

### **International Education**

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

International Education in Primary and Secondary Schoolnternational NTUST 2025/11/07 REV 3.0



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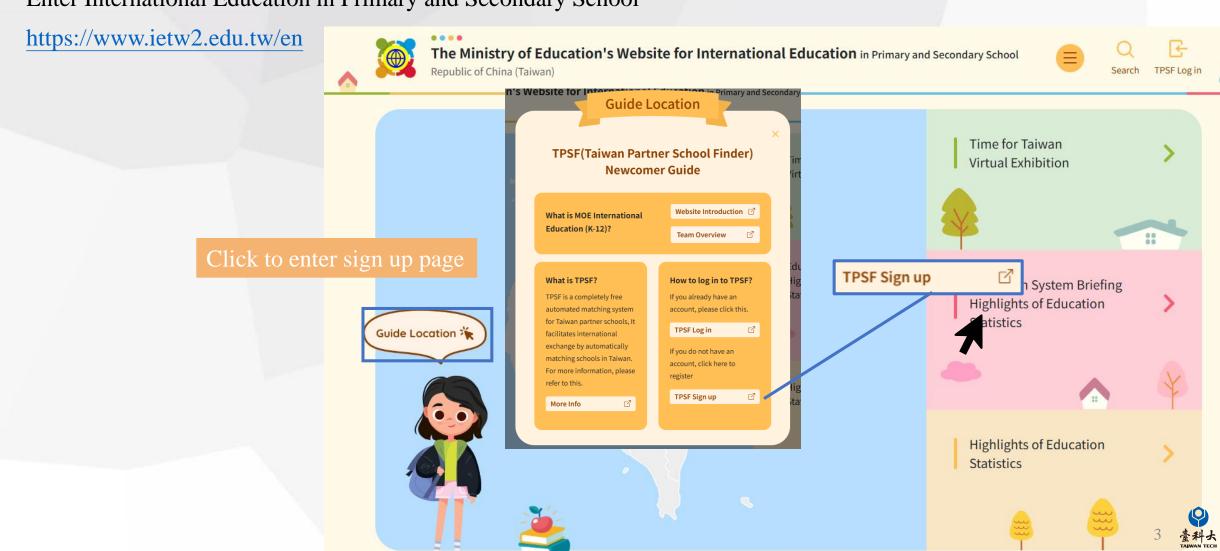
Contact us if you have any further questions.



# **Basic Operation**

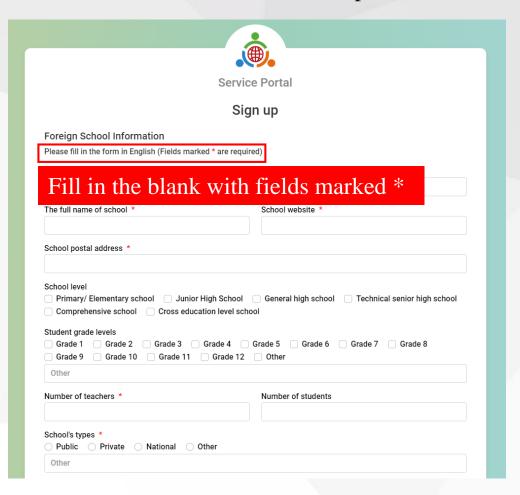
#### Step 1

Enter International Education in Primary and Secondary School



#### Step 3

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



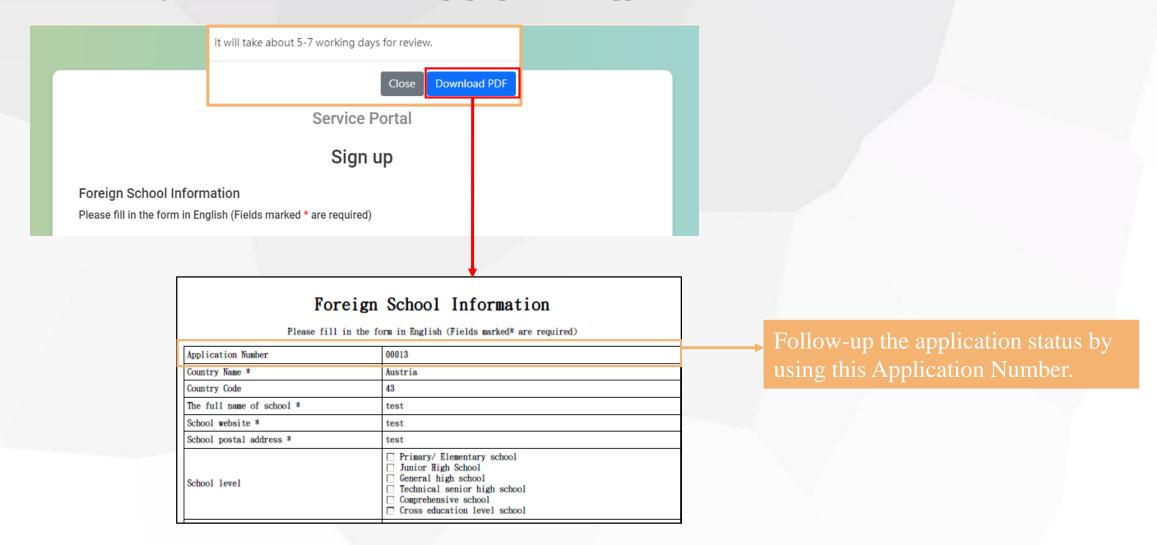
#### Step 4

Click Submit after filling out all the required information.

