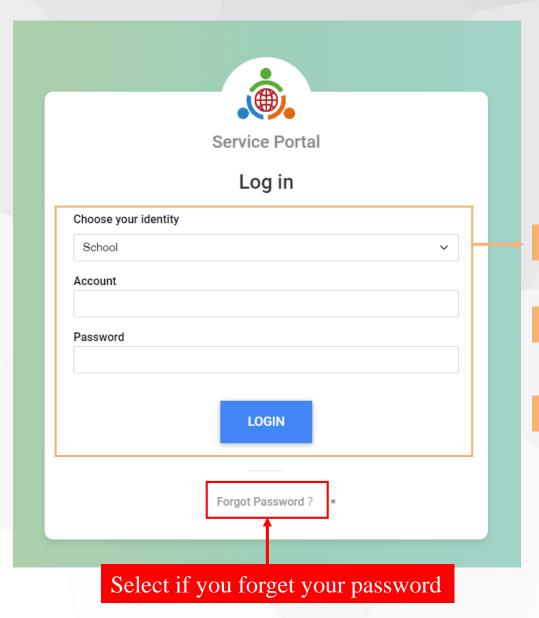








# Log In



### Step 2

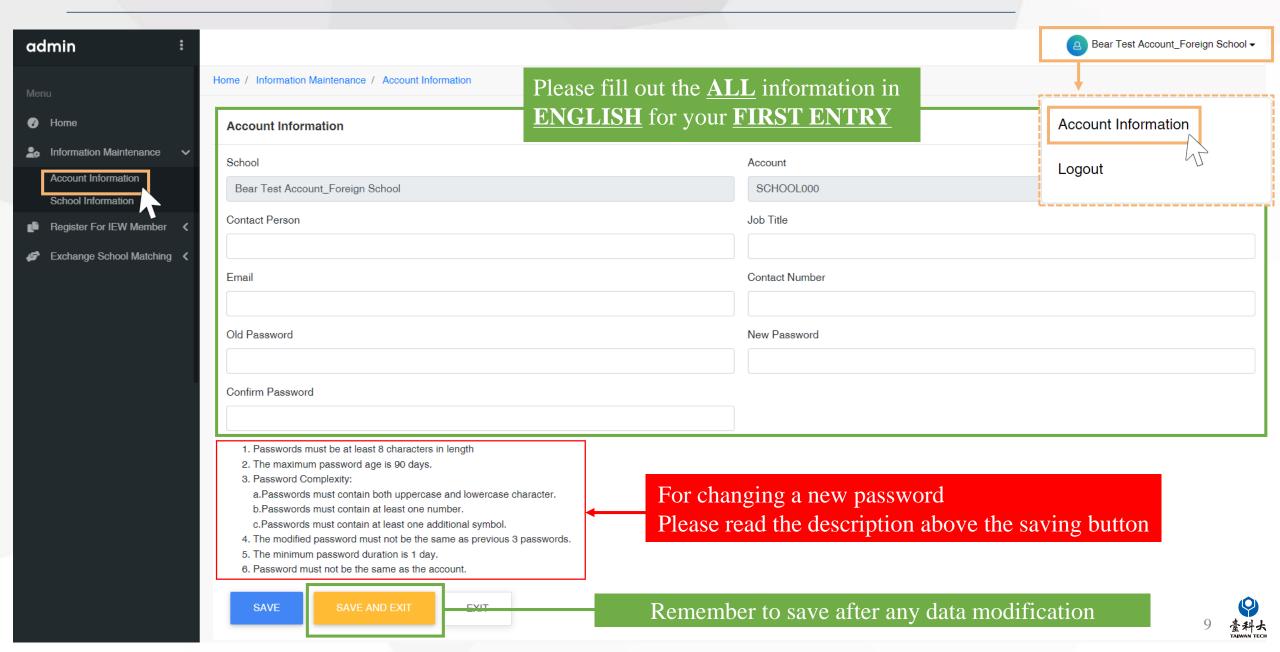
Select 'School' in 'Choose your identity'

