

112年度教育部鼓勵國內大專校院選送學生出國專業實習補助要點

2023 Ministry of Education Subsidy Guidelines for Encouraging Domestic Universities and Colleges to Select Students for Overseas Internship

學海築夢計畫

MoE Overseas Internship Program

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教育部鼓勵國內大專校院
選送學生出國研修或國外專業實習

「學海系列計畫」

拓展國際視野
超乎你的想像！

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學海計畫人力資源專案辦公室



學海粉絲團

學海計畫

教育部為鼓勵國內公私立大專校院選送在校成績優異學生赴國外大專校院研修或企業、機構實習，全面擴展國內具發展潛力年輕學子參與國際交流與合作活動之機會，以期培養具有國際視野及實務經驗之專業人才，特訂定本要點

MoE Scholarship for Excellent Students to Study Abroad

The Ministry of Education (MoE) establishes this Guidelines to encourage outstanding students from domestic public and private universities and colleges to participate in overseas study or internships in enterprises and institutions in the hope of cultivating professionals with an international perspective and practical experience by comprehensively expanding opportunities for them to engage in international exchange and cooperation activities.

補助類型

Types of Subsidies

學海築夢

選送學生赴國外非新南向國家之企業、機構進行職場實習（不包括大陸及港、澳）

Overseas Internship Program

Students are sent to intern in companies or organizations in countries outside the New Southbound Policy (excluding mainland China, Hong Kong, and Macau).

新南向學海築夢

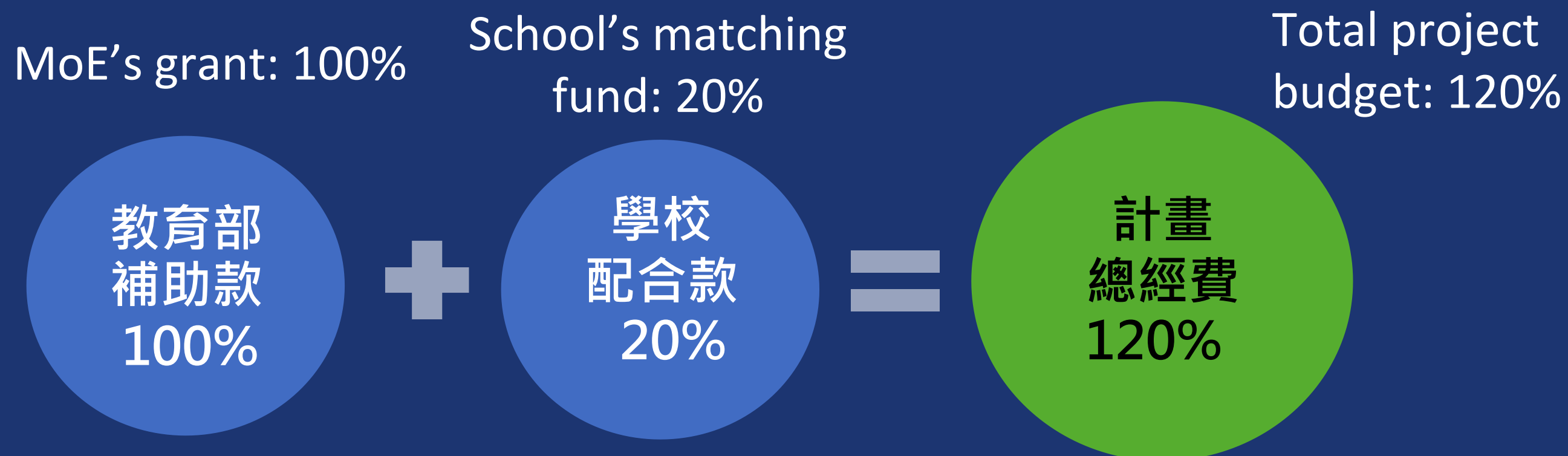
選送學生赴 新南向 國家之企業、機構進行職場實習

New Southbound Overseas Internship Program

Students are sent to intern in companies or organizations in the countries included in the New Southbound Policy.

申請單位（ 薦送學校 ） Applicant Institution

- 國內公私立大專校院（不包括軍警校院）
- 各校針對各補助類型應提出校內學生相關配合款，其配合款不得少於教育部核定補助金額百分之二十
- Domestic public and private universities and colleges (excluding military and police academies).
- Each school shall set up a matching fund for each type of subsidy. The matching fund shall not be less than 20 percent of the subsidy amount approved by MoE.



補助對象（在學學生）(1/2)

Beneficiary (Enrolled student) (1/2)

- 具中華民國國籍，且在臺灣地區設有戶籍
- 於薦送學校同一教育階段就讀一學期以上之在學學生（五年制專科學校，應為修讀四年級或五年級之學生），不包括國內及境外在職專班生
- Citizens of Taiwan with household registration in Taiwan.
- Students currently enrolled in the same educational stage for at least one semester (for five-year junior colleges, students shall be in their fourth or fifth year of study), excluding domestic and overseas in-service programs.

補助對象（在學學生）(2/2)

Beneficiary (Enrolled student) (2/2)

- 參與學生應通過薦送學校規定之專業及語言能力條件
- 依本要點規定申請計畫補助者，同一申請人，同一教育階段，以補助一次為限。但不同補助類型計畫名額及經費有剩餘時，薦送學校得選送學生至不同補助類型計畫
- Students participating must meet the professional and language proficiency requirements specified by the applicant institution.
- According to this Guidelines, an applicant may apply for the subsidy only once within the same educational stage. However, if there are remaining slots and funds for different types of subsidized projects, the student may participate in those projects.

辦理原則 (1/2)

Principles of Operation (1/2)

- ✓ 薦送學校應依補助要點作業時程，提出申請
- ✓ 應於教育部核定當年度 補助經費公告日起，選送學生赴國外研修或實習
- ✓ 由薦送學校自行排定各子計畫優先順序
- ✓ The applicant school shall follow the application schedule outlined in the subsidy guidelines to submit its application.
- ✓ The school shall send students for overseas internships starting from the date of the announcement of the approved subsidy budget for that fiscal year by the MoE.
- ✓ The school shall autonomously determine the priority order of each sub-project.