Short-term teacher and student exchange programs Other  Other  b. We want to visit a school in Taiwan Sister school MOU signing Auditing classes Language and cultural courses Social and humanities experience education programs Workshops Skill exchange programs Short-term teacher and student exchange programs Other  Other  c. Online Activities for International Exchanges F-pals Language exchanges Cross-border curriculum development Culture exchanges Theme-based discussion, including SDGs Participation in international projects  Preferred software Google Meet Webex Microsoft Teams  d. Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students(Japan or Korea's school and g. 10 to grade 12's students only) Inbound-to host a Taiwan high school Outbound to visit a Taiwan high school Online Activities	s s ool and grade
Other  b. We want to visit a school in Taiwan Sister school MOU signing Auditing classes Language and cultural courses Social and humanities experience education programs Workshops Skill exchange programs Short-term teacher and student exchange programs Other  Other  c. Online Activities for International Exchanges E-pals Language exchanges Cross-border curriculum development Culture exchanges	s
b. We want to visit a school in Taiwan  Sister school MOU signing Auditing classes Language and cultural courses  Social and humanities experience education programs Workshops Skill exchange programs  Short-term teacher and student exchange programs Other	
Other	s
Short-term teacher and student exchange programs Other	s
a. We want to host a school from Taiwan  Sister school MOU signing Auditing classes Language and cultural courses  Social and humanities experience education programs Workshops Skill exchange programs	



**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 TPSF 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 application for TPSF System Account.

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 TPSF 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 The Ministry of Education's Website for International Education in Primary and Secondary School (https://www.ietw2.edu.tw/en)