Enter your account & password

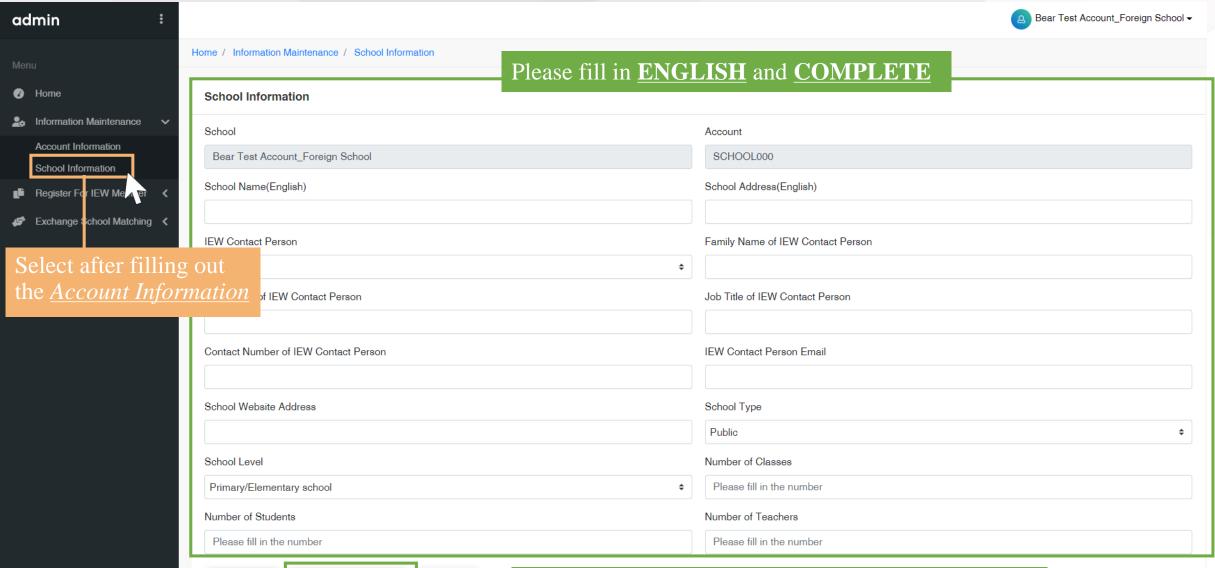
Click Login bottom



## **Account Information**

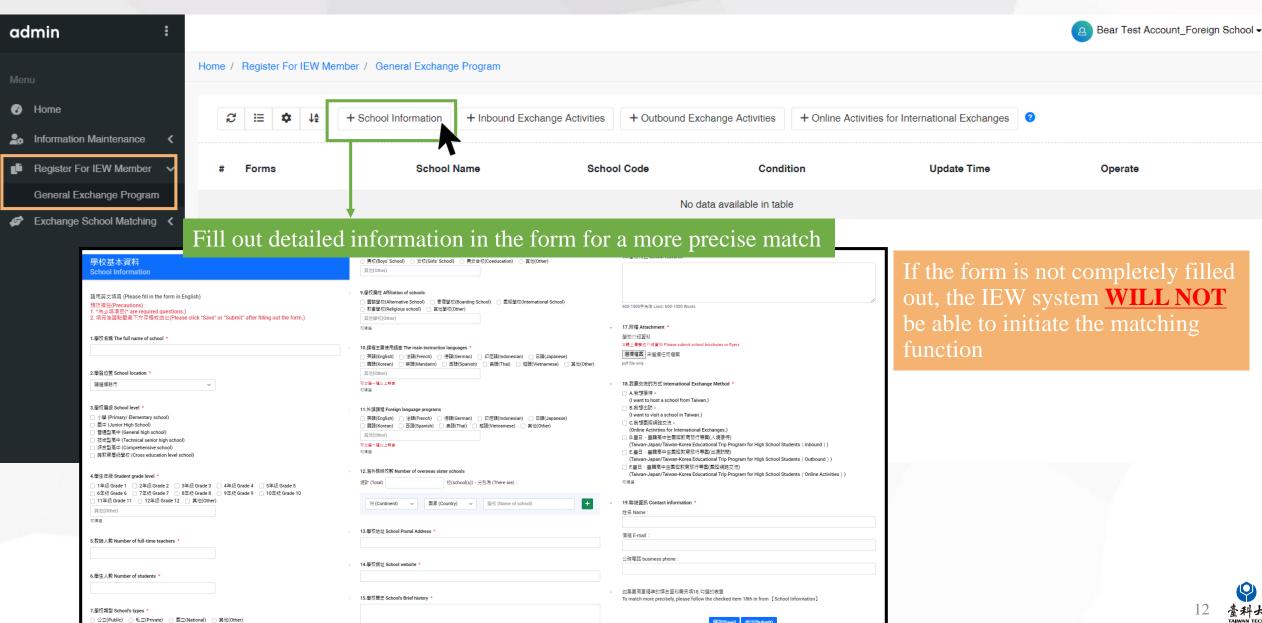


## **School Information**



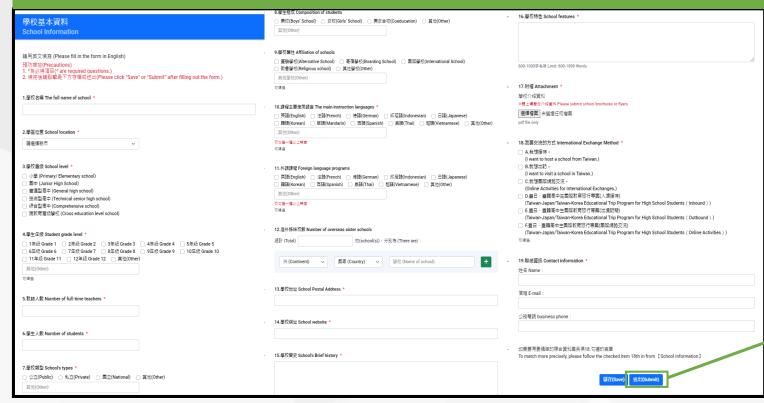
# Exchange Program forms and Notice

# General Exchange Program



# Notes for filling out the school information form

#### Please fill out the form in English and fill in required school information.



If there is any unfilled part of the form, the following prompt window will pop up after clicking Submit.

Please follow the instructions to complete the form.

Please click Save or Submit after filling out the form.



送出(Submit)

#### www.ietw2.edu.tw 顯示

[Error] School Name can't be empty!, School Level can't be empty!, Student grade level can't be empty!, Number of full-time teachers can't be empty!, Number of students can't be empty!, School's types can't be empty!, The main instruction languages can't be empty!, Foreign language programs can't be empty!, School Postal Address can't be empty!, School Website Address can't be empty!, School features can't be empty!, International Exchange Method can't be empty!