辦理原則 (2/2)

Principles of Operation (2/2)

- ✓ 新南向學海築夢：由薦送學校彙整各計畫主持人所提計畫案
- ✓ 學海築夢及新南向學海築夢：得遴選他校學生參與計畫，赴國外企業、機構實習
- ✓ 申請學海築夢及新南向學海築夢：每計畫案應選送三名以上學生出國實習，倘未達三名，不予補助計畫主持人國際來回經濟艙機票款及生活費等項目
- ✓ New Southbound Overseas Internship Program: The applicant school compiles project proposals submitted by project Principal Investigators (PI).
- ✓ Overseas Internship Program and New Southbound Overseas Internship Program: Schools may sent students who are from other schools to participate in the program and intern at overseas companies or institutions.
- ✓ Application for the above programs: Each internship project shall include at least three students. If the number falls below three, the PI will not be provided with support for round-trip economic class airfare and living expenses, among others.

補助期限、額度及原則 (1/2)

Subsidy Period, Amount, and Principles (1/2)

規則 Rule	學海築夢 Overseas Internship Program	新南向學海築夢 New Southbound Overseas Internship Program
補助期限 Subsidy Period	<p>實習期間<u>至少連續30天</u>（不包括來回途程交通時日），<u>至多補助期限以一學年為限</u></p> <p>The internship period shall be <u>at least 30 consecutive days</u> (excluding travel time), with a <u>maximum subsidy period of one academic year</u>.</p>	<p>實習期間<u>至少連續30天</u>，赴印尼<u>至少連續25天</u>（不包括來回途程交通時），<u>至多補助期限以一學年為限</u></p> <p>The internship period shall be <u>at least 30 consecutive days</u>, and for those going to Indonesia, it shall be <u>at least 25 consecutive days</u> (excluding travel time). <u>The maximum subsidy period is limited to one academic year.</u></p>

每位選送生獲補助金額 = 應包括教育部補助款 + 薦送學校之配合款

薦送學校所送學海築夢及新南向學海築夢有他校學生參與計畫者，不須提出他校學生配合款

The subsidy amount for each participating student shall include the MoE subsidy and the matching fund from the school. For projects where there are students from other schools, there is no need to propose matching funds from those schools.

補助期限、額度及原則 (2/2)

Subsidy Period, Amount, and Principles (2/2)

規則 Rule	學海築夢 Overseas Internship Program	新南向學海築夢 New Southbound Overseas Internship Program
補助額度 Subsidy Amount	<ul style="list-style-type: none">各子計畫補助金額由<u>薦送學校自訂</u>每人補助額度，<u>至少應包括一張國際來回經濟艙機票款，並以一次為限</u>，另得包括生活費計畫主持人或共同主持人之補助，以一人為限，<u>薦送學校得自訂生活費支領天數，以不超過十四日並以計畫期程結束前為限</u>The subsidy amount for each subproject is determined by <u>the applicant school</u>.The subsidy per person shall include <u>at least one round-trip economic class airfare, and it is limited to one time</u>. The subsidy may also cover living expenses.The subsidy for the project PI or Co-PI is limited to one person, and <u>the school may determine the number of days for receiving living expenses, for the project duration, up to a maximum of 14 days</u>.	<ul style="list-style-type: none">各子計畫補助金額由教育部核定每人補助額度，<u>至少應包括一張國際來回經濟艙機票款，並以一次為限</u>，另得包括生活費計畫主持人或共同主持人之補助，以一人為限，<u>薦送學校得自訂生活費支領天數，以不超過十四日並以計畫期程結束前為限</u>The subsidy amount for each sub-project is determined by the <u>MoE</u>.The subsidy per person shall include <u>at least one round-trip economic class airfare, and it is limited to one time</u>. The subsidy may also cover living expenses.The subsidy for the project PI or Co-PI is limited to one person, and <u>the applicant school may determine the number of days for receiving living expenses for the project duration, up to a maximum of 14 days</u>.

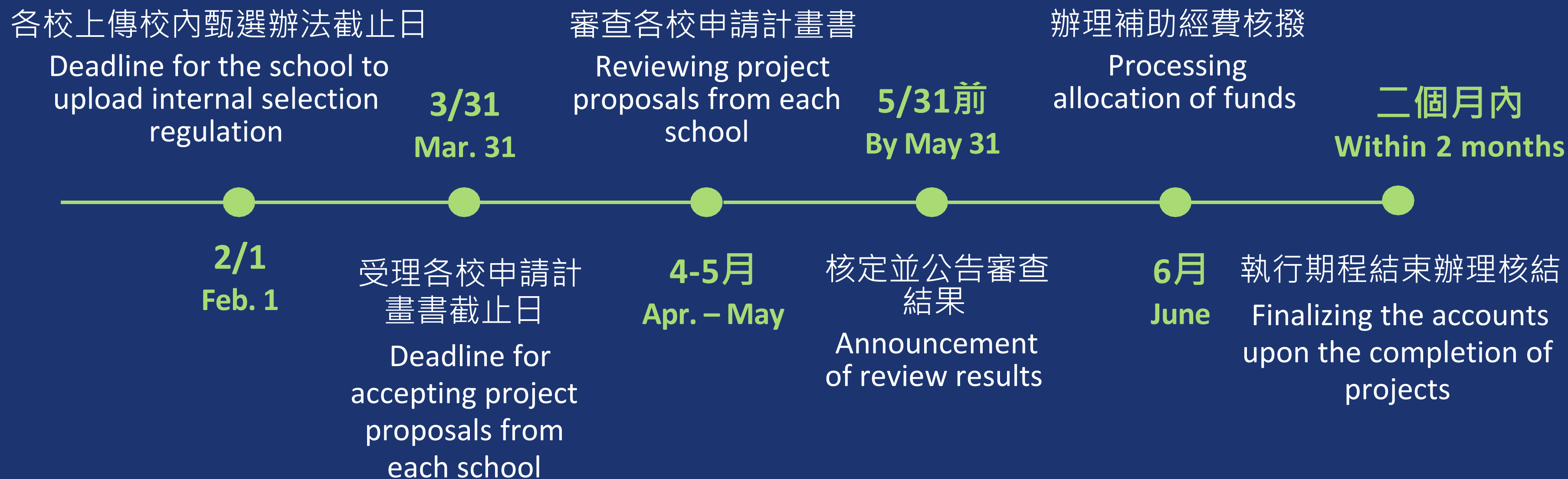
作業時程、申請程序及 應繳交文件

Application Schedule,
Procedure, and
Required Documents

作業時程及辦理方式 (1/2)

