

# 全球環境教育夥伴亞太中心 (GEEP APRC)

## 環境教育跨國實習計畫\_實習生甄選簡章

### 壹、前言

為培育青年之國際接軌能力、認識各國的多元文化、瞭解各國面對的環境議題與應對方式，同時建立亞太各國環境教育場域的夥伴關係。本計畫提供 12 名 18 至 30 歲 (含) 之青年實習生 (6 名國際實習生赴臺灣，6 名臺灣實習生赴亞太地區及其他國家) 至環境教育場域實習，參與環境教育推廣、考察經營管理實務之機會。同時期許各國青年能在學習與服務中並進，貢獻自我專長、相互合作，協助實習場域的環境教育相關工作，並於回國後將所學經驗分享並融入後續的環境教育行動中。

### 貳、活動目的

- 一、促進亞太區域之國際環境教育交流與合作。
- 二、提供青年跨國學習及服務機會，增加環境教育實務經驗並體驗多元文化。

### 參、辦理單位

- 一、主辦單位：環境部。
- 二、承辦單位：中華民國環境教育學會。

### 肆、甄選對象

總共 12 名 18 至 30 歲 (含) 之青年實習生 (6 名國際實習生赴臺灣實習，6 名臺灣實習生赴亞太地區及其他國家實習)。

### 伍、申請時間

即日起至 2026 年 6 月 30 日為止。

### 陸、錄取公告

預計於 2026 年 7 月底前。

### 柒、實習期間及地點

#### 一、實習期間

自錄取公告後，依合作場域提供時段擇 14 日 (需連續) 辦理，最遲須於 2027 年 2 月 28 日前完成實習。建議以 7 月至 9 月為優先實習。

## 二、實習地點

### (一) 臺灣場域（招收亞太區域其他國家實習生）：

名稱	地點	可供實習期間
東眼山自然教育中心	桃園市	2026/7/1 至 2026/12/31
宜蘭縣無尾港文教促進會	宜蘭縣	2026/7/1 至 2026/12/31
關渡靜思堂	臺北市	2026/8/16 至 2026/8/29

### (二) 亞太區域國家場域（招收臺灣實習生）：

名稱	地點	可供實習期間
金禧農業博物館	泰國曼谷、巴吞他尼府	2026/7/1 至 2026/8/31
日本鹿兒島縣出水市鶴類觀察中心	日本鹿兒島縣	2026/12/1 至 2027/2/28
泰國環境教育中心	泰國北欖府	2026/11/1 至 2026/11/30

將依各申請者之評選結果分數高低及志願序，進行分發。

## 捌、申請方式

一、採取線上申請機制，相關申請網址將於活動正式公告時同步發布。申請人須依規定格式上傳並檢附各項必要之申請證明文件。

### 二、申請文件

(一) 實習生申請表 1 份（如附件 1）。

(二) 知情同意書 1 份（如附件 2）

(三) 身分證明文件（護照影本）。

(四) 推薦函 1 份（非必要）（如附件 3）。

(五) 其他加分文件（非必要）：學、經歷、證照等證明文件。

## 玖、評選方式

一、申請資料將由本計畫團隊針對申請者提供之資料進行初審，若有缺件則以通知補件 1 次為原則。

二、本計畫採隨到隨審制，每累積收件達 10 份申請資料，即由環境部邀集之專家學者組成評選小組，召開評選會議進行實質審核。

- 三、複審面談採線上視訊方式辦理，面談時間統一以電子郵件通知。
- 四、將依各申請者之評選結果分數高低及志願序，進行分發。
- 五、評分項目如下：

項目	內容	配分
實習計畫	實習計畫內容之完整度、豐富度	30
自傳及經歷	個人特質、熱情等	20
表達能力	交談互動、說服與取得信任的能力	15
外語能力	複審面談將以全英文進行	20
影響力	如何影響他人關注環境教育及永續議題	15

實習生錄取名單於評選會議後的 1 周內公告於亞太中心網站 (<https://geepaprc.org>) 等環境部指定網站，並分別以電子郵件通知錄取者。

#### 壹拾、經費補助項目及方式

- 一、本活動採部分經費補助，凡實習單位已提供之機票、保險或住宿經費，本計畫不予重複補助。超出補助項目之額外支出，如國內交通、個人膳食、通訊及雜支等，均由實習生自行負擔。
- 二、補助要點：