## **School Information Form**

# Forms

School Information

2 Inbound Exchange Activities

3 Outbound Exchange Activities

4 Online Activities for International Exchanges

School Name

TEST999

TEST999

TEST999

TEST999

School Code

JPN999

JPN999

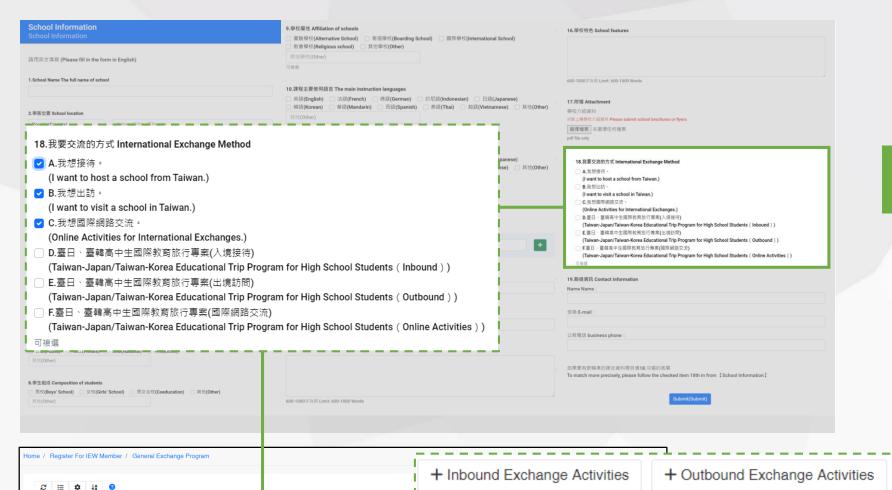
Condition

Submit

Submit

Submit

Submit



**Update Time** 

2022-09-02 15:32:53

2022-09-02 15:32:53

2022-09-02 15:32:53

2022-09-02 15:32:53

Select options from item 18th of the form

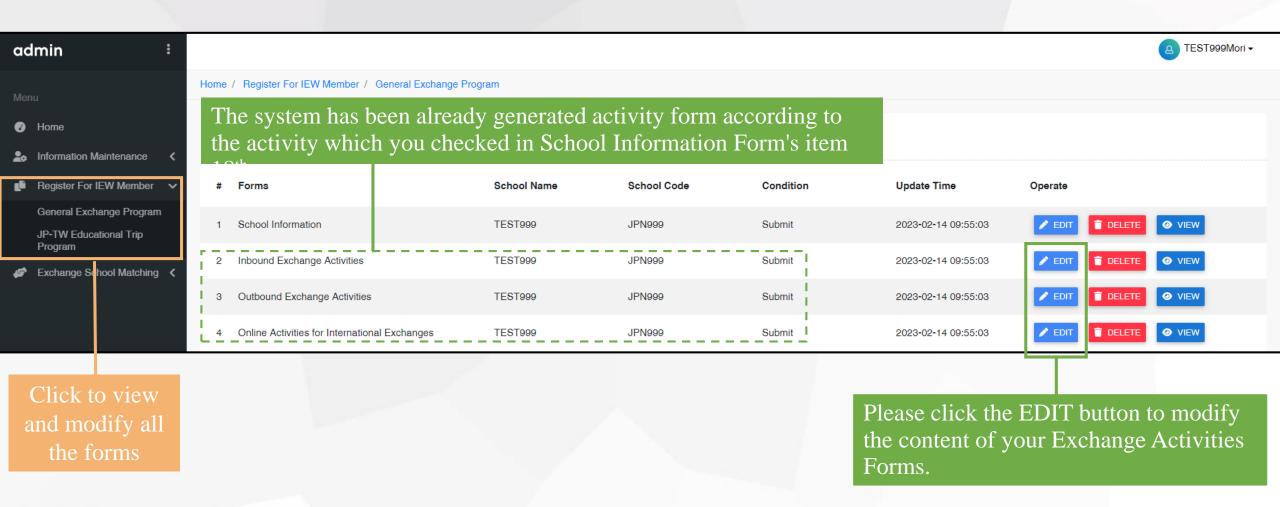


+ Online Activities for International Exchanges

IEW system will automatically generate activity form according to the checked options in item 18th

