

# 中鼎工程股份有限公司 函

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發文日期：中華民國109年3月6日

發文字號：鼎人字第1090000058號

速別：普通件

密等及解密條件或保密期限：

附件：如文

主旨：敬邀貴校推薦優秀學生參與本公司「暑期實習」，如說明，請查照見復。

說明：

- 一、為孕育優秀工程人才，本公司擬邀請貴校優秀碩士生參與暑期實習，期增加學生實務經驗並強化產學交流。
- 二、實習時間兩個月(7-9月)，實習地點台北總公司，依面試結果安排實習部門，提供每人每月薪資新台幣2萬3,800元，及伙食津貼新台幣2,400元。
- 三、隨函檢附暑期實習辦法(如附件一)及申請表(如附件二)，惠請貴校於108年4月30日前回復，以電子郵件寄送日為準。
- 四、另請貴校依本公司建議之系所(如附件三)公告周知並推廣宣傳，無任感荷。

正本：國立成功大學、國立臺灣大學、國立清華大學、國立交通大學、國立臺北科技大學、國立臺灣科技大學、國立中央大學、國立臺灣師範大學、國立臺灣海洋大學

副本：

本案依分層負責規定授權單位主管決行

109/03/09  
電子  
08:41:01  
印章

109/03/09



## 【中鼎工程股份有限公司】

## 暑期實習辦法

## 一、目的

邀請大專院校目標科系之學生，安排至本公司暑期實習，及早培育卓越之工程人才，也串連理論學習與企業實務的經驗交流。

## 二、適用對象

就讀與本公司業務相關系所之碩士班在學學生。

## 三、遴選資格(須符合下列全部條件)

1. 學業成績：碩一新生申請者，大學四年之總平均成績需達 80 分以上；碩一、碩二在學申請者，前一學期平均成績需達 80 分以上
2. 語文能力：TOEIC 成績達 500 分以上，或同等級測驗成績 TOEFL iBT 52 分以上、IELTS 4.5 分以上。
3. 操行表現：操行成績甲等或 80 分以上，且在校無小過以上之懲處紀錄。

## 四、實習津貼

依公司規定。

## 五、申請時間

申請日期	資格審查	面試安排	結果公告
2020/3/01-3/31	4/01-4/10	4/13-4/24	4/30
2020/4/01-4/30	5/01-5/10	5/11-5/22	5/29

## 六、申請方式

填寫及準備相關申請文件，並掃描以電郵傳送至 [ctci.campus@ctci.com](mailto:ctci.campus@ctci.com)，標題請寫「暑期實習申請：大學/科系/姓名」，並於截止日前送達，以電子郵件寄送日為準。

## 七、審核流程

1. 第一階段(資格審查)：申請者須備妥以下所有文件提交檢核。
  - (1) 申請表(如附件)
  - (2) 個人簡歷、自傳(自我介紹、生涯規劃等約 500 字)
  - (3) 教授推薦書乙份
  - (4) 大學四年成績單正本乙份(碩一新生、碩一、二在學生)、研究所成績單正本乙份(碩一、二在學生)
  - (5) 碩士入學證明文件或學生證影本
  - (6) 語文能力證明
  - (7) 證書、競賽或專題報告、學術研究等相關資料
2. 第二階段(部門面試)：通過資格審查之合格申請者，需將自介、生涯規劃、讀書計劃或專題研究等紙本資料製作成簡報(5-10 頁)，依人資部通知日期至本公司參與面試。

3. 錄取通知：本公司將以電郵與電話通知，錄取者須於收到通知後兩週內完成紙本簽約並回傳，逾期將視同放棄此次錄取資格與補助機會，以郵戳日為憑。

#### 八、補充說明

1. 凡提出申請者，視為同意上述辦法各項內容。
2. 本辦法如有未盡事宜，得經本公司修改並公告於本公司網站。

## **CTCI Corporation Summer Internship Policy**

### **九、 Purpose**

Students from targeted university departments are invited to and arranged for summer internships at the Company to nurture outstanding engineering talents as early as possible, as well as to connect experience exchange of theoretical learning and corporate practice.

### **十、 Applicable Subject**

Students enrolled in a master's degree related to the Company's business.

### **十一、 Qualifications (must meet all of the following conditions)**

1. Academic results: Master's degree year 1 freshman with an average score of over 80 in the four years in the university; Master's degree year 1 and 2 students with an average score of above 80 in the previous semester.
2. Language proficiency: above 500 scores in TOEIC test or equivalent test scores, such as above 52 in TOEFL iBT, above 4.5 in IELTS.
3. Conduct performance: Conduct grade A or above 80 scores and no punishment record of above minor demerit in school.

### **十二、 Internship Allowance**

According to the Company's regulations.

### **十三、 Time of Application**

<b>Date of Application</b>	<b>Qualification Review</b>	<b>Interview Arrangement</b>	<b>Results Announcement</b>
2020/3/01-3/31	4/01-4/10	4/13-4/24	4/30
2020/4/01-4/30	5/01-5/10	5/11-5/22	5/29

### **十四、 How to Apply**

Fill out and prepare the relevant application documents, scan and email to [ctci.campus@ctci.com](mailto:ctci.campus@ctci.com), subjected with "Summer Internship Application: University / Department / Name," before the deadline, which is determined by the email sending date.