Application Schedule & Procedure (1/2)

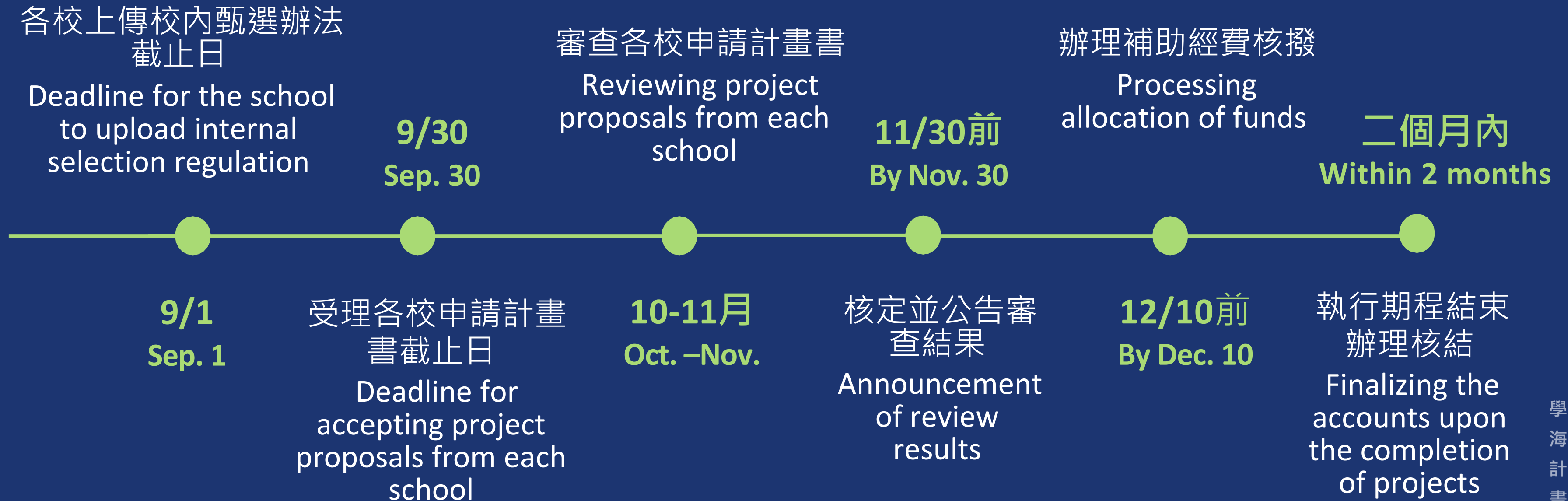
第一次作業時程 First Round Schedule



作業時程及辦理方式 (2/2)

Application Schedule & Procedure (2/2)

第二次作業時程 Second Round Schedule



學海築夢及新南向學海築夢第二次甄選(包括原核定計畫申請增額及另提出新申請計畫書)，視教育部當年度經費預算，於每年八月一日以前公告

The 2nd round of application (including additional subsidy requests for approved projects and the submission of new project proposals) will be announced before August 1 each year, depending on the budget allocated by the MoE for that fiscal year.

薦送學校申請程序及應繳交文件 (1/2)

Application Procedure and Required Documents (1/2)

- ✓ 薦送學校應依本要點規定，自訂校內審查機制、校內甄選簡章，上傳至本計畫資訊網，公開受理學生申請
- ✓ 薦送學校應於每年二月一日及九月一日以後，至本計畫資訊網填寫選送優秀學生赴國外實習計畫書，並列印完整申請書送校內承辦單位、會計單位及校長用印處，有任一單位未用印，視同校方未審視計畫書，不予受理亦不接受補件
- ✓ The applicant school shall, in accordance with this Guidelines, establish an internal review mechanism and a selection brochure, upload them to the program information website, and openly accept student applications.
- ✓ Applicant schools shall, **after Feb. 1 and Sep. 1 each year**, fill out the application for sending students to internship abroad on the program information website. The printed complete application shall be submitted to the school's responsible unit, accounting unit, and the president's office to be stamped with a seal. **If any of these units fails to seal, it will be regarded as the school not reviewing the project proposal, and it will not be processed. No supplementary materials will be accepted.**

薦送學校申請程序及應繳交文件 (2/2)

Application Procedure and Required Documents (2/2)

- ✓ 薦送學校應於每年三月三十一日及九月三十日23:59 前，將用印完成之申請書封面掃描上傳至本計畫資訊網，並於線上按「送出」鍵，以完成申請；未按鍵送出申請者，視同校方未同意送件，不予受理亦不接受補件
- ✓ 學海築夢及新南向學海築夢之補助，薦送學校須提出有效之國外實習機構同意薦送學校選送學生赴該機構實習同意書或合作契約書影本及薦送學校聲明書，所送資料如為非英文之外文，應併附中譯文
- ✓ 薦送學校如有選送他校學生出國實習，須提出他校學生同意書（須保有原就讀學校學籍且未休學）
- ✓ Applicant schools are required to scan and upload the stamped cover of the completed application to the program information website by 11:59 pm on March 31 and September 30 each year. They shall also click the "Submit" button online to complete the application. Failure to submit the application through the online system by clicking the button will be considered as the school not agreeing to submit the application, and it will not be processed. No supplementary materials will be accepted.
- ✓ The applicant school must provide a valid agreement or collaborative contract between the school and the overseas internship institution, along with a declaration from the applicant school. If the submitted documents are in a language other than English, they shall be accompanied by a Chinese translation.
- ✓ If there are selected students from another school, the applicant school must provide a consent letter from those students. The students must maintain their original school enrollment and shall not be on a leave of absence.

審査作業

Review Process

初審

Initial Review

- 薦送學校所送計畫書等資料，經由教育部會同教育部委託之學校就申請文件完備與否及執行計畫時有無違反本要點規定進行初審，並評定行政績效
- 申請文件未符合本要點規定，不予進行複審
- The application documents submitted by the applicant school will undergo an initial review by the MoE, in collaboration with the school commissioned by the MoE. This review will assess whether the documents are complete and comply with the provisions of this Guidelines. Additionally, the review will evaluate administrative performance.
- Applications that do not meet the requirements of this Guidelines will not proceed to further review.