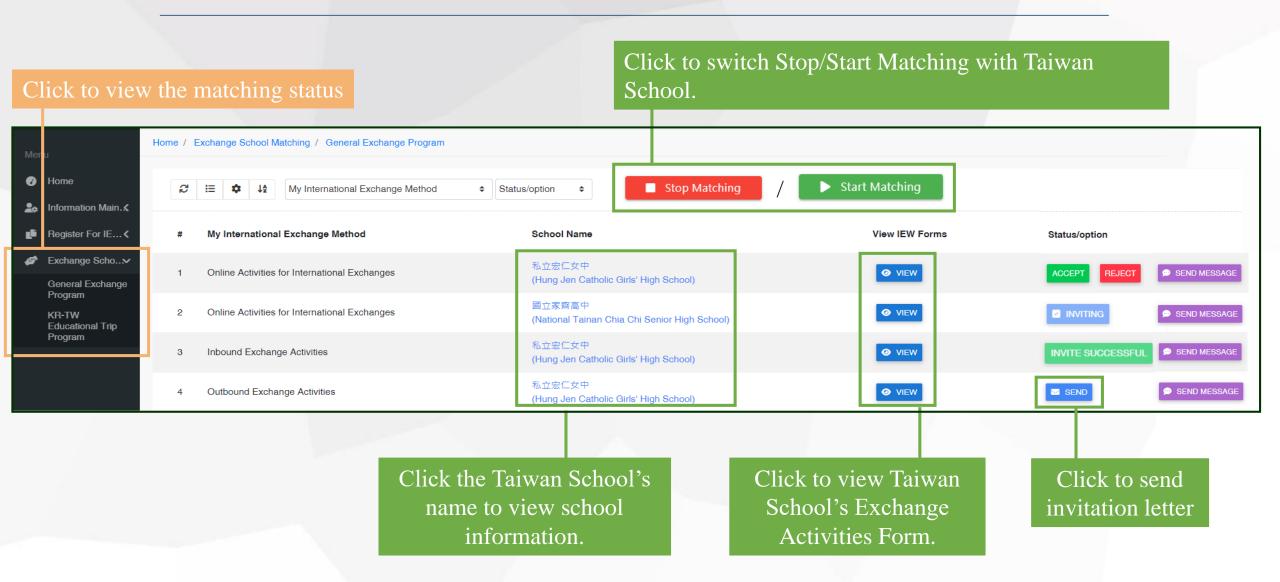


# Exchange Program form page.(1/2)



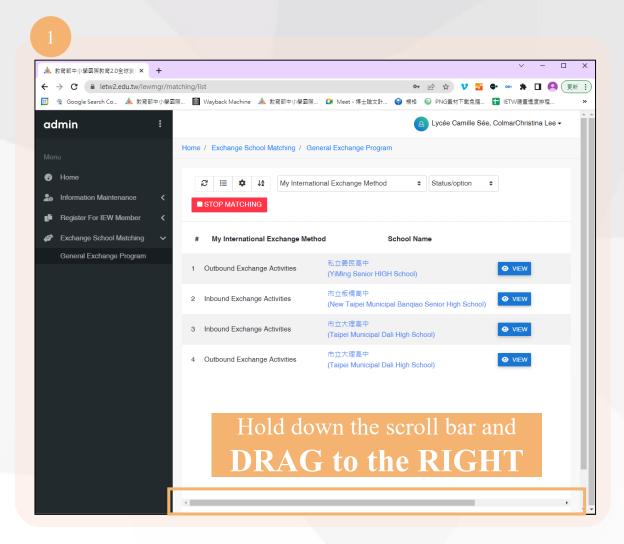
After completing the International Event Application Form, the system will automatically match the application at 6:00 A.M.(GMT+8) EACH DAY.