##### (一) 國際機票

補助實習生赴實習地點最直接航線之往返經濟艙機票。因非直接航線所衍生之跨城市或跨國交通費用，不在補助範圍內。

##### (二) 住宿費

補助實習生於實習場域當地城市 14 天 (13 晚) 住宿費上限之 50% 費用。依「中央政府各機關派赴國外各地區出差人員生活費日支數額表」該城市日支數標準之 35% (住宿 50% 費用為 70% 日支數標準\*50%) 計算；亞太國家至我國實習者，依「國內出差旅費報支要點」住宿費上限 (114 年起為平日 3,500 元、假日 4,500 元) 之 50% 計算，均採實支實付辦理。

國家	住宿費補助最高上限
日本	73.15 美元/每晚（鹿兒島縣）
泰國	99.4 美元/每晚（曼谷） 36.05 美元/每晚（巴吞他尼府、北攬府）
臺灣	平日 1,750 新臺幣/每晚 假日 2,250 新臺幣/每晚
均需檢據核銷，超額部分由實習生自行負擔。	

### （三）保險費

補助實習生出國最基本額度之旅遊平安保險費用。

- 三、申請人須於行前自行辦妥有效護照、簽證（含行政規費）、國際駕照及目的地國家要求之入境證明文件。若因個人證件辦理延宕、缺漏或遭拒發而導致無法如期前往實習場域，相關衍生費用及違約責任由實習生全額承擔。
- 四、考量學生經濟狀況，倘有預支經費困難之需求，得向本計畫團隊提出代訂機票申請。經審核通過後，由承辦單位逕行辦理票務作業，該筆費用將從實習生個人補助總額中預先扣除。申請人須於代訂前確認行程資訊，機票一經開立，後續因個人因素產生之改票、退票手續費或衍生差額，均由實習生自行承擔。
- 五、本活動補助實習生往返實習場域期間之最基本額度旅遊平安險費用。實習生須自行投保並檢具收據與保險單據核銷，超出基本額度之保額或個人加保項目（如財物損失、不便險等）均由實習生自行負擔。

### 壹拾壹、注意事項

- 一、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。
- 二、實習單位確認後，應先瞭解單位之性質、背景、工作地點及相關生活機能等。
- 三、實習期間建議以英文或實習當地國家語言，與實習場域人員分享符合場域特色之家鄉現況。並可準備簡短之環境教育活動，若有機會可於實習期間實際帶領或分享。
- 四、實習期間須配合進行至少 3 次之聯繫工作（含國外場域預計 1 次

視訊訪視；我國場域以 1 次現地訪視方式辦理）。

- 五、實習生應於實習結束後 2 週內，將成果報告及核銷單據寄至「中華民國環境教育學會」（116059 臺北市文山區汀州路四段 88 號行政大樓 4 樓 410B 室），並於信封註明「115-116 年亞太中心跨國實習計畫-姓名」。倘因個人因素逾期未繳、文件缺漏且經通知未補正者，環境部得撤銷補助資格並追回已撥付項。若衍生手續費或債務，由實習生自行承擔。
- 六、實習活動紀錄及心得報告繳交之內容應包含下列項目：
  - （一）照片、影片原始檔（於檔名簡易說明活動內容）。
  - （二）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）。
  - （三）影音紀錄（剪輯軟體及形式不拘，片長至少 5 分鐘）。
  - （四）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）。
- 七、額外開支，本計畫團隊與實習單位不負損害賠償與法律責任。
- 八、實習生於實習期間應確保聯繫管道暢通，若遭遇困難或重大緊急事故，須第一時間通報環境部等指定窗口（如實習單位、本計畫團隊及緊急聯絡人）反映需協助事項，以利即時掌握動向並提供必要之行政協助，確保實習期間之人身安全與權益。
- 九、凡報名參與本計畫甄選者，即視同已詳閱、充分理解並完全同意遵守本活動之各項規定與評選標準。錄取並確認期程後，除因本人重大傷病、直系親屬喪故、天災、戰爭或國家政策變更等不可抗力事故，並檢具醫療證明或相關機關文件外，不得擅自放棄資格或中途退出。
- 十、實習結束後，受邀參與成果分享會及相關推廣活動，分享實務經驗及作為學習成效評估與後續推廣參考。
- 十一、實習生於非值勤或非實習期間之私人行程，包含自駕外出、下班後個人活動及結束實習後之觀光旅遊等，均須自行負責個人人身與財產安全。該期間所衍生之任何意外事故、法律糾紛或
- 十二、倘非因前述合理事由而退出或未完成連續 14 日實務實習者，本計畫將採取以下措施：

(一) 經費追繳及違約處理規範

1. 全額追繳已撥付補助：凡經核定之國際機票、住宿費及保險費，若已預付或撥付至申請人帳戶，須於通知期限內全額繳回。
2. 代訂機票賠償責任：若由本計畫團隊代訂機票，其實習生應承擔因中途退出產生之退票手續費、罰金及無法退票之全額損失。
3. 衍生行政規費自付：因追繳作業產生之匯差、郵資或銀行轉帳手續費，均由實習生自行負擔。