複審

Second Review

- 教育部按一般大學及技專校院分組，邀請評審委員進行線上審查
- 學海築夢及新南向學海築夢依行政績效及審查項目配分二項成績加總後，核定補助對象及補助額度
- The MoE invites evaluation committee members to conduct online review by general universities and technological & vocational colleges.
- Overseas Internship Program and New Southbound Overseas Internship Program will be evaluated based on administrative performance and the scores of review items. The approved beneficiaries and subsidy amounts will be determined after summing up the scores.

- **行政績效 (10分)** : 包括執行計畫時撥款、核結時效性與正確性、有無違反本要點規定、出國前上傳資訊效率及經費執行情形
- **Administrative Performance (10 points)** : Including timely and accurate allocation of funds and finalization of accounts during the project execution, adherence to this Guidelines, efficiency in uploading information before going abroad, and the execution status of budgetary allocations.

● 審查項目配分 (90分)

1. 薦送學校 (60分)

甲、校內審查機制 (包括校內計畫案、選送學生甄選基準、計畫主持人甄選學生作業方式等相關資訊之揭露、分配各計畫案經費之準則、本年選送原住民學生及新住民 (臺灣地區人民之配偶為外國人、無國籍人、大陸地區人民及香港、澳門居民) 子女人數；遴選他校學生參與，須提出相關甄選基準及甄選學生作業方式)

乙、補助計畫整體配套措施 (包括建立與國外實習機構之實習合作機制、計畫主持人安排學生赴國外實習輔導機制、前一年度補助經費支用原則及支用情形)

● Evaluation Criteria (90 points)

1. Applicant School (60 points)

A. Internal review mechanism, including the disclosure of information related to the criteria for selecting projects and participating students, and how a project PI selects students, guidelines for allocating project funds, and the number of selected indigenous students and children of new immigrants (Taiwanese citizens' spouses with the status of foreigners, stateless individuals, mainland Chinese citizens, and residents of Hong Kong and Macau). If selecting students from other schools, criteria and procedures shall be provided.

B. Overall supporting measures for subsidized project, including the establishment of mechanisms for internship with foreign institutions, guidance by the PI for the arrangements for student to intern, and principles and utilization of subsidy funds in the previous year.

丙、近三年內薦送學校執行成效（含選送原住民學生及新住民（臺灣地區人民之配偶為外國人、無國籍人、大陸地區人民及香港、澳門居民）子女人數成效）、國內學校與國外實習機構後續連結效益、對學生未來發展性等實際成效、變更各計畫所提預定實習人數或機構之次數、原申請書填報之實習機構與實際實習機構之差異等；近三年內均未獲補助之學校，其本項配分平均分配於前兩項

C. Applicant school's execution effectiveness of the program in the last 3 years, including the number of selected indigenous students and children of new immigrants (Taiwanese citizens' spouses with the status of foreigners, stateless individuals, mainland Chinese citizens, and residents of Hong Kong and Macau), the benefits that have been derived from the ongoing connections between the school and the internship institutions, and the concrete outcomes in terms of students' future development, the frequency of changes in the anticipated number of students or changes of collaborative institutions, and the discrepancy between initially reported and actual internship institutions; For those that have not received funding in the past three years, the allocated points in this category are evenly distributed across the first two criteria.

2.各子計畫案 (30分)

甲、學海築夢各子計畫構想頁 (每一申請案需附一千五百字至二千字摘要，包括赴國外實習機構簡介、效益、向教育部申請經費、薦送學校提出配合經費及預計選送學生人數)

乙、有效之國外實習機構同意薦送學校選送學生赴該機構實習同意書或合作契約書影本及薦送學校聲明書

丙、實習機構考評輔導學生方式、提供待遇、計畫主持人與該機構合作時間

2. Subproject (30 points)

A. Subproject concept (Each application must include an abstract of 1,500 to 2,000 words, covering an introduction of the overseas internship institution, anticipated benefits, funding request to the MoE, matching fund proposal from the applicant school, and the projected number of participating students).

B. An effective photocopy of the consent letter from the overseas internship institution or of the collaboration agreement between the applicant school and the institution regarding the recommendation of students for internships, along with a declaration from the applicant school.

C. Assessment and guidance methods for internship institutions on students, provision of benefits, and collaboration time between the project PI and the institution.

- **行政績效 (10分)** : 包括執行計畫時撥款、核結時效性與正確性、有無違反本要點規定、出國前上傳資訊效率及經費執行情形

- **Administrative Performance (10 points)**: Including timely and accurate allocation of funds and finalization of accounts during project execution, adherence to this Guidelines, efficiency in uploading information before going abroad, and the execution status of budgetary allocations.

- **審查項目配分 (90分)**

- **Evaluation Criteria (90 points):**

1. 薦送學校 (20分)

1. Applicant School (20 points):

甲、校內審查機制 (包括校內計畫案、選送學生甄選基準、計畫主持人甄選學生作業方式等相關資訊之揭露、本年選送原住民學生及新住民 (臺灣地區人民之配偶為外國人、無國籍人、大陸地區人民及香港、澳門居民) 子女人數 ; 遴選他校學生參與 , 須提出相關甄選基準及甄選學生作業方式)

A. Internal review mechanism, including the disclosure of information related to the criteria for selecting projects and participating students, and how a project PI selects students, and the number of selected indigenous students and children of new immigrants (Taiwanese citizens' spouses who are foreigners, stateless individuals, mainland Chinese citizens, and residents of Hong Kong and Macau). If selecting students from other schools, criteria and procedures shall be provided.

