計畫目的

國立交通大學國際事務處『僑外籍生暑期實習計畫』交流平台，主旨在提供本校大學部高年級以及碩博士班僑外籍生一個實務的專業實習機會。參與實習計畫的學生將接觸與了解業界發展，也將學校所學與實務相應證。另一方面，藉由實習交流，國外知名企業與單位可認識本校優秀僑外籍生及研究近況，協助產業發展或進一步成為未來工作夥伴，以期創造企業、境外生與交大三贏。

實習活動進行程序

(以下為例行性流程，每年實際截止日期請參國際事務處相關公告)

1. 三月中前
合作企業與單位提供實習內容與需求，相關資料公布於僑外籍生暑期實習活動網頁，學生就有興趣議題報名申請。

2. 三月份
國際事務處配合合作實習單位需求，協助舉辦說明會等實習宣傳活動，媒合實習單位與有意參加實習之相關領域僑外籍生。

3. 四月初
學生申請截止，國際事務處協助資料初審，將學生名單送交參與實習單位，由公司安排面試(電話、遠距或當面洽談)。

4. 四月底
公佈各合作單位之獲選暑期實習生名單。

5. 五六月
(視合作單位需求) 參與學生實習前準備。

6. 七八(九月)
學生赴合作企業單位實習，公司支付學生實習津貼。

7. 九月份
學生實習工作結束，合作企業與參與學生提供意見回饋。

參與本計畫合作單位之義務

1. 合作實習單位須提供該單位簡介、工作內容與要求、職缺名額。
2. 合作實習單位須配合活動時程，在限時內完成審查，讓獲選學生進入該單位參與實習運作，並由公司支付學生實習工讀之津貼。
3. 合作實習單位須指派一名團隊成員，擔任獲選學生實習前準備與實習期間之指導(mentor)，給予必要的諮詢與專業訓練。

參與本計畫學生注意事項

1. 同學們在活動的過程中，從了解有興趣的單位、面試、到赴企業單位實習都是值得參加同學們認真體會的難得經驗。
2. 參與計畫之實習單位皆具有相當規模，企業制度行之有年，請同學們遵守實習單位相關規定。
3. 同學們在校外肩負著本校的形象，請保持合宜的舉止與穿著，以務實的心態用心學習，一定能有所收穫。

注意事項

1. 獲選學生入選計畫之學生，於合作單位內工作，需依該單位要求簽署相關保密同意書。
2. 本辦法如有未盡事宜，得隨時修正之，並公告於網站，不另行通知。

僑外籍生暑期實習活動聯絡方式

- 國立交通大學 國際事務處 產業合作組
- E-mail oiaintern@g2.nctu.edu.tw
- Tel 03-5131253
- website http://www.ia.nctu.edu.tw/
Purpose

“Internship Program for NCTU International Students”, introduced by Office of International Affairs (OIA), provides an internship opportunity for junior, senior, master and Ph.D. students in NCTU. During the internship, students who participate in this program will attend the cooperative enterprises or institutions. They will verify what they learnt in school by practical problems and can establish professional relationships with industries.

In other aspects, the cooperative enterprises and institutions can meet the talent international students, and catch on the recent research of NCTU. The industry would benefit from gaining access to such fine and distinct human resources. This program is expected to create an all-win situation for the industry, students and NCTU.

Schedule

(The following is a general schedule. Please refer to the OIA announcement for the exact due time of each year)

1. Before mid-March
   The cooperative enterprises and institutions provide the topics and requirements for the internship, which are then announced on the OIA webpage. The students can apply for these topics according to their own interests.

2. March
   OIA assists the cooperative enterprise and institutions in holding introduction meetings and matching the companies with students who are interested in and adequate to the intern positions.

3. Early April
   The application deadline for students. OIA initially reviews the application data and sends the list of qualified students to the cooperative enterprises and institutions. The cooperative enterprises and institutions then contact and interview the qualified students by phone, teleconferencing, or in person.

4. Late April
   OIA announces the list of admitted intern students in each cooperative enterprise or institution.

5. May and June
   (Optional) The admitted intern students prepare for the summer internship.

6. July, August (and September)
   The admitted students work as interns in the companies, and could obtain allowances (from the companies) for their internships.

7. September
   The internships finish. Cooperative enterprises and institutions and students participated in internship program provide feedbacks about the program.

Obligation of Cooperative Enterprises and Institutions

1. A cooperative enterprise and institution shall offer internship opportunities and provide brief introductions to its company, work in internship, and qualifications.

2. A company shall finish the reviews by the deadlines listed in the schedule. The company shall let students participate in practical work related to their backgrounds and offer them equitable wages for their duties.

3. A cooperative company shall assign a supervisor to mentor the student and to provide necessary consultation and assistance during the period of the training and internship.

Suggestions for Students Participating in the Internship Program

1. The whole process of the internship, from the survey of internship positions, the interview, to attending the company as an intern, is a valuable experience outside the classroom.

2. All of the companies participating in this program are of certain scales and fine reputations. The companies have plans and expectations for the interns. Students shall follow the rules of the corresponding company.

3. During the internship, your conduct affects the impression of NCTU. Please value the propriety of dressing and manner. As long as you are willing to devote yourself to the project with a right attitude, you will have a rich harvest.

Notices

1. The student accredited for this program shall sign a Confidentiality Agreement (CA) with the corresponding company.

2. Any matter that is not fully listed herein may be corrected and published at any time by OIA, NCTU on the website without prior notice.

Contact Persons

- Division of Industry Cooperation, Office of International Affairs, National Chiao Tung University
  
- E-mail: oiaintern@g2.nctu.edu.tw
  - Tel: 03-5131253
  - Website: http://www.ia.nctu.edu.tw/