for International Education in Primary and Secondary School







TPSF Log in

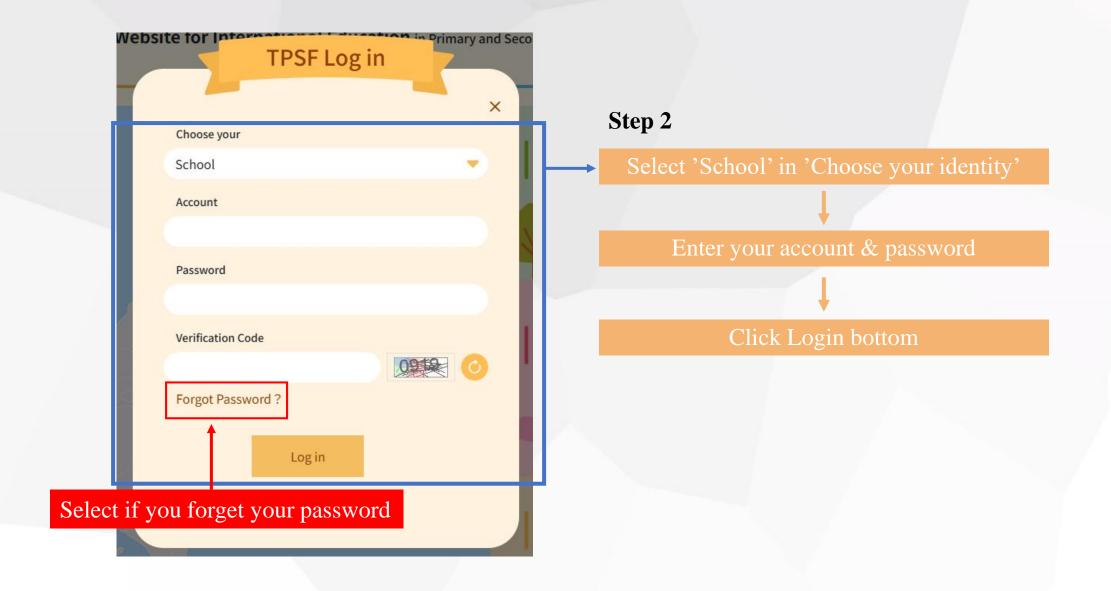


Click to enter the TPSF login page

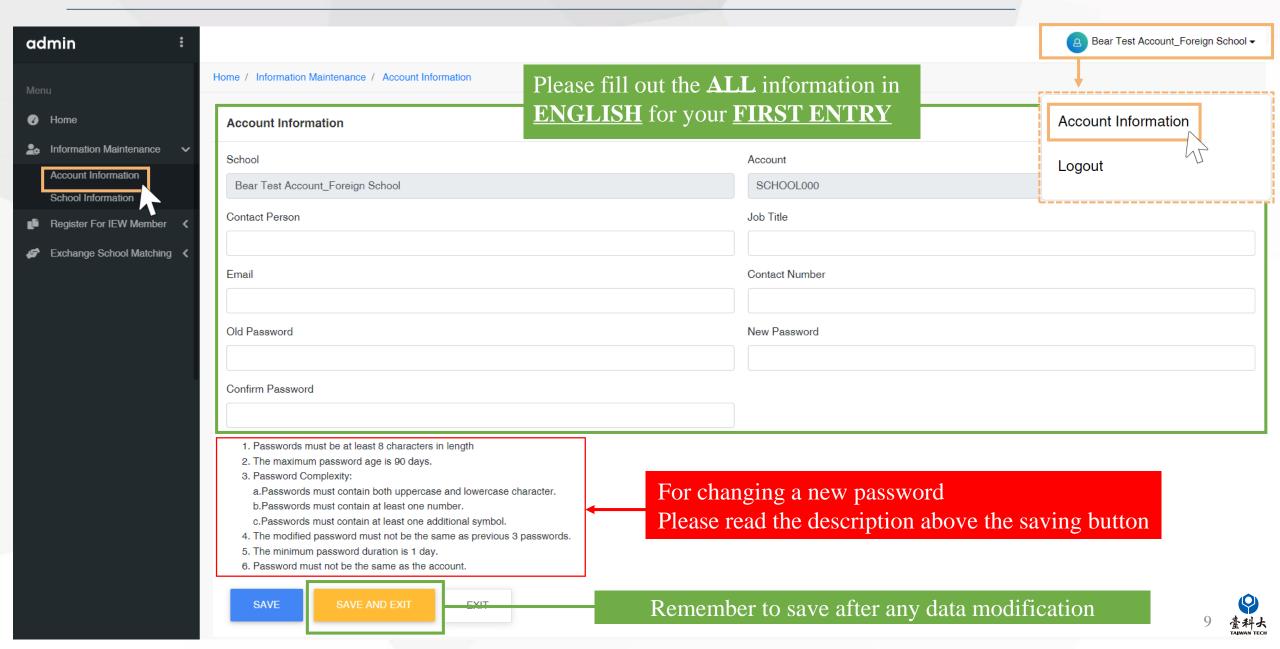




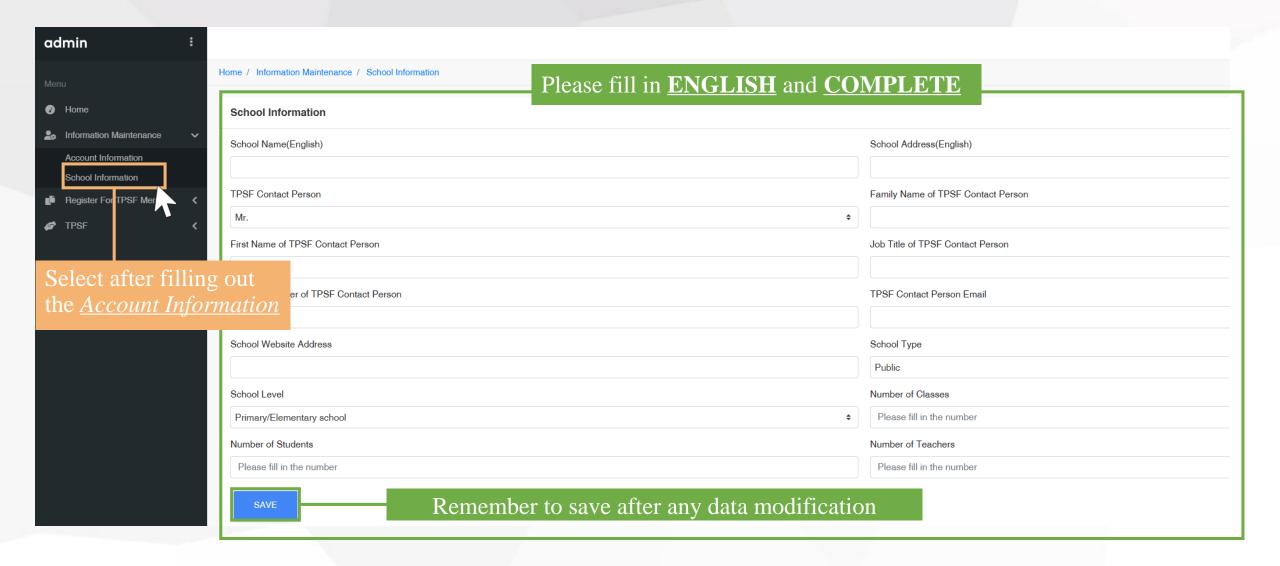