乙、補助計畫整體配套措施（包括建立與國外實習機構之實習合作機制、計畫主持人安排學生赴國外實習輔導機制、前一年度補助經費支用原則及支用情形）

丙、近三年內薦送學校執行成效（含選送原住民學生及新住民（臺灣地區人民之配偶為外國人、無國籍人、大陸地區人民及香港、澳門居民）子女人數成效）、國內學校與國外實習機構後續連結效益、對學生未來發展性等實際成效、核定補助計畫後，變更教育部核定最低選送人數或機構之次數、原申請書填報之實習機構與實際實習機構之差異等）；近三年內均未獲教育部補助之學校，其本項配分平均分配於前兩項

B. Overall supporting measures for subsidized project (including the establishment of mechanisms for internship with foreign institutions, guidance by the PI for the arrangements for students to intern, and principles and utilization of subsidy funds in the previous year).

C. Applicant school's execution effectiveness of the program in the last 3 years, including the number of selected indigenous students and children of new immigrants (Taiwanese citizens' spouses with the status of foreigners, stateless individuals, mainland Chinese citizens, and residents of Hong Kong and Macau), the benefits that have been derived from the ongoing connections between the schools and the internship institutions, and the concrete outcomes in terms of students' future development, the frequency of changes in the anticipated number of students or changes of collaborative institutions, and the discrepancy between initially reported and actual internship institutions; For those that have not received funding in the past three years, the allocated points in this category are evenly distributed across the first two criteria.

●2.各子計畫案 (70分)

●2. Subproject (70 points)

甲、新南向學海築夢計畫構想頁（每一申請案需附一千五百字至二千字摘要，包括赴新南向國家實習機構簡介、效益、向教育部申請經費、薦送學校提出配合經費及預計選送學生人數）

乙、有效之國外實習機構同意薦送學校選送學生赴該機構實習同意書或合作契約書影本及薦送學校聲明書

丙、實習機構考評輔導學生方式、提供待遇、計畫主持人與該機構合作時間

A. Subproject concept (Each application must include an abstract of 1,500 to 2,000 words, covering an introduction of the overseas internship institution in New Southbound countries, anticipated benefits, funding request to the MoE, matching fund proposal from the applicant school, and the projected number of participating students).

B. An **effective** photocopy of the consent letter from the overseas internship institution or of the collaboration agreement between the applicant school and the institution regarding the recommendation of students for internships, along with a declaration from the applicant school.

C. Assessment and guidance methods for internship institutions on students, provision of benefits, and collaboration time between the project PI and the institution.

薦送學校、計畫主持人 及選送生應注意事項

Points to Note for Applicant
Schools, Project PIs, and
Intern Students

薦送學校及計畫主持人 School & Project PI	規則 Rule	學海築夢 Overseas Internship Program	新南向學海築夢 New Southbound Overseas Internship Program
	計畫資訊網 Project Info. Website	<ul style="list-style-type: none"> 各校審查通過之計畫得沿用原專屬帳號密碼，獲補助計畫主持人應於選送生出國實習2星期前，至本計畫資訊網登錄參與國外實習團員基本資料，以透過系統通報各所屬駐外機構，掌握選送生國外動向及安全，並給予適當協助 Schools with approved projects may continue to use their original exclusive account and password. The project PI who has received the subsidy shall log in to the project information website two weeks before the selected students go abroad for internships to register basic information about the internship team members. This enables the system to notify foreign institutions, allowing monitoring of the selected students' situation and safety abroad, and providing appropriate assistance. 	
	行政契約書 Admin. Contract	<ul style="list-style-type: none"> 薦送學校應與計畫主持人、共同主持人及選送生簽訂行政契約書，其內容應註明選送生實習之機構、期間及獲教育部、薦送學校補助款金額 The applicant school shall sign an administrative contract with the project PI, Co-PI, and selected students. The contract shall specify the internship institution, duration, and the amount of subsidy granted by the MoE and the school. 	

薦送學校及計畫主持人
School & Project PI

規則
Rule

學海築夢
Overseas Internship Program

新南向學海築夢
New Southbound
Overseas Internship Program

其他注意事項
Other Points to Note
(1/5)

- 應取得國外實習機構同意薦送學校選送學生赴該機構實習同意書或合作契約書影本
- 計畫主持人應為薦送學校之專任教師，得聘共同主持人一名，共同主持人應為薦送學校專任或兼任教師。需變更計畫主持人時，薦送學校應先取得原計畫主持人書面同意，並填妥更換計畫主持人同意書，倘因特殊事由無法取得計畫主持人書面同意者，請於更換計畫主持人同意書敘明理由。備函逕送教育部委託之學校及教育部備查，並上網更改系統資訊
- The school must provide a photocopy of the letter of consent from the overseas internship institution or the collaborative agreement for sending students to intern at that institution.
- The project PI shall be a full-time teacher from the applicant school and may appoint one Co-PI, who shall also be a full-time or part-time teacher from the applicant school. In the event of a need to change the project PI, the applicant school must first obtain written consent from the original project PI and complete the Change of Project PI Consent Form. If, due to special circumstances, obtaining written consent from the project PI is not possible, please provide reasons in writing on the Change of Project PI Consent Form. An official correspondence with the form above shall be sent to the school entrusted by the MoE and the MoE as well for record-keeping, and the system information shall be updated online.

規則
Rule學海築夢
Overseas Internship Program新南向學海築夢
New Southbound
Overseas Internship Program薦送
學校
及計
畫主
持人School
&
Project
PI其他注
意事項
Other
Points
to
Note
(2/5)

- 計畫主持人應親洽國外實習機構，不得藉助或委託仲介公司辦理，如計畫核定後，需變更或新增實習機構，計畫主持人應於出國實習前，敘明理由及提出該實習機構詳細介紹資料、與原實習機構不同之處對照表及國外實習機構同意薦送學校選送學生赴該機構實習同意書或合作契約書影本，逕向薦送學校申請並經其同意後，始得變更或新增該實習機構，以一次為限，薦送學校需備函檢附校內審核通過紀錄、與上述資料逕送教育部委託之學校，同時副知教育部後，始得上網更改系統資訊，並將列入次年度行政績效評核。變更實習機構未經薦送學校同意者，喪失受補助資格，薦送學校應即追償已領補助款，並繳還教育部
- The project PI shall personally liaise with the overseas internship institution and shall not use or commission intermediary companies for this purpose. If there is a need to change or add internship institutions after the project is approved, the project PI must, before the students go abroad, obtain approval from the applicant school by submitting a detailed explanation of the reasons, detailed introduction for the new institution, a comparison table highlighting the differences from the original institution, and a copy of the letter of consent or collaborative agreement from the oversea internship institution agreeing to accept students from the applicant school. After obtaining approval, the change or addition of the internship institution can be made, and this is limited to one occurrence only. The applicant school must send the official correspondence along with records of internal approval and the above-mentioned documents to the school entrusted by the MoE, and provide a copy of these to the MoE. Only then can the system information be updated online. This will also be included in the next year's administrative performance assessment. Failure to obtain the applicant school's approval for changing internship institutions will result in the loss of subsidy eligibility. The school must promptly reimburse the granted subsidy and return it to the MoE.