### **十五、 Review Process**

1. First stage (qualification review): Applicants must prepare all of the following documents for review.
  - (8) Application form (e.g. attachment)
  - (9) CV, an autobiography (about 500 words including self-introduction, career planning, etc.)
  - (10) A copy of professor referral
  - (11) An original transcript of a four-year degree (year 1 freshmen, year 1 and 2 students), an original transcript of a graduate school (year 1 and 2 students)
  - (12) A copy of a master's degree admission certificate or student ID
  - (13) Language Proficiency Test

- (14) Certificates, contests or projects, academic research, and other related materials
2. Second stage (department interview): Qualified applicants who have passed the qualification review shall prepare a PowerPoint (5-10 pages) of paper information including a self-introduction, career planning, reading plans, or projects, and attend the interview at the Company on the date provided by the human resources department.
3. Admission notice: The Company will notify by email and telephone. Successful applicants must complete the paper contract and return it within two weeks of receiving the notice. Overdue delivery of such documents, which is determined by the postmark date, will be deemed as giving up the admission and subsidy opportunity.

#### **十六、 Supplementary Notes**

1. Applicants are deemed to agree with the contents of the policy above.
2. Any unspecified matters related to this policy should be amended by the Company and announced on the Company's website.

**【中鼎工程股份有限公司】  
暑期實習申請表**

申請編號：

I. 基本資料			
中文姓名		英文姓名	
身分證字號		出生年月日	
就讀學校		系所 / 級別	/
畢業學校		科系	
戶籍地址	□□□	電話	
通訊地址	□同上 □□□		
電子信箱		手機	
學業成績	前一學期學業成績平均：_____分；（研究所新生請填大學全學年平均成績）		
II. 推薦教授資料			
姓名		任職學校	
職稱		聯絡電話	
系所辦公室：_____		推薦 / 指導教授：_____（簽名）	
III. 須附文件檢核表			
<input type="checkbox"/> 個人簡歷/自傳（約 500 字） <input type="checkbox"/> 成績單正本乙份(研究所/大學四年) <input type="checkbox"/> 教授推薦書 <input type="checkbox"/> 在學證明或學生證影本 <input type="checkbox"/> 語文能力證明			
<p>1. 本人茲聲明上述填寫資料及附件資料均屬實，如有不實，願負法律責任。</p> <p>2. 本人同意中鼎工程股份有限公司查核與暑期實習申請之任何有關資料。</p> <p>3. 本人同意中鼎工程股份有限公司得基於暑期實習申請、審核等相關作業之目的，於符合個人資料保護相關法令之規定下，為蒐集、處理及使用本人所提供之個人資料。</p> <p>4. 本人理解基於個人資料保護法第三條，本人得以書面向中鼎工程股份有限公司請求查詢、閱覽、製給複製本、補充、更正、停止蒐集、處理或利用、刪除本人於本表所提供之個人資料，並支付必要之費用。</p> <p align="right">申請人：_____（簽名）</p>			

# [CTCI Corporation] Summer Internship Application Form

Application No. \_\_\_\_\_

I. Basic Information				
<b>Name</b>				<b>Please attach 2 inch. photo</b>
<b>ID Card No.</b>		<b>Date of Birth</b>		
<b>School which you are currently enrolled in</b>		<b>Department or graduate school/ year</b>	/	
<b>School where you graduated from</b>		<b>Department</b>		
<b>Household address</b>				
<b>Email address</b>			<b>Phone</b>	
<b>Academic performance</b>	Average grade of the previous academic year : _____points ( If you are first-year graduate school student, please fill in your average grade from all academic years in the university )			
<b>Military service status</b>	<input type="checkbox"/> No service obligation (Female/Foreigner) <input type="checkbox"/> Service pending <input type="checkbox"/> Service terminated <input type="checkbox"/> No service obligation ( Attach documents of proof )			
II. Information about the referee professor				
<b>Name</b>			<b>Unit where the professor is currently serving</b>	
<b>Title</b>			<b>Contact phone number</b>	
Office: _____      Referee/ Supervisor Professor: _____ ( Sign )				
III. Checklist of the documents to be attached with the application				
<input type="checkbox"/> Resume and autobiography (self-introduction, career plan; about 500 words) <input type="checkbox"/> Original grade report of 4 years in university and previous academic master (for applicant students in the first year of Master degree)				
<input type="checkbox"/> Recommendation letter from a professor <input type="checkbox"/> Proof of language proficiency <input type="checkbox"/> Other documents, such as certificates, competition or project reports, or academic research				
<p>5. I hereby state that all information I have filled in above and the information I have attached are all true and accurate. I am willing to be liable for all legal consequences if any of the information is found to be false.</p> <p>6. I have thoroughly read the Company's rules concerning and fully understand that I am obligated to fulfill my obligations when I apply for the internship according to the said rules and after signing the contract.</p> <p>7. I agree to allow CTCI Corporation to review and inspect any relevant information related to my application.</p> <p>8. I agree that CTCI Corporation may collect, process, and use my personal information I provide for Internship application, review, and other related purposes according to Personal Information Protection Act and other laws.</p> <p>9. I understand that according to Article 3 of Personal Information Protection Act, I may send my written request to CTCI Corporation to search for, read, make copies, supplement, correct, cease to collect, cease to process, cease to use, and delete all my personal information I have provided in this form. I also understand that I may need to cover necessary costs for such request.</p>				
Applicant : _____ ( Sign )				