## Log In



### **Account Information**

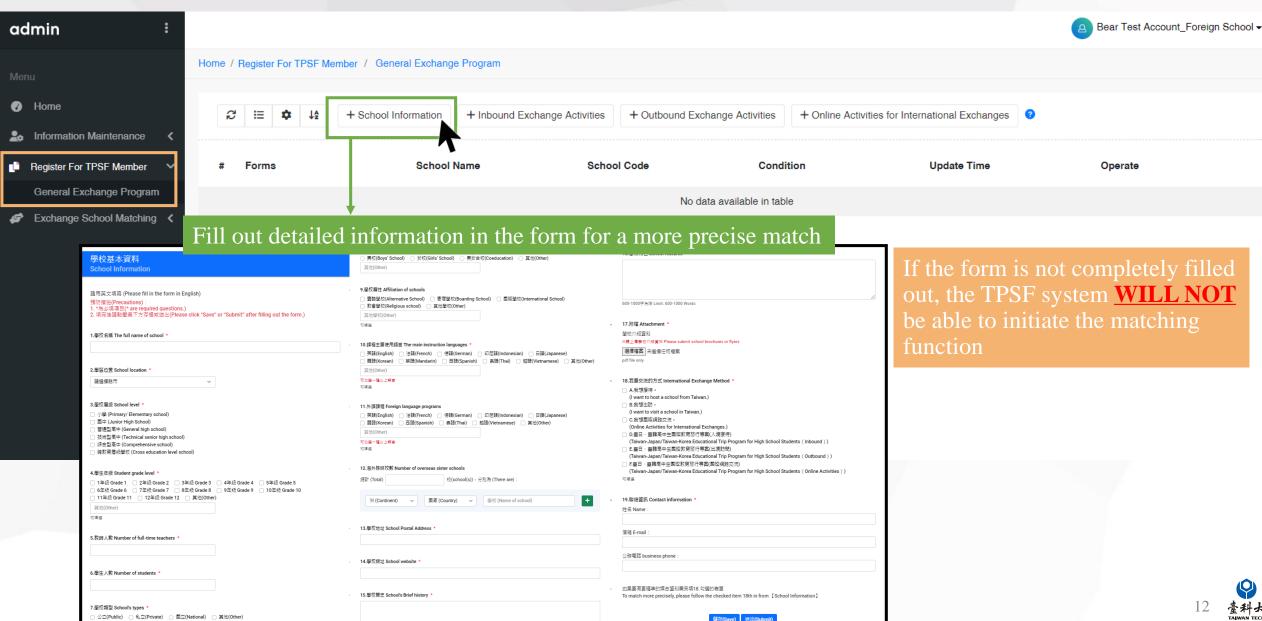


### **School Information**



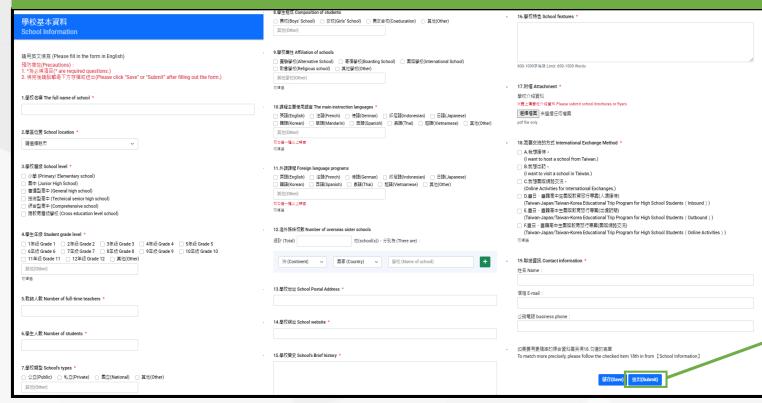
Exchange Program forms and Notice

# 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.



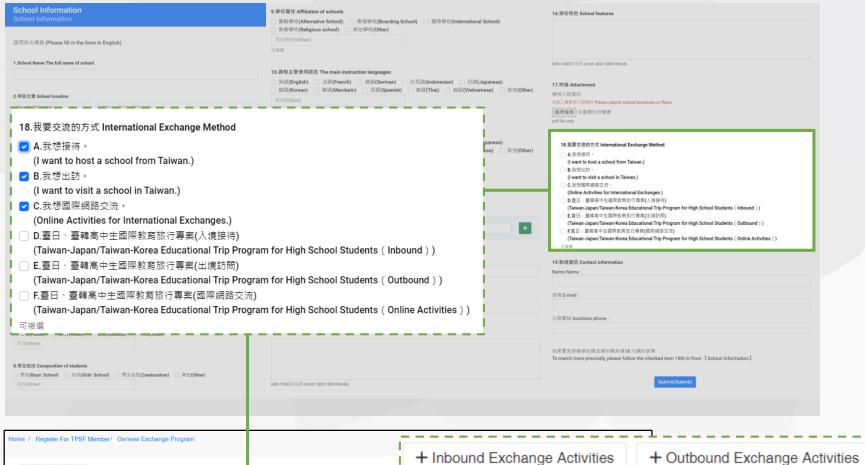
送出(Submit)