薦送學校及計畫主持人 School & Project PI	規則 Rule	學海築夢 Overseas Internship Program	新南向學海築夢 New Southbound Overseas Internship Program
	其他注意事項 Other Points to Note (3/5)	<ul style="list-style-type: none">學海築夢國外實習計畫所提之預定實習人數包括選送原住民學生及新住民（臺灣地區人民之配偶為外國人、無國籍人、大陸地區人民及香港、澳門居民）子女人數，計畫主持人得於出國實習前，提出具體說明逕向薦送學校申請變更；子計畫案未執行部分，薦送學校應繳回未執行部分之補助款，並將列入次年度本要點行政績效評核，減列補助款；未執行之子計畫案補助款欲流用至其他子計畫案時，應由薦送學校校內核定原計畫經費之承辦單位向薦送學校提出申請，經薦送學校校內主管單位審核同意後，始得流用，且薦送學校需備函檢附校內審核同意紀錄逕送教育部委託之學校，同時副知教育部後，始得上網更改系統資訊The project PI may request a specific adjustment to the projected number of intern students for the Overseas Internship Program, including the number of selected indigenous students and children of new immigrants (Taiwanese citizens' spouses who are foreigners, stateless individuals, mainland Chinese citizens, and residents of Hong Kong and Macau), before the commencement of the overseas internship by submitting a detailed explanation directly to the applicant school. For the unexecuted portion of subprojects, the applicant school must return the unexecuted portion of the subsidy, and this will be considered in the next year's administrative performance assessment according to this Guidelines, resulting in a deduction from the subsidy. If there is a desire to reallocate the unexecuted subsidy from one subproject to another, the application shall be submitted by the internal unit responsible for the original project funds within the school. Upon approval from the internal supervisory unit of the applicant school, the reallocation can be carried out. The school must provide an official correspondence along with records of internal approval, send it to the school entrusted by the MoE, and inform the MoE. Only then can the system information be updated online.	

- 新南向學海築夢實習人數，不得少於教育部核定最低選送人數。如需變更最低選送人數，包括變更原預定選送原住民學生及新住民（臺灣地區人民之配偶為外國人、無國籍人、大陸地區人民及香港、澳門居民）子女人數，薦送學校應提出具體說明，於出國實習一個月前，函報教育部審核，經教育部審核同意後，始得變更；薦送學校除需依減列選送人數比例繳回未執行部分之補助款外，並需將計畫配合款由教育部核定補助金額之百分之二十調增至百分之三十，並將列入次年度行政績效評核
- The number of intern students for the New Southbound Overseas Internship Program must not be less than the MoE's approved minimum number. If there is a need to change the minimum number, including changes to the initially number of selected indigenous students and children of new immigrants (Taiwanese citizens' spouses who are foreigners, stateless individuals, mainland Chinese citizens, and residents of Hong Kong and Macau), the applicant school shall provide specific explanations. This request shall be submitted for review by the MoE one month before the commencement of the overseas internship. Upon approval from the MoE, the change can be implemented. In addition to returning the unexecuted portion of the subsidy based on the reduced number of selected students, the applicant school is required to increase the project matching fund from 20% to 30% of the MoE's approved subsidy amount. This adjustment will also be considered in the next year's administrative performance assessment.

其他注
意事項
Other
Points
to
Note
(5/5)

- 協助選送生辦理國外實習期間之醫療及意外保險，並應依當地國法令規定申請可於當地國境內從事實習之簽證及符合當地國境內實習勞動條件，俾確保執行本計畫案之合法性
- It is required to assist intern students in obtaining medical and accident insurance during their overseas internship, and ensure compliance with local laws and regulations for obtaining the necessary visas to engage in internships within the host country. This is to ensure the legality of implementing this project.

選送 生 Intern Students	規則 Rule	學海築夢 Overseas Internship Program	新南向學海築夢 New Southbound Overseas Internship Program
	行政 契約書 Admin. Contract	<ul style="list-style-type: none"> 應於確定出國研修前，與薦送學校簽訂行政契約書，如未簽訂，則無法領取補助款 <p>An administrative contract shall be signed with the applicant school before the overseas training is confirmed. Failure to sign the contract will result in the disqualification from receiving the subsidy.</p>	
	其他注 意事項 Other Points to Note (1/2)	<ul style="list-style-type: none"> 不得同時領取我國政府提供之其他出國補助 至遲應於教育部核定補助計畫次年十月三十一日以前辦妥出國手續，並啟程出國研修，屆期末出國者，視為放棄 Simultaneous receipt of other subsidies provided by the Taiwanese government for going abroad is not permitted. At the latest, all necessary procedures for going abroad shall be completed and the overseas training shall commence by October 31 of the following year as approved by the MoE. Failure to go abroad by the specified deadline will be considered as a waiver of the subsidy. 	

	規則 Rule	學海築夢 Overseas Internship Program	新南向學海築夢 New Southbound Overseas Internship Program
選送 生 Intern Students	其他注 意事項 Other Points to Note (2/2)	<ul style="list-style-type: none"> • 自教育部核定補助公布日起，在國外實習期間未滿三十日（赴印尼實習期間未滿二十五日），不得領取本補助款，已領取者應全數償還，由薦送學校依行政契約書規定負責追償已領補助款，並繳還教育部 • 選送生於國外實習期間應保有原就讀學校學籍（未休學），實習結束應向原薦送學校報到，違反者，由薦送學校依行政契約書規定負責追償已領補助款，並繳還教育部 • From the date of the MoE's announcement of approved subsidies, if the overseas internship period is less than 30 days (25 days for internships in Indonesia), the subsidy cannot be received. Those who have already received the subsidy must repay the full amount. The participating school is responsible for recovering the disbursed subsidy as per the terms of the administrative contract and returning it to the MoE. • Intern students must maintain their enrollment status at their original school (without taking a leave of absence) during the overseas internship period. Upon completion of the internship, they shall report back to the original applicant school. Violation of this requirement will result in the school being responsible for recovering the disbursed subsidy as per the terms of the administrative contract and returning it to the MoE. 	