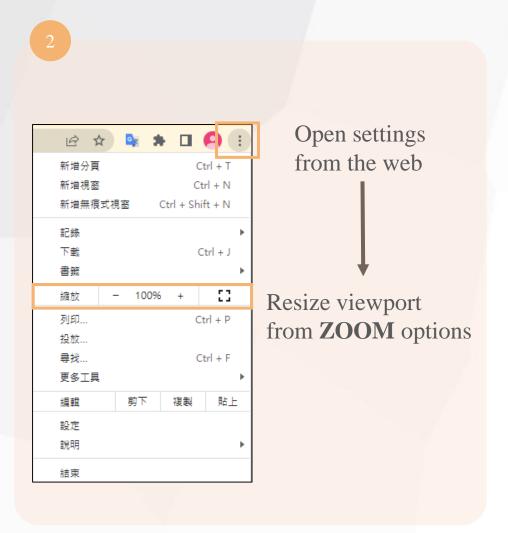
# Foreign School Matching Process

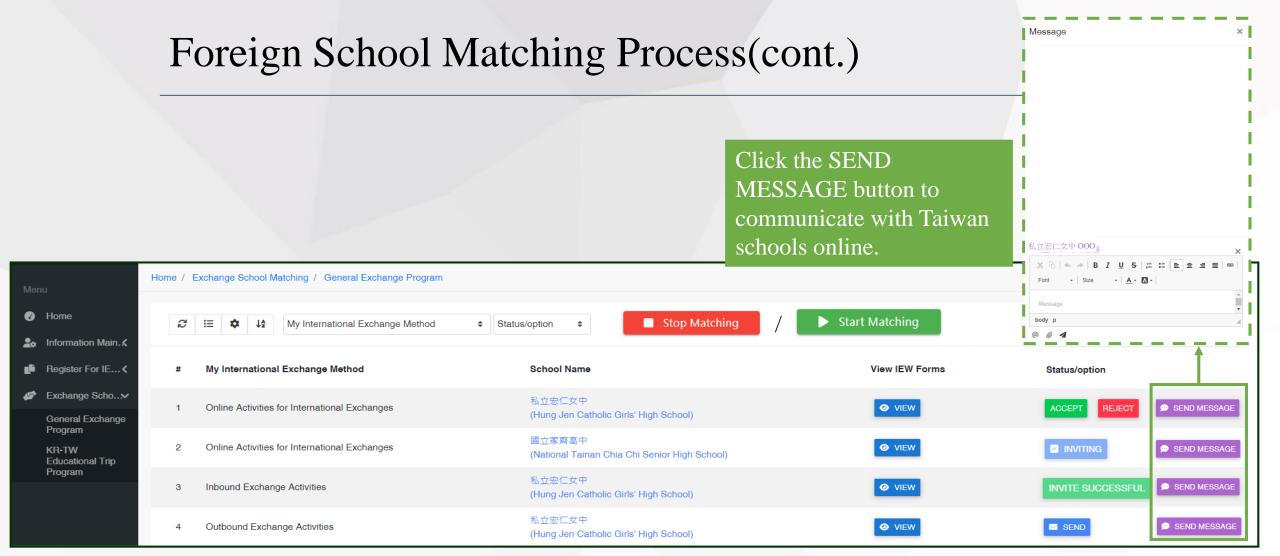


# Foreign School Matching Process

If the current screen does not display the Status/Option column, please follow the steps below.





