

海外實習時程總覽2026.10.01

Overview of the Overseas Internship Timeline

※ 海外實習相關時程可能因實際情況有所調整，本時程總覽僅供參考；本所負責海外實習之教師得視實際需求調整時程，或請學生提前繳交相關文件、請所辦提前完成任務。

※ The overseas internship schedule is subject to change. This timeline is for reference only; University Supervisor for Overseas Internships may adjust the schedule or request documents in advance.

Time	Details
9月開學(碩一上)	所辦: 初步調查實習意願。 學生: 填寫實習取向調查表單。
September (Fall Semester of Year 1)	Office: Conduct a preliminary survey of students' interest in internships. Students: Complete the internship preference survey.
9月下旬	所辦: 提供本所負責海外實習之教師(以下簡稱教師, 有別於擔任實習總召之教師)有意願學生名單。
Late September	Office: Provide the list of interested students to the University Supervisor for Overseas Internships (hereafter referred to as "Supervisor," distinct from the faculty member coordinating the overall internship program)
10月上旬	所辦: 辦理海外實習說明會
Early October	Office: Hold an overseas internship information session.
10月中旬	教師跟有海外實習意願之學生進行個別或團體討論
Mid October	Supervisor meets with students interested in overseas internships individually or in groups.
10月底前 (針對申請新機構之學生)	若學生計畫前往之機構, 非本所過往合作之機構, 視同新機構。 學生需先聯繫新機構, 並取得機構同意讓學生申請實習之意願。學生於10月中下旬將新機構名單與相關資料提交給學校教師, 同時將文件副本給實習總召。 教師與總召進行機構資格檢視, 必要時得召開實習委員會議, 邀請所有實習委員進行討論。
By the end of October (For students applying to new internship organizations)	If the organization that student plans to apply to has not previously partnered with the NTNU Social Work Institute, it will be considered a new internship organization. Students should first contact the new organization and obtain its agreement to accept the student for an internship application. In mid-to-late October, students should submit the list of new organizations and relevant

	information to the supervisor, with a copy of the documents provided to the internship coordinator. The supervisor and internship coordinator will review the organization's eligibility. If necessary, an Internship Committee meeting may be convened for discussion with all committee members.
11月上旬	學生:提供英文簡歷與簡易實習規劃給教師。
Early November	Students: Provide an English résumé and a brief internship plan to the Overseas Internship Supervisor.
11月下旬	學生:開始撰寫暑期實習計畫書。
Late November	Students: Begin drafting the Summer Internship Proposal.
12月上旬	所辦:開設Moodle, 供學生上傳計畫書。
Early December	Office: Set up a Moodle space for the Supervisor so that students can upload their internship proposals.
1月上旬	學生:提交實習計畫書初稿至Moodle專區。
Early January	Students: Submit the first draft of the Internship Proposal to the designated Moodle space.
1月至2月	學生:修改實習計畫書。 學校督導:協助學生修訂計畫書。
January–February	Students: Revise the Internship Proposal. Supervisor: Assist students in revising their Internship Proposals.
2月底-3月(碩一下)	學校督導:審核通過實習計畫書, 並簽署<u>實習同意書</u>。 學生:上傳實習計畫書及實習同意書到雲端資料夾, 並提供超連結給所辦知曉。 所辦:實習機構定案後, 請同學填寫<u>實習機構定案表單</u>。
Late February–March (Spring Semester of Year 1)	Supervisor: Review and approve the Internship Proposal and sign Application for Field Practicum Committee Approval. Students: Upload the Internship Proposal and Internship Consent Form to the cloud folder and provide the link to the Office. Office: Once the internship organization is confirmed, ask students to complete the <u>Internship Organization Confirmation Form</u>.

4月	學生:若實習機構或國家有規定相關簽證申請需求,得使用與機構簽訂之合約或備忘錄、學校實習同意書等相關資料申請簽證 (※備註:各國簽證審核時長有所不同,敬請學生留意簽證申請時間,以免向隅) 學校督導:協助學生與機構簽訂合約或備忘錄
April	Students: If a visa is required by the internship organization or destination country, students may use relevant documents, such as the internship agreement or memorandum of understanding with the organization and the university's internship approval letter, to apply for the visa. ※ Note: Visa processing times vary by country. Students are advised to allow sufficient time for visa applications to avoid missing the internship opportunity. Supervisor: Assist students in signing a contract or memorandum of understanding with the internship organization.
5月	學生:填寫<u>實習機構定案表單</u>,提供所辦: 1. 合約書紙本(一式2份) 2. 實習機構評估表 所辦:並配合職涯發展中心之要求,請同學前測UCAN測驗。
May	Students: Complete the Internship Organization Confirmation Form and provide the following to the Office: 1. Two hard copies of the contract 2. Internship Organization Evaluation Form Office: In accordance with the requirements of the Career Development Center, ask students to complete the pre-internship UCAN assessment.
6月中 (申請教育部「學海築夢」/「新南向學海築夢」獎學金者)	學生:若有申請教育部「學海築夢」/「新南向學海築夢」獎學金者,敬請至教育部官網確認審核名單與後續核銷申請流程 核銷流程可參考:2026年核銷注意事項 注意:每年核銷與名單公告時間可能不同,敬請留意時間
Mid-June	Students: Students who have applied for the Ministry of Education's “學海築夢” or “新南向學海築夢” scholarships should visit the Ministry of

	Education's official website to check the list of approved recipients and the subsequent reimbursement procedures. For the reimbursement process, please refer to the <u>2026 Reimbursement Guidelines</u>. ※ Note: The announcement dates for scholarship recipients and reimbursement procedures may vary each year. Please pay attention to the relevant deadlines and announcements.
7-8月	學生：開始實習。 實習的作業與學校行政要求，請參考本所網頁實習指引。 學生若申請海外實習相關獎學金，請依照補助辦法提交相關文件與佐證，並在截止日前提交。
July–August	Students: Begin their Summer Internship. For internship assignments and administrative requirements, please refer to the <u>Internship Guidelines</u> on the Institute's website. Students applying for scholarships related to overseas internships should submit the required documents and supporting materials in accordance with the scholarship guidelines by the application deadline.