經費核撥及結案 (1/3)

Funds Allocation and Project Closure (1/3)

- 薦送學校與選送生簽訂行政契約書後，其補助經費得分二次核撥，於學生出國前，應核撥第一次經費，且不得少於教育部核定補助款百分之八十，未於該期間完成撥款程序者，教育部得不予結案
- 薦送學校應於教育部核定補助款後，於每年六月三十日及十二月十日以前備文檢具領據，逕送教育部委託之學校辦理經費核撥
- After the applicant school and selected students sign the administrative contract, the subsidy funds can be allocated in two installments. The first allocation shall be made before the students go abroad and must not be less than 80% of the MoE's approved subsidy amount. Failure to complete the allocation process during this period may result in the MoE withholding the closure of the project.
- The school shall prepare the necessary documentation with receipts, and submit it to the school entrusted by the MoE for funds allocation by June 30 and October 12 each year after the MoE has approved the subsidy amount.

經費核撥及結案 (2/3)

Funds Allocation and Project Closure (2/3)

- 薦送學校應審核學費、機票款相關原始憑證，生活費憑領據核結
- 薦送學校應督促各選送生及計畫主持人於出國研修（實習）計畫期程結束後二星期內，上傳問卷調查表及一千字以內成果報告，並得繳交經國外實習機構同意之研修（實習）經驗分享短片（每篇心得需有照片四張以上，短片以三分鐘為原則），未傳送完成者，不得辦理結案
- The participating school shall verify the original documents for tuition and airfare, and reconcile the living expenses with the receipts.
- The school shall urge all intern students and project PIs to upload the questionnaire survey and a achievement report of up to 1,000 words within two weeks after the conclusion of the overseas internship program. They are also required to submit a video of reflection approved by the overseas internship institution to share their experiences abroad (each reflection shall include at least four photos, and videos shall be limited to three minutes). Failure to complete the submission will result in the project not being closed.

經費核撥及結案 (3/3)

Funds Allocation and Project Closure (3/3)

- 結案應至本計畫資訊網列印受補助對象經費支領一覽表，連同教育部補助經費收支結算表各一份，於本計畫實際執行期程結束後二個月內，送教育部委託之學校辦理結案（覈實報支）
- 新南向學海築夢應逐案辦理結案
- 薦送學校應依教育部補（捐）助及委辦經費核撥結報作業要點相關規定辦理核結；其教育部補助款有結餘者，應全數繳回教育部
- A printed **Expenditure Disbursement Summary** of grant recipients downloaded from the project information website, along with the **Income and Expenditure Statement** of the MoE's grant, shall be submitted to the school commissioned by the MoE within two months after the end of actual implementation period of the project for project closure (Reimbursement of actual payments).
- The closure of projects for the New Southbound Overseas Internship Program shall be handled on a case-by-case basis.
- Settlement of the program funds shall be handled in accordance with the **Guidelines on Handling Allocation, Distribution, Audit and Settlement of Funds Subsidized by MoE**. Any remaining balance from the MoE's grant shall be returned in full to the MoE.

其他注意事項 (1/8)

Other Points to Note (1/8)

- 教育部鼓勵選送原住民學生及新住民（臺灣地區人民之配偶為外國人、無國籍人、大陸地區人民及香港、澳門居民）子女赴國外研修或實習。
- 薦送學校得依不同國別或城市之實際生活消費指數，訂定生活費支給標準國際來回機票之編列，以各航空公司經濟艙票價為原則。
- The MoE encourages the selection of indigenous students and the children of new immigrants (Taiwanese citizens' spouses who are foreigners, stateless individuals, mainland Chinese citizens, and residents of Hong Kong and Macau) to pursue overseas study or internships.
- The applicant schools may establish living expense standards and budget for round-trip international airfare based on the actual cost of living index in different countries or cities, with economy class ticket prices from various airlines as the reference.

其他注意事項 (2/8)

Other Points to Note (2/8)

- 選送生活動紀錄（如心得報告、製作活動參與短片、簡報或問卷調查表），皆無償授權教育部為業務推動使用，教育部將擇優分享於網站，選送生並應出席教育部相關留學宣導活動之經驗分享座談會，進行國外研修或實習經驗分享。
- 計畫主持人成果報告及選送生心得報告經教育部評選為佳作者，將邀請至年度成果發表暨經驗分享座談會中公開表揚，並發給獎金以資鼓勵。
- The records of activities of the intern students (such as experience reports, production of short films about participation in activities, presentation files, and questionnaire surveys) are all granted to the MoE free of charge for promotional use. The MoE will selectively share them on its website and students have the obligation to attend experience-sharing seminars related to studying abroad organized by the MoE to share experiences of overseas study or internships.
- If the project PI's achievement report and the intern student's experience report are evaluated as outstanding by the MoE, they will be invited to public commendation at the Annual Achievement Presentation and Experience Sharing Seminar and will be awarded a monetary prize as an encouragement.

其他注意事項 (3/8)

Other Points to Note (3/8)

- 薦送學校每年應於校內舉辦選送生出國研修或實習行前說明會，及經驗分享座談會。
- 原具低收入戶或中低收入戶資格學生，參加學海飛颺、學海惜珠、學海築夢及新南向學海築夢補助類型之計畫出國研修或實習一百八十三日以上，因不符社會救助法第四條第六項規定，遭註銷補助資格者，薦送學校應主動提醒選送生，得依低收入戶及中低收入戶學生參加教育部、大專校院選（薦）出國研修或國外專業實習返國後專案性補助計畫辦理相關補助。
- Participating schools shall hold pre-departure orientation sessions and experience-sharing seminars annually on campus for students going abroad for internships.
- Students from low-income or medium-low-income households, whose subsidy eligibility has been revoked due to participating in the Overseas Internship Program or New Southbound Overseas Internship Program for more than 183 days, causing them to fail to meet the provisions of Article 4, Paragraph 6 of the Public Assistance Act, shall be actively reminded by the participating schools that they may be eligible for relevant subsidies through special post-return subsidy programs designed for students from low-income or medium-low-income households who participate in overseas study or professional internship programs organized by the MoE or higher education institutions.