#### 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**



Select options from item 18th of the form

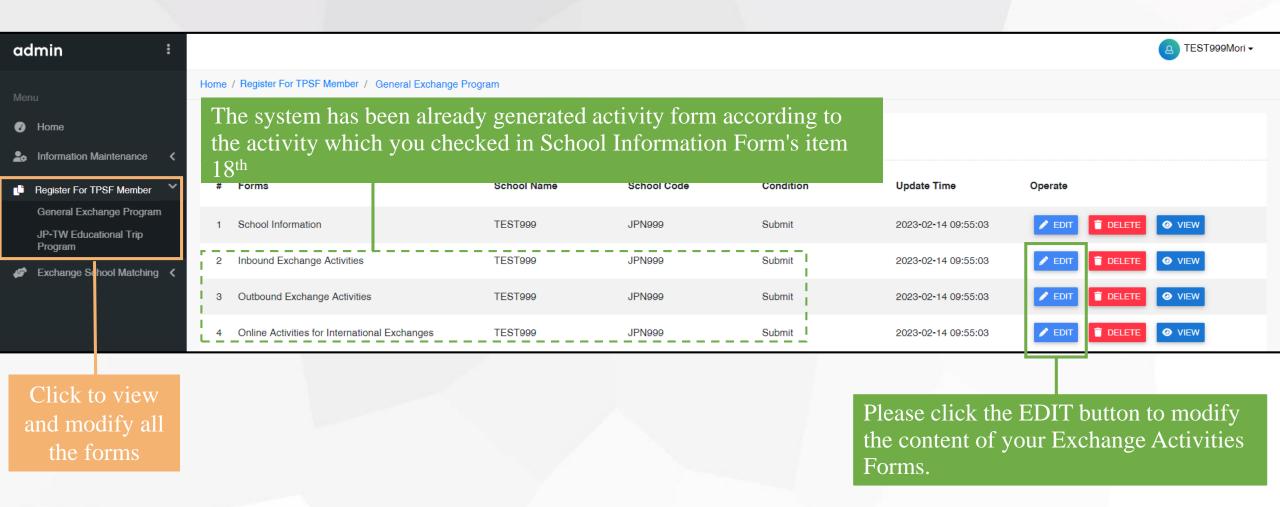


+ Online Activities for International Exchanges



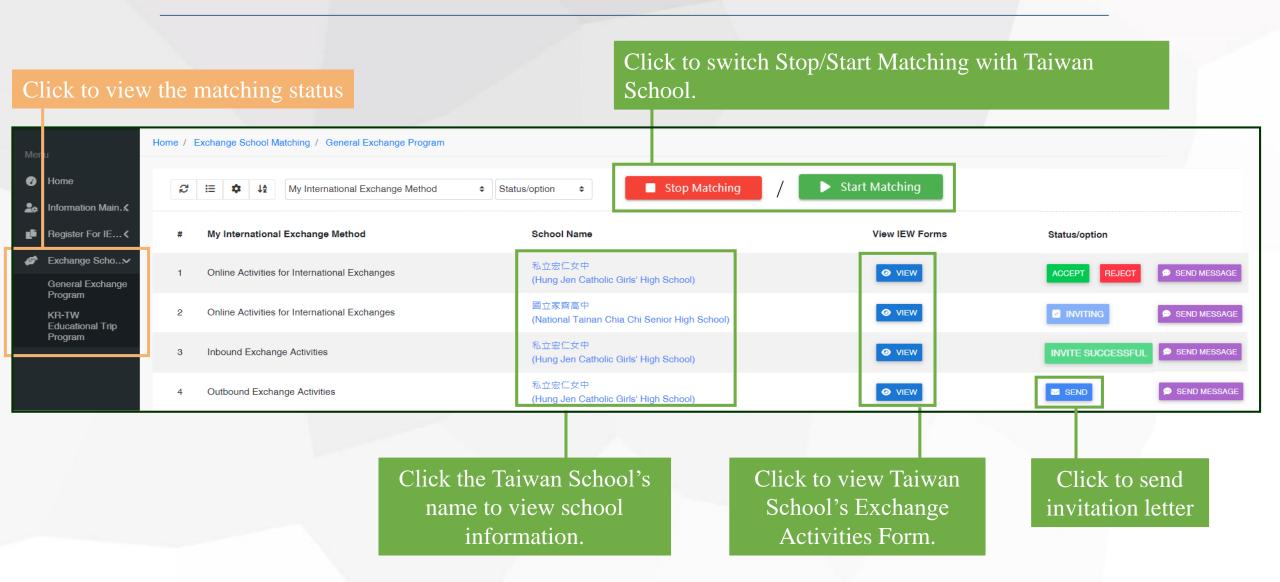
TPSF system will automatically generate activity form according to the checked options in item 18th

