



**經濟部工業局**  
**Industrial Development Bureau, MOEA**  
**人才循環交流推動計畫**  
**Talent Circulation Alliance Program**  
**臺灣人才國際交流實習**  
**Taiwanese Talent International Internship**

**實習學生**  
**2022 年申請須知**  
**2022 Student Application Guide**

主辦單位：經濟部工業局

Organizer: Industrial Development Bureau, MOEA

執行單位：財團法人資訊工業策進會

Implementer: Institute for Information Industry

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## 一、說明 Introduction

人才循環交流推動計畫依據行政院「前瞻基礎建設計畫」人才培育促進就業建設項目項下之「數位與特殊技術人才發展計畫」辦理。主要目標係促成產業國際人才循環、培育產業所需國際人才，並促進產業與國際人才交流，進而擴大在臺國際人才數量、培養我國人才與產業競爭力、提升國家數位經濟能量。近年因應疫情，遠距工作逐漸成為企業常態，本計畫為於防疫考量下持續培養臺灣國際人才，提供體驗海外職場文化及全外語實習工作之機會，將與海外企業合作遠距實習，提供臺灣人才在臺灣遠距參與海外企業業務工作之機會，本計畫重點實習領域聚焦於數位經濟產業發展相關主題，其重點實習領域(以下簡稱實習領域)包含但不限於：

The Talent Circulation Alliance (TCA) Program, as part of the Digital and Special Talent Development Project under the “Forward-Looking Infrastructure” implemented by Executive Yuan, aims to promote talent circulation internationally, to cultivate digital talent for industry in Taiwan, and to urge connection between talent and the industry. The ultimate targets are to expand international talent pool in Taiwan, raise competitiveness of both Taiwanese talent and the industry, and elevate our digital economic energy. In recent years, in response to the epidemic, remote work has gradually become the norm in enterprises. In order to continue to cultivate Taiwanese international talents, this program provides internship opportunities for Taiwanese students to experience overseas workplace culture and full foreign language internships. TCA cooperates with overseas companies that offers remote internships to provide Taiwanese talents to have the opportunity to work for overseas enterprises from Taiwan. The focus areas of this internship program (hereinafter referred to as “internship area” ) are topics related to the development of digital economy and industries, which include but not limited to the following:

- (一) 創新科技應用：人工智慧，如機器學習、深度學習、影像辨識、語意分析；資料科學，如資料處理、資料分析、資料視覺化、網路爬蟲；智慧聯網，如物聯網、5G 通訊、雲端運算、通訊科技等。

Tech Innovation and Application: artificial intelligence, including machine learning, deep learning, image recognition, semantic analysis; data science, including data processing, data analysis, data visualization, web crawler; smart networks, including Internet of Things, 5G communication, cloud computing, communication technology, etc.

- (二) 數位經濟發展：數位行銷、金融科技、電子商務、共享經濟、數位內容(如：AR/VR、3D 設計、UI UX 設計等)、數位經濟政策研究分析等。

Digital Economy Development: digital marketing, financial technology, e-commerce, sharing economy, digital content (e.g., AR/VR, 3D design, UI UX design, etc.), digital economic policy research and analysis, etc.

- (三) 國際事務推動：海外業務推展、國際合作、國際市場投資分析等。

International Affairs: overseas business development, international cooperation, international market investment analysis, etc.

本申請須知之名詞釋義如下 Definition of Terms：

- (一) 人才循環交流推動計畫：由經濟部工業局推動國際人才循環及國際人才培育之計畫，重要工作項目之一為推動臺灣人才成為產業國際人才。

Talent Circulation Alliance Program (TCA): a program supervised by Industrial Development Bureau, Ministry of Economic Affairs, which aims to promote talent circulation and international talent training; one of its key features is promoting Taiwanese talent to become international talent in the industry.

- (二) 臺灣人才國際交流實習：由人才循環交流推動計畫推動，協助在臺大學校院二年級以上之臺灣籍學生（含應屆畢業生）媒合至海外企業實習職缺，於 2022 年 7-9 月在臺灣以線上遠距方式，執行海外公司之實

習內容。

Taiwanese Talent International Internship: one of TCA's main programs which promotes internship opportunities offered by overseas companies for Taiwanese students who are in their second university year or above (including graduates of the current year). Students will participate the internship remotely with overseas companies from July till September 2022.