其他注意事項 (4/8)

Other Points to Note (4/8)

- 學海築夢及新南向學海築夢等補助類型所選送之校內學生及他校學生，如為低收入戶或中低收入戶子女，返國後應向薦送學校報到，薦送學校須儘速主動函請學生戶籍所在地社政單位依前開補助計畫辦理，並副知教育部，以維護其相關補助權益。
- If students, including both from the applicant school and other institutions, selected under the Overseas Internship Program and the New Southbound Overseas Internship Program are children of low-income or medium-low-income households, they are required to report to the applicant school upon their return to Taiwan. The school must promptly initiate correspondence with the local social welfare authorities at the students' registered residence to process the subsidies as per the aforementioned subsidy program. Additionally, the school shall inform the MoE to ensure their relevant subsidy rights.

其他注意事項 (5/8)

Other Points to Note (5/8)

- 如因天災、戰亂、罷工、疫情、交通阻絕、政府命令、其他不可抗力之事由，足認危害選送生生命、健康、財產安全之虞，得由薦送學校取得選送生同意後，附佐證資料，報部核可，提前終止、延後或取消選送計畫，不受本要點第八點第二款第二目之四限制，亦不列入行政績效評分。
- In case of natural disasters, conflicts, strikes, epidemics, transportation blockades, government orders, or other force majeure events, if it is deemed to endanger the lives, health, or property safety of the students, the school may, with the consent of the students and supporting documentation, request approval from the MoE to terminate, postpone or cancel the project. Such action will not be subject to the Article 8, Paragraph 2, Subparagraph 2, Item 4 of this Guidelines, nor will it be included in the administrative performance evaluation.

其他注意事項 (6/8)

Other Points to Note (6/8)

- 各校辦理學海築夢及新南向學海築夢各項公文請依計畫類別及年度，分開函報教育部或委託學校(國立臺灣科技大學人力資源專案辦公室/ 支票抬頭：國立臺灣科技大學403專戶)。
- 請特別注意本要點各項辦理時程!!
- Please submit all documents related to the Overseas Internship Program and the New Southbound Overseas Internship Program separately to the MoE or entrusted school (Human Resources Project Office at National Taiwan University of Science and Technology / Payee: National Taiwan University of Science and Technology Account 403) based on the project category and year.
- Please pay special attention to the schedule for each stage outlined in this Guidelines!

其他注意事項 (7/8)

Other Points to Note (7/8)

- 學海築夢及新南向學海築夢3名以下學生仍可執行實習計畫，依規定計畫主持人無法支領經費；新南向核定最低選送人數包含跨校學生。
- 薦送學校應確實督導各計畫主持人執行國外實習計畫案時，協助選送生辦理國外實習期間之醫療及意外保險，並應依當地國法令規定申請可於當地國境內從事實習之簽證及符合當地國境內實習勞動條件，俾確保執行本計畫案之合法性。
- The Overseas Internship Program and the New Southbound Overseas Internship Program can still be carried out with **less than three students**, but according to regulations, the PI is not eligible to receive funding. The approved minimum number of participants for the New Southbound Program includes students from other schools.
- The participating schools shall effectively supervise each project PI implementing overseas internship projects and make sure they assist students in arranging medical and accident insurance during their overseas internships, and applying for visas **in accordance with local laws and regulations** to ensure that the internship can be conducted legally within the local jurisdiction.

其他注意事項 (8/8)

Other Points to Note (8/8)

- 計畫不一定通過，核定前請勿產生任何費用。
- 簽證不一定通過，應先取得簽證後，再進行滙款或購買機票。
- 本計畫經費以補助學生為主，各校可於校內審查機制內規範各計畫獲補助人員經費分配之準則。
- 計畫主持人如無赴國外訪視學生之需求，經費須全數用於選送生出國實習之補助；如須赴國外訪視學生，其計畫主持人或共同主持人之補助，以一人為限，薦送學校得自訂生活費支領天數，以不超過十四日並以計畫期程結束前為限。
- Project proposals may not be approved, so please do not incur any costs before it is approved.
- Visa approval is not guaranteed. Please obtain the visa before remitting funds or purchasing tickets.
- The funding for this program primarily supports students. Each school may establish guidelines within its internal review mechanism to regulate the allocation of subsidies to individuals in each project.
- If the project PI does not need to visit students abroad, all funds must be used for subsidies for students going abroad for internships. If a visit to students abroad is necessary, the subsidy for the PI or Co-PI is limited to one person. The school may determine the number of days for receiving living expenses, not exceeding 14 days, and only for expenses incurred before the end of the project schedule.

薦送學校聲明書及他校學生同意書

Declaration Form from Applicant School and Consent Form from Students of Other Schools

【附表四】

聲明書

本校所提____年度第____次教育部☐學海築夢/☐新南向學海築夢計畫並未藉助或委託仲介公司辦理，且執行計畫涉及國外實習待遇、實習時數、簽證種類、保險範圍及期間等，確實符合當地國實習條件及相關法規，以保障選送生國外實習期間之安全，並會督導選送生(含本校及他校學生)返國後心得報告上傳及辦理相關經費報支等實習事宜。如有不符合或違法之處，喪失補助資格，並列入明年度行政績效考評，決無異議。

校長核章：

立聲明書學校用印：

地 址：

日期： 年 月 日

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【附表五】

同意書

本校同意校內_____系所_____同學參與_____學校所提____年度第____次教育部☐學海築夢/☐新南向學海築夢計畫赴國外企業、機構實習，並確保該生於國外實習期間仍保有本校學籍且未休學。

立同意書系所核章：

校長核章：

學校用印：

地 址：

日期： 年 月 日

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聲明書及同意書為制式表格，請勿自行修改文字，違者列入當年度行政績效考評。

The declaration and consent forms are standard templates. Please do not modify the text. Any unauthorized changes will result in inclusion in the administrative performance evaluation for the current year.



臺科大人力資源辦公室

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Science and Technology

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Taipei City, 106990

Taiwan