# Exchange Program form page.(1/2)



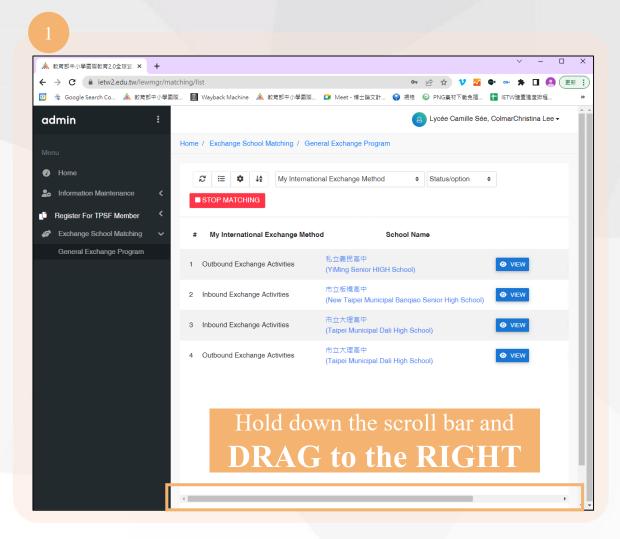
After completing the International Event Application Form, the system will automatically match the application at 6:00 A.M.(GMT+8) EACH DAY.

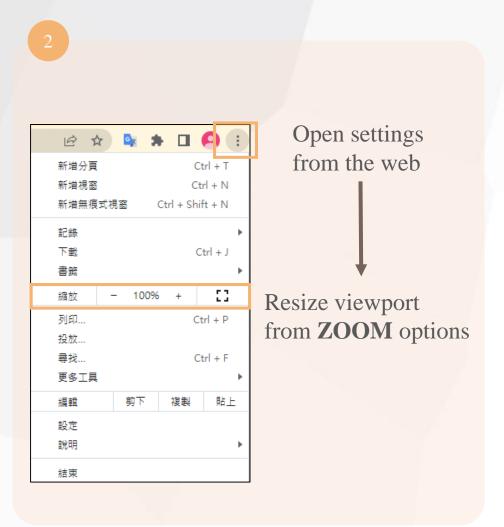
## Foreign School Matching Process

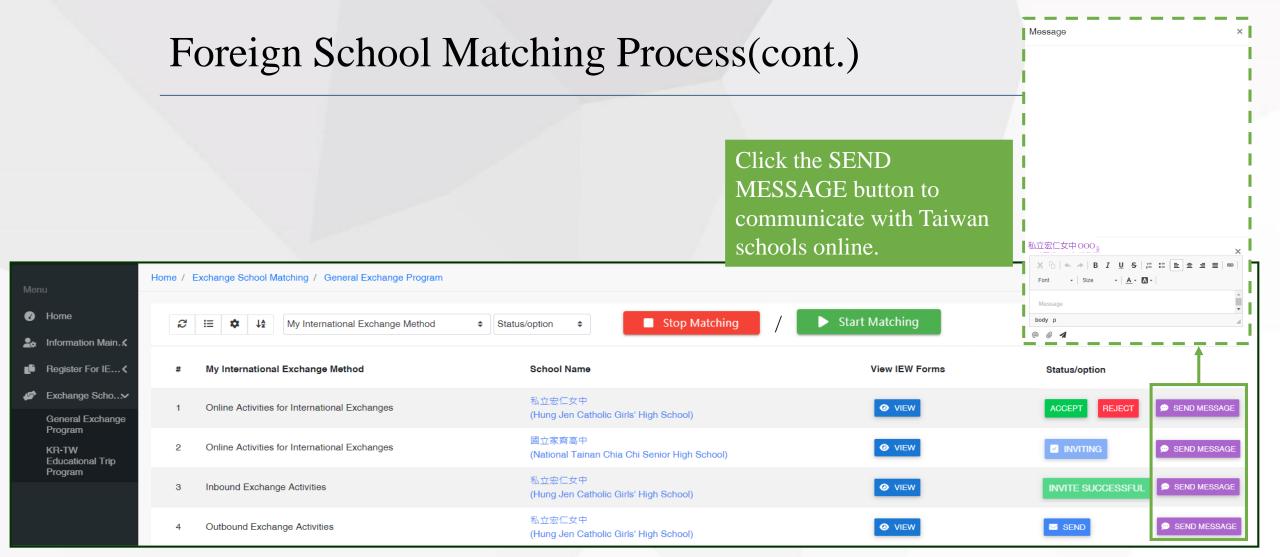


### Foreign School Matching Process

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.