(三) 申請人：申請參與本計畫國際交流實習之我國學生（含應屆畢業生）。

Applicants: Taiwanese students (including graduates of the current year) who apply to this program.

(四) 實習單位：提供實習機會之海外一般企業、研究機構、非營利組織等機構。

Host organizations: overseas companies, research institutions, non-profit organizations which offer remote internship positions to this program.

(五) 實習生：申請並經實習單位面試甄選後錄取參與本計畫之申請人。

Interns: Taiwanese students who are admitted to this program.

## 二、實習期間 Program Period

實習期程：自 2022 年 7 月 1 日至 2022 年 9 月 30 日止。

Internship period: July 1<sup>st</sup> to September 30<sup>th</sup>, 2022

## 三、實習生申請資格 Intern Eligibility

申請參與本計畫之實習生應具備下列資格：

(一) 應具備中華民國國籍。

(二) 為民國 111 年大學校院應屆畢業生或 110 學年度第二學期(2022 年 2 月後)就讀於我國大學校院大學二年級(含)以上至研究所，不限科系之學生。

An applicant must meet all of the following criteria:

1. must be Taiwan (R.O.C.) citizen;
2. must be graduate of 2022, or students who are in their second university year or above (including Masters and PhD) in spring semester 2022 (February to June, 2022); no specific major requirement.

#### 四、申請方式 Application

有意參加本計畫之學生，請於臺灣時間 2022 年 5 月 18 日(三)中午 12:00 前完成線上報名(<https://forms.gle/E5hSEXAxWTspPzmw6>)，填妥相關資料並上傳學生證正反面圖檔以及英文履歷。

Applicants must complete online application form, upload copies of student ID (two-sided) and personal resume in English to the application portal (<https://forms.gle/E5hSEXAxWTspPzmw6>) by 12 pm (noon) Wednesday, May 18<sup>th</sup>, 2022 (GMT+8/Taiwan time).

## 五、實習生甄選作業 Intern Selection Process

甄選流程 Selection Process	流程說明 Selection Details
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     1.申請人完成報名表填寫 Student Application Submission                 </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     2.面試媒合甄選作業 Interview                 </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     3.實習錄取意願確認 Selection Confirmation                 </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">                     4.公告實習生錄取名單 Final List of Selected Intern Announcement                 </div>	<ol style="list-style-type: none"> <li>1. 有意參加本計畫之學生，於 2022 年 5 月 18 日(三)中午 12:00 前，填寫線上報名表並上傳相關履歷資料。Student Applicants complete the online application form and submit relevant documents before 12 pm (noon) Wednesday, May 18<sup>th</sup>, 2022 (GMT+8/Taiwan time).</li> <li>2. 計畫辦事處於 2022 年 5 月 31 日前協助實習單位及申請人完成面試媒合甄選活動，並由實習單位向計畫辦事處提交實習生正備取名單。Host Organizations start to interview student applicants. Host Organization's decision and selection results must be sent to Program Office by May 31<sup>st</sup>, 2022.</li> <li>3. 計畫辦事處於 2022 年 6 月 10 日前向申請人確認錄取意願。Student applicants confirm their decision in response to Host Organization's selection by June 10<sup>th</sup>, 2022.</li> <li>4. 計畫辦事處於 2022 年 6 月底前於計畫網站公告實習生錄取名單。Final list of selected TCA Program interns will be announced on TCA website by the end of June, 2022.</li> </ol>

※以上為暫定時程，屆時將依實際情況調整。This is the tentative timeline; Talent Circulation Alliance Program reserves the right to change program timeline.

## 六、實習生配合事項 Cooperation Matters for Interns

### (一)國際交流實習 International Internship

1. 參與實習單位所安排之實習規劃,7至9月實習總時數不得低於320小時(含必修課程),建議每月實習時數應達100小時。

Interns must participate in the program and activities organized by the Host Organization. The minimum required internship hours for each intern during the period from July to September (3 months in total) shall not be less than 320 hours, and the suggested number of internship hours per month shall be 100 hours.

2. 須於8月31日前參加並完成本計畫所安排之必修課程。

Interns must attend compulsory courses offered by TCA Program Office before August 31<sup>st</sup>.

