

環境教育跨國實習計畫_實習生

Environmental Education International Internship Program_Interns

知情同意書

Informed Consent Form

本人_____，參與環境部辦理之「2026年環境教育跨國實習計畫」（下稱本計畫），若入選為跨國實習生，同意下列應注意事項及工作:I, _____, participating in the "2026 International Environmental Education Internship Program" (hereinafter referred to as "the Program") organized by the Ministry of Environment, hereby agree to comply with the following terms and responsibilities if selected as an intern:

- 一、主(協)辦單位因本計畫相關業務之需求，取得您自由提供的個人資料，在個人資料保護法及相關法令之規定下，將依法處理及利用您的個人資料。I authorize the organizers and co-organizers to collect, process, and utilize my personal data for Program-related purposes in accordance with the Personal Data Protection Act and relevant regulations.
- 二、實習生於實習期間應遵守實習單位之各項規定，並積極參與各項服務工作。實習生應謹言慎行，不得有違背身分或犯法等情事，若有重大違紀，主辦單位將撤銷補助，其相關衍生費用由本人自行負責。I shall comply with all regulations of the host organization and actively participate in assigned tasks. I agree to maintain professional conduct. In the event of serious misconduct or illegal activities, the organizers reserve the right to revoke subsidies. I shall be held liable for any resulting expenses.
- 三、本人確實瞭解本計畫係部分補助，中華民國環境部僅補助國際機票、部分住宿費、旅遊平安險等費用(詳甄選簡章第柒項)，其餘費用由實習生自行負擔，並須自行辦理相關國際證件(如:護照、簽證、國際駕照等)。I acknowledge that this program provides partial subsidies. The Ministry of Environment, ROC, covers only international airfare, partial accommodation, and travel insurance (as specified in Section VII of the Selection Guidelines). All other expenses and the processing of international documents (e.g., passport, visa, international driving permit) are my sole responsibility.

- 四、本人確實瞭解於非值勤或非實習期間之私人行程(如:自駕外出、下班後之個人活動、結束實習後之觀光旅遊等),須自行負責個人安全;非實習場域安排之餐食、洗衣、灑掃等日常生活皆須自行安排。I understand that I am responsible for my own safety during non-duty hours and personal itineraries (e.g., private driving, after-hours activities, or post-internship sightseeing). I shall personally arrange all daily necessities not provided by the host site, such as meals, laundry, and cleaning.
- 五、本人願意積極達成與實習場域、本計畫共同發展之學習目標,並於實習期間須配合進行至少3次訪視工作(實地或線上)。I commit to achieving the learning objectives developed with the host site and the Program team. I agree to cooperate with at least three site visits (in-person or virtual) during the internship.
- 六、須於實習結束後2周內將相關核銷單據寄回承辦單位,並完成所有核銷作業,逾期之單據項目金額主(協)辦單位得不予補助。Reimbursement requests and all supporting documents must be submitted to the organizing agency within two weeks of the internship's conclusion. The host and co-organizing agencies reserve the right to decline subsidies for any claims submitted after this deadline.
- 七、實習結束後2周內須繳交活動紀錄及心得報告一份,須配合主(協)辦單位於相關活動及網頁進行心得回饋或發表,以作為學習成效評估及後續推廣使用。如逾期未繳交,主辦單位將撤銷補助。實習活動紀錄及心得報告繳交之內容應包含下列項目: Within two weeks of completing the internship, I must submit a complete set of activity records and a feedback report. I agree to share my experiences on related websites or events for evaluation and promotion. Failure to submit these materials on time will result in the revocation of subsidies. The required deliverables include:
- 1.照片、影片原始檔(於檔名簡易說明活動內容)。Original photos and video files (with filenames briefly describing the content).
 - 2.圖文實習活動紀錄及心得報告(請提供WORD檔&PDF檔各一,內容至少6頁A4)。Comprehensive Photo & Written Internship Report (Submit in Word and PDF; at least 6 A4 pages).
 - 3.影音紀錄(剪輯軟體及形式不拘,片長至少5分鐘)。A video record (at least 5 minutes long; any editing software/format is acceptable).
 - 4.社群平臺分享之圖文摘錄(以 hashtag #APRCinternship形式於任意社群網站分享之內容截圖或社群網址)。Social media highlights.

八、如有未盡事宜，主辦單位保留隨時修正、終止、解釋及對本活動所有事宜之最終決定權，並以官方公告為準。For matters not covered herein, the organizers reserve the right to amend, terminate, interpret, and make final decisions on all aspects of this Program. All decisions shall be subject to official announcements.

此致

To

環境部

Ministry of Environment

立書人(簽名) Signatory(Signature):

護照號碼Passport Number:

聯絡電話Contact Number:

緊急聯絡人(簽名):

Emergency Contact (Signature)

緊急聯絡人聯絡電話:

Emergency Contact Phone Number

緊急聯絡人與立書人之關係:

Relationship to Signatory

年(Year) 月(Month) 日(Day)