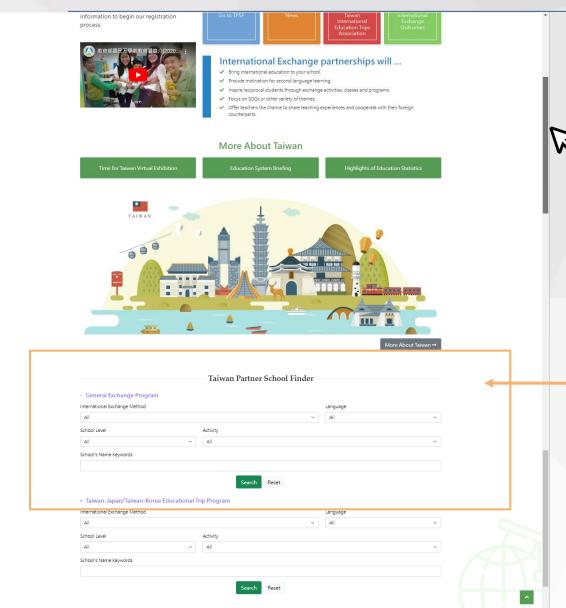


means the invited Taiwan school agrees to start the exchange and both parties can begin the negotiation and exchange.

or means Taiwanese schools receive match invitations from foreign schools, schools can decide to click **ACCEPT** or **REJECT** to exchange invitations.



## Invite Taiwan Schools Process

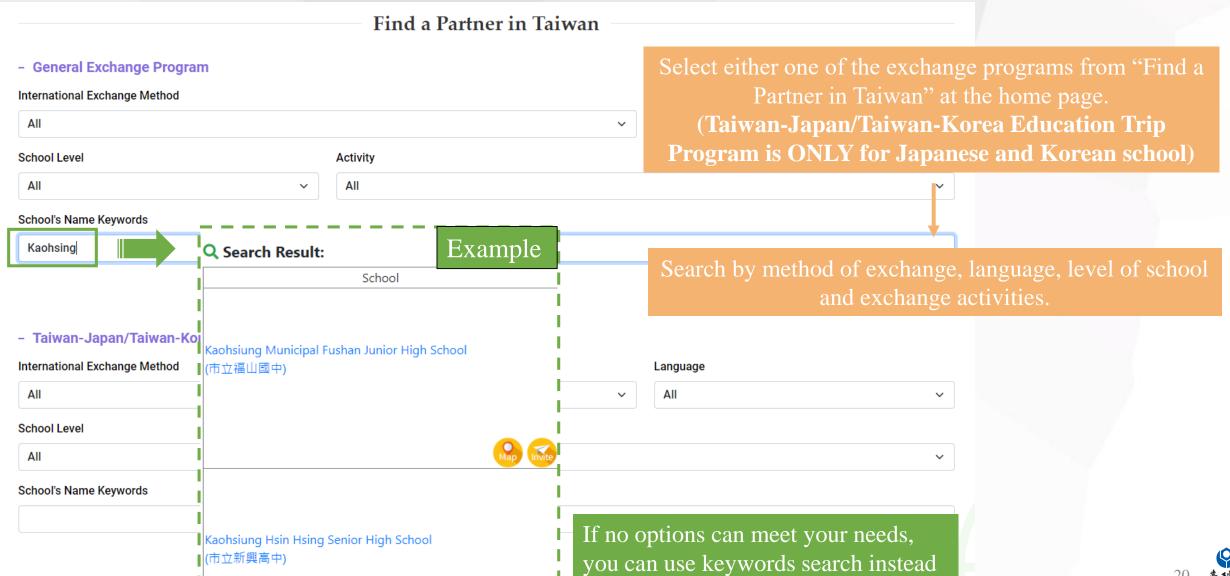


B

Hold down the scroll bar and **DRAG DOWN** 

Taiwanese schools via the TPSF system.

## Invite Taiwan Schools Process



## Invite Taiwan Schools Process(cont.)

Select the hyperlink of Name of School or Exchange Activity to view the forms.

**Sign Up or Log In** the IEW system before click the Invite Button.

Click the Invite button to send invitations to Taiwanese schools.