3. 每月26日前繳交 Submit following document before the 26<sup>th</sup> of every month

- (1) 學習歷程檔案:須填寫每月實習任務與時數,並經實習單位核實後,由實習生繳交至計畫辦事處。

Learning Portfolio: Record your monthly internship task items and internship hours; then get your learning portfolio verified by your Host Organization; and submit it to the Program Office before the 26<sup>th</sup> of every month.

- (2) 滿意度調查:線上填寫實習滿意度以及實習心得。

Satisfaction Survey: Complete monthly online survey related to your internship experience and satisfaction.

4. 須配合計畫辦事處辦理之成果交流活動,繳交實習成果報告以及展示實習歷程與成果。



Intern must submit an internship final report and attend the Program Completion and Presentation event at the end of the program to demonstrate your internship achievement, learning and experience.

(二) 實習津貼 Stipend :

本計畫錄取之實習生自 2022 年 7 月 1 日至 2022 年 9 月 30 日止(共 3 個月整)，給付每人每月新臺幣 18,000 元。

※勞健保費自付額，將直接從實習津貼內扣除。

Selected TCA Program interns will be granted stipend of NT\$18,000 while attending this internship program for 3 months from July 1<sup>st</sup> to September 30<sup>th</sup> of 2022.

※Labor and health insurance deductible will be deducted directly from the stipend.

(三) 追蹤調查 Career Development Survey :

須配合本計畫執行結訓實習生追蹤調查作業至少二年，須告知就業公司、職稱與薪資等資訊。

Intern must participate in the career development survey for at least 2 years after the completion of this program by providing employment information, such as employer, position and salary range, etc.

## 七、實習終止作業 Termination and Withdrawal

(一) 實習生得因不可抗力之因素，並提出相關證明(例如：診斷書等資料)向實習單位申請停止實習。

Due to force majeure, intern may terminate internship program by submitting written proof (such as certificate of diagnosis, etc.) to the Host Organization.

(二) 實習生有以下情形將予以實習終止：

Intern with the following circumstances will be withdrawn from internship program:

1. 實習生報名表及履歷資料填寫不實者，經查證屬實，須繳回已請領實習津貼，且不得再申請本計畫。

Those who enter any false or misleading information will be withdrawn from the program and cannot apply to this program in the future. Stipend that has already been issued to intern must be returned.

2. 實習生適應不佳，得向本計畫提出實習終止申請。

Those who are having a hard time adapting to the program of Host Organization can apply to the Program Office for withdrawal from the program.

3. 若實習生無法配合計畫或實習單位規劃之實習與培訓內容(例如：出席時數未達三分之二或多次無故缺席課程等)，可由實習單位向本計畫提出實習終止申請並核准者。

Those who fail to follow the internship regulation (ex: 2/3 absence rate monthly or having unexcused absence), Host Organization may apply to Program Office to terminate the internship.

- (三) 呈上述情形者，由實習單位或實習生於實習生實習終止日七個工作天前提交「實習終止申請表」(格式如附件一)，向計畫辦事處提出實習終止申請，並由計畫辦事處確認。

Termination and Withdrawal application (see Attachment 1) must be submitted to Talent Circulation Alliance Program Office within 7 work days prior to termination date.

- (四) 如有實習生遞補情形，統一由實習單位提交「實習生遞補申請表」(格式如附件二)，遞補生可依照遞補日期按比例彈性調整實習總時數。

If there is a need for substitute new intern in place of previous intern withdraw from the internship, Host Organization may submit “Vacancy Filling Application Form” (see Attachment 2). The required minimum internship hours for the substitute intern can be adjusted proportionally according to substitute intern’s replacement date.

(五) 實習生實習津貼，如遇實習生退訓或遞補，則當月實習津貼以實習時數比例計算(以每月 100 小時為計算原則)，每月津貼以 18,000 元為上限。八月起不予遞補實習生。

If there is intern withdraw from the program in the middle of the month, the stipend shall be calculated based on the participation percentage of internship hours in that particular month (100 hours per month in principle) and capped at NT\$18,000 per month. No substitute intern is allowed after August.

(六) 若已逾實習期程二分之一申請實習終止者之實習生，下期不得再申請本計畫。

Interns who withdrew from the program after passing more than 1/2 internship period can no longer apply to this program in the next program year.