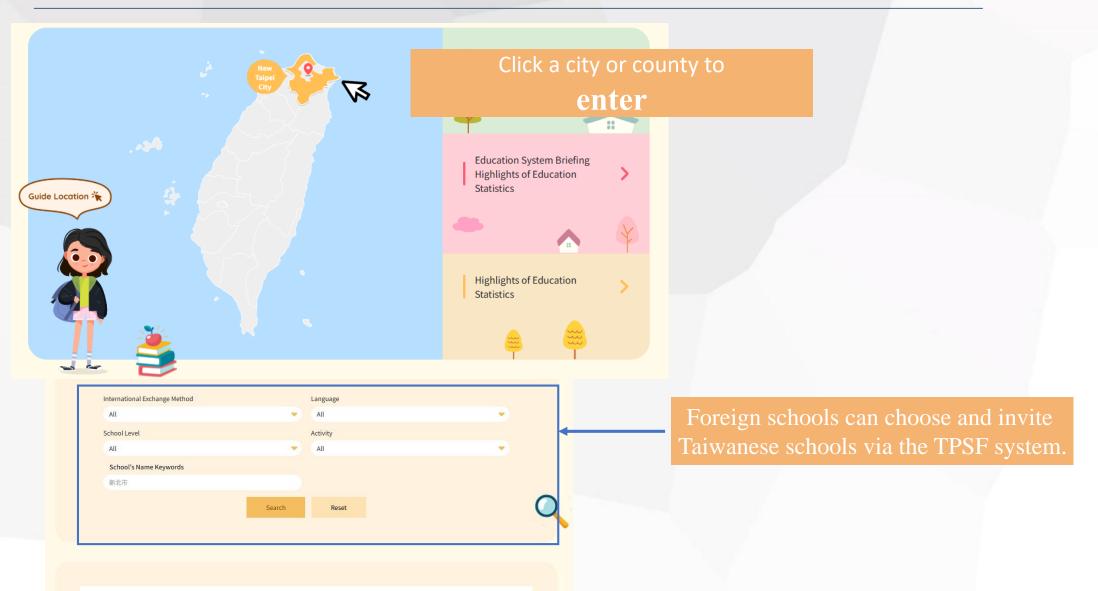
or means Taiwanese schools receive match invitations from foreign schools, schools can decide to click ACCEPT or REJECT to exchange invitations.