After check Invite button, a Sent successfully pop up box will appear.

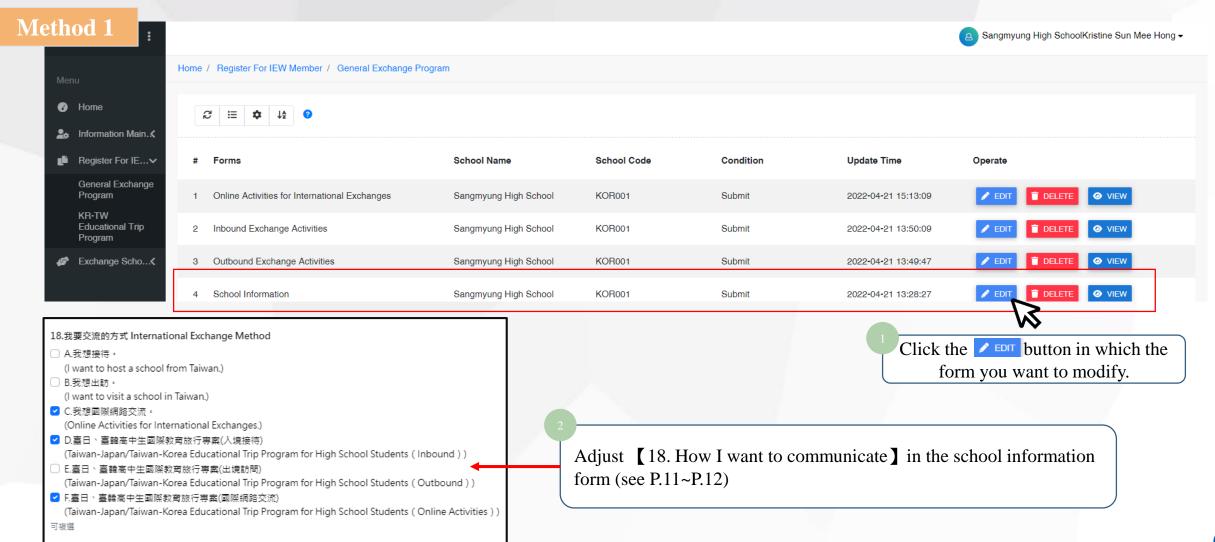


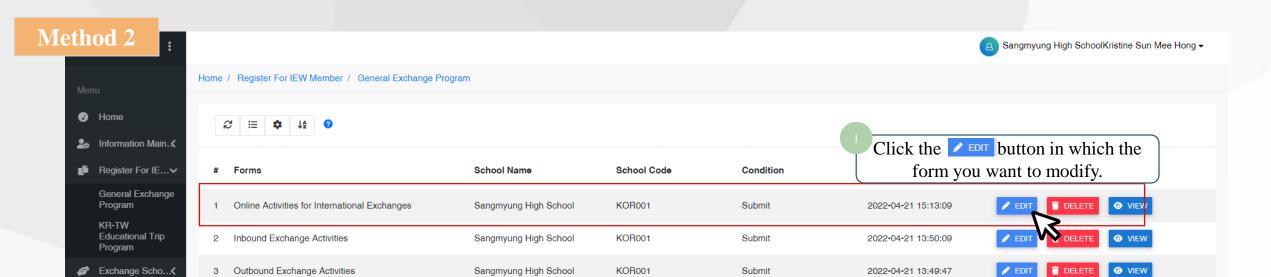


# FAQ

Q: What should I do if the system has no matching results or too few matching results displayed?

A: You can modify the redemption-related information in the following ways (choose one), and then resubmit the match.





KOR001

Submit

Sangmyung High School

#### B. 交流類型與活動 Exchange activities

B-1 預期交流類型活動 Proposed types of exchange activities

School Information

- ✓ 國際筆友(E-pals)
- □ 語言交流(Language exchanges)
- □ 共備課程(Cross-border curriculum development)
- ☑ 文化交流(Culture exchanges)
- □ 主題討論 ( 含聯合國永續發展議題 ) (Theme-based discussion, including SDGs)
- 〕參與國際專案計畫(Participation in international projects)

Modify the exchange activities in [B-1 Proposed types of exchange activities] in the international exchange form and send it out ( Details : P11-P12)

2022-04-21 13:28:27

VIEW

## Contact Us

## **TPSF**

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## Website System

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