## 八、計畫辦事處聯絡窗口 Program Office Contact Information

主辦單位：經濟部工業局

Host Organization: Industrial Development Bureau, MOEA

執行單位：人才循環交流推動計畫

Implementer: Talent Circulation Alliance

計畫辦事處聯絡人：龔先生

Contact Person: Mr. Kung

客服諮詢電話：+886-2-2577-8806 分機 733

Customer Service Line: +886-2-2577-8806 Ext.733

Email：chunhao\_kung@mail.csf.org.tw

計畫網站 Program Website：https://www.talentcirculationalliance.org/

計畫粉絲專頁 Facebook：https://www.facebook.com/talentcirculation

## 九、計畫時程 Program Timeline

作業項目 Subject	預計時程 Expected Timeline
大專校院計畫申請說明會 Program Application Information Sessions	2022年4月22日前 Before April 22 <sup>nd</sup> , 2022
申請人完成報名表填寫 Application Submission Deadline	2022年5月18日中午12:00前 Before 12 pm (noon), May 18 <sup>th</sup> , 2022
實習單位與申請人面試媒合甄選作業 Host Organizations Interview Applicants	2022年5月1日至5月31日前 May 1 <sup>st</sup> to May 31 <sup>st</sup> , 2022
實習錄取意願確認 Selection Confirmation by Applicants	2022年6月10日前 Before June 10 <sup>th</sup> , 2022
公告實習生錄取名單 Final List of Selected Intern Announcement	2022年6月底前 Before End of June, 2022
實習生職前說明會 Pre-Internship Briefing	2022年6月底前 Before End of June, 2022

作業項目 Subject	預計時程 Expected Timeline
遠距實習期間 Remote Internship Period	2022年7月1日至9月30日 July 1 <sup>st</sup> to September 30 <sup>th</sup> , 2022
實習生繳交7月學習歷程檔案、滿意度調查表 Submit Learning Portfolio & Satisfaction Survey (July)	2022年7月26日前 Before July 26 <sup>th</sup> , 2022
實習生繳交8月學習歷程檔案、滿意度調查表 Submit Learning Portfolio & Satisfaction Survey (August)	2022年8月26日前 Before August 26 <sup>th</sup> , 2022
實習生完成本計畫必修課程 Compulsory Course and Activities	2022年8月31日前 Before August 31 <sup>st</sup> , 2022
實習生繳交9月學習歷程檔案、滿意度調查表、 成果報告 Submit Learning Portfolio & Satisfaction Survey (September)	2022年9月26日前 Before September 26 <sup>th</sup> , 2022
實習生成果交流 Program Completion and Presentation Event	2022年9月30日前 Before September 30 <sup>th</sup> , 2022
計畫辦事處不定期邀約實習生參與人才培訓 與交流活動 Unlimited Talent Training & Exchange Events	2022年11月30日前 Before November 30 <sup>th</sup> , 2022

※以上為暫定時程，屆時將依實際情況調整。This is the tentative timeline; Talent Circulation Alliance Program reserves the right to change program timeline.

十、附件 Attachments

附件一、實習終止申請表

Attachment 1: Termination and Withdrawal Form

2022 年度「人才循環交流推動計畫」  
臺灣人才國際交流實習  
2022 Talent Circulation Alliance Program  
Taiwan Student Global Training and Internship  
實習終止申請表  
Termination & Withdrawal Form

實習單位/Host Organization：

申請日期/Date：

※退出實習生基本資料 Personal Information of Withdrawn Intern

姓名 Name		身份證字號 ID Number	
就讀學校 School			
實習起始日 Start Date		實習終止日 End Date	
終止理由 Withdrawal Reason			

※申請簽核欄 Signature

實習生 Intern	實習單位聯絡人 Host Organization
日期 Date：	日期 Date：

附件二、實習生遞補申請表

Attachment 2: Vacancy Filling Application Form

2022 年度「人才循環交流推動計畫」  
臺灣人才國際交流實習  
2022 Talent Circulation Alliance Program  
Taiwanese Talent International Internship Exchange  
實習生遞補申請表  
Vacancy Filling Application Form

實習單位/Host Organization :

申請日期/Date :

※遞補實習生基本資料 Personal Information of Filling Intern

姓名 Name	
就讀學校 School	
預計實習起始日 Expected Start Date	
實習職缺 Vacancy Position	

※申請簽核欄 Signature

實習生 Intern	實習單位聯絡人 Host Organization
日期 Date :	日期 Date :