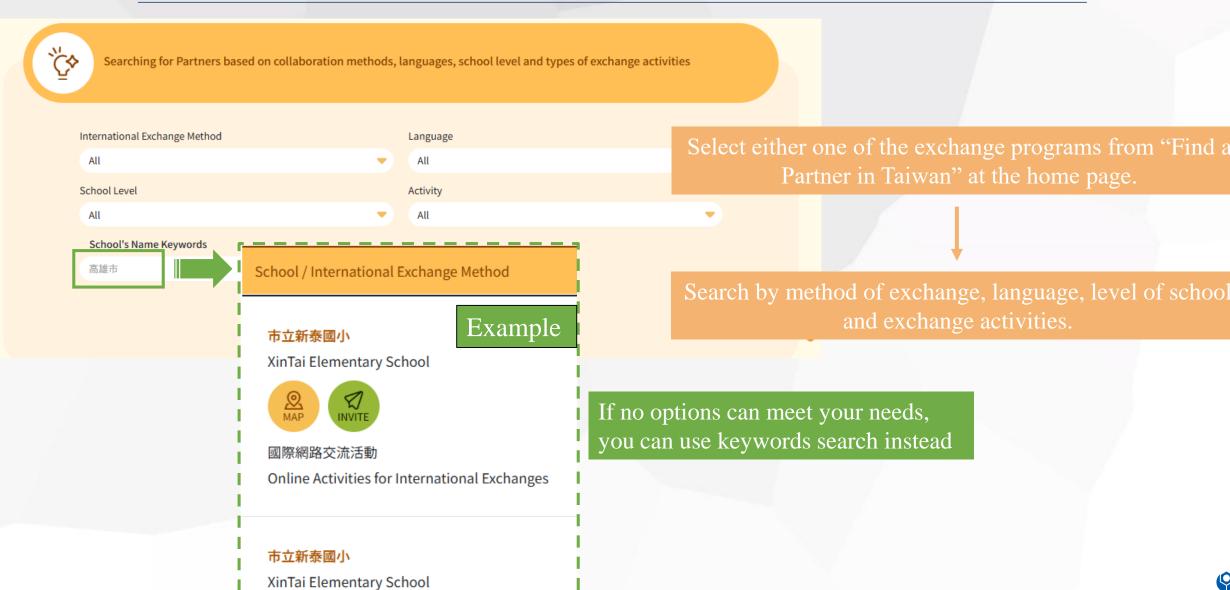
### Invite Taiwan Schools Process

School Level Activity

School / International Exchange Method



### Invite Taiwan Schools Process

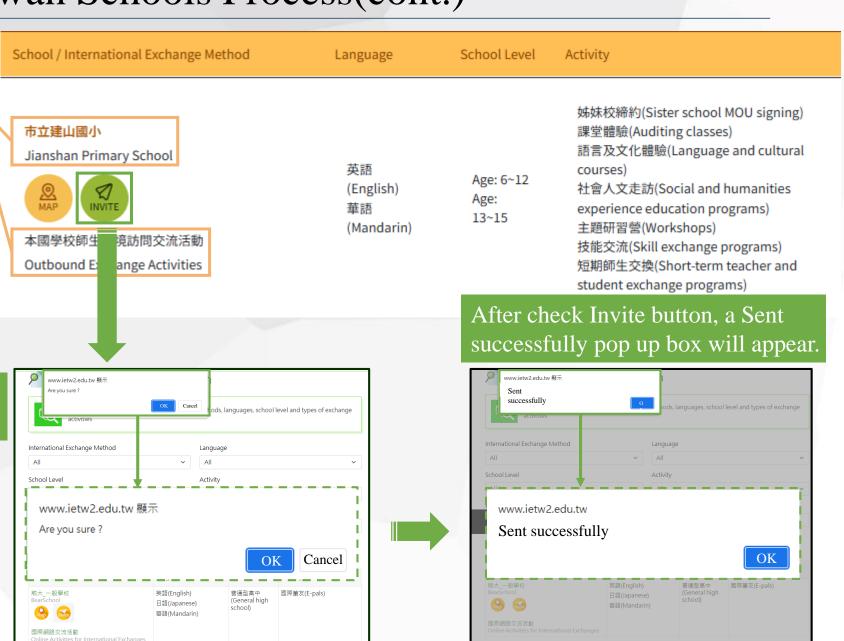


### Invite Taiwan Schools Process(cont.)

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

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

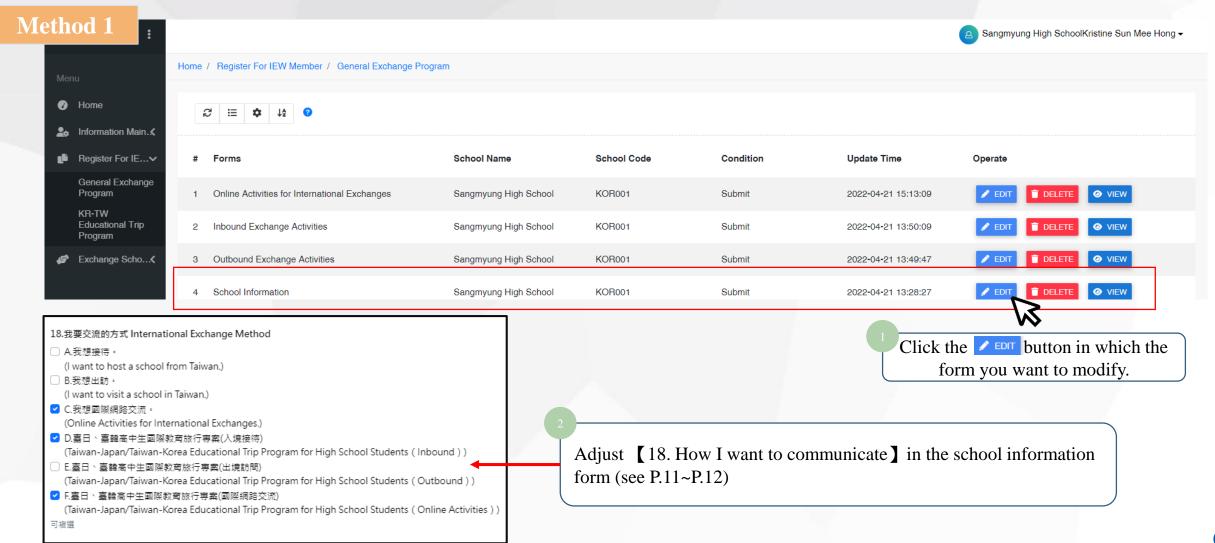
Click the Invite button to send invitations to Taiwanese schools.

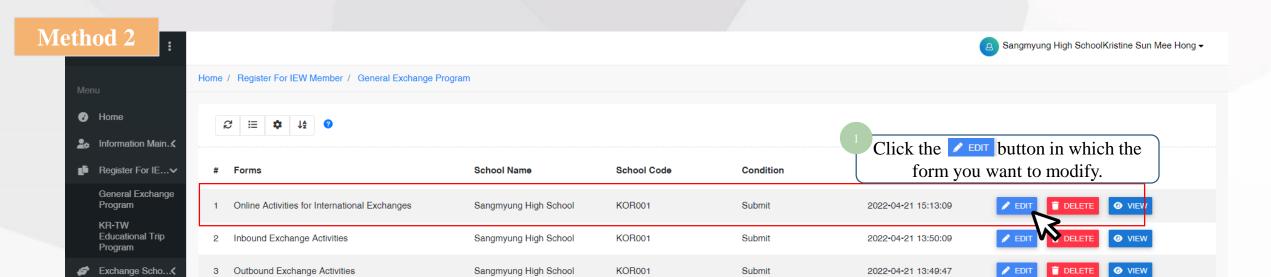


# FAQ

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)
- ③參與國際專案計畫(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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Alex

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