(二) 取消往後申請資格：違約者將喪失本計畫未來五年內相關國際合作計畫之甄選資格，並納入環境部相關人才培訓計畫之查核紀錄。

(三) 若因個人退出導致實習場域行政成本損失或影響後續國際合作關係，主辦單位保留法律追訴及損害賠償請求權。

十三、若錄取者因故放棄資格、中途退出或遭撤銷補助，其產生的缺額由本計畫團隊依評選成績序位依序通知遞補。遞補者須於收到通知後3個工作日內回覆參加意願，並補齊相關證明文件，逾期未回覆者視同放棄，並由下一位序位者接替。

十四、凡因執行本計畫所產生之文字、攝影、影音、圖像及各類創意構想等相關資料，其智慧財產權（含著作財產權）均同意無償、非專屬授權予環境部使用。環境部得不限地域、時間與次數，以任何方式（如重製、改作、編輯、公開展示或網路傳播等）利用上述著作，作為學習成效評估、政策推廣及教育用途。實習生須保證所繳交之成果報告與影音內容均為原創，未侵害他人之智慧財產權，若有侵權情事，應由實習生自負法律責任。

十五、本簡章如有未盡事宜，主辦單位得保留最終修訂及解釋之權利。

**環境教育跨國實習計畫**  
**Environmental Education International Internship Program**  
**實習生申請表**  
**Intern Application Form**

中文姓名 Name in Chinese			請插入 個人彩色照片 1 張
英文姓名 Name in English (以護照為主)			
出生日期(XXXX/XX/XX) Date of Birth			
國籍 Nationality			
性別 Sex		手機 Cell Number	
電子信箱 E-mail			
地址 Address			
最高學歷 Highest Education			
就讀學校/服務單位 School / Organization			
科系、年級/職稱 Major&Year / Position			
<b>環境教育/環保相關活動經歷 (無則免填, 可自行增加欄位)</b> <b>Environmental Education and Conservation Activity Experience (N/A if none)</b>			
活動名稱 Activity Title	起迄年月 Period (YYYY/MM - YYYY/MM)	工作內容簡述 Description	
<b>其他特殊表現 (如: 榮獲獎項、國際交換學生等)</b> <b>Other Special Achievements (e.g., Awards, International Exchange Programs, etc.)</b>			

**外語能力資格 (請提供相關文件證明)**  
**Language Proficiency Requirements**  
**(Please meet one of the requirements below and attach supporting documentation.)**

語言項目 Language	聽 Listening	說 Speaking	讀 Reading	寫 Writing
中文 Chinese	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None
英文 English	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None
日文 Japanese	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None	<input type="checkbox"/> 精通 Proficient <input type="checkbox"/> 中等 Intermediate <input type="checkbox"/> 略懂 Basic <input type="checkbox"/> 陌生 None

備註 1：請提供相關語言能力證明文件

Note 1：Please submit relevant language proficiency certificates.

備註 2：精通(近母語人士)；中等(能溝通討論)；略懂(能日常對話)；陌生(初學者)

Note 2：Proficient (Near-native)；Intermediate (Able to discuss and communicate)；Basic (Daily conversation only)；None (Beginner)

**實習地點志願序 (須為非國籍所在地之國家)**  
**Internship Location Preferences (Must be located outside your home country)**

志願 1：

志願 2：

志願 3：

臺灣場域：

1：東眼山自然教育中心 Dongyanshan Nature Center (桃園市 Taoyuan)。

2：宜蘭縣無尾港文教促進會 Wu-wei River Cultural and Educational Association (宜蘭縣 Yilan)。

3：關渡靜思堂 Guandu Jing Si Hall (臺北市 Taipei)。

國外場域：

1：泰國金禧農業博物館 The Golden Jubilee Museum of Agriculture (曼谷 Bangkok、巴吞他尼府 Pathum Thani)。

2：日本鹿兒島縣出水市鶴類觀察中心 Izumi City Crane Museum (鹿兒島縣 Kagoshima-ken)。

3：泰國環境教育中心 EEC Thailand (北欖府 Samut Prakan Province)。

<p><b>自傳</b> (以不超過 1 張 A4 為限) <b>Personal Statement</b> Maximum 1 page (A4).</p>	
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<p><b>實習計畫書 (頁面不足可自行增加)</b> Internship Proposal(Add additional pages if necessary)</p>
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<p>內容應具體詳實，並以 8 頁內容為限，須包含以下項目：</p> <ol style="list-style-type: none"><li>1.敘明擬赴實習單位之動機、期待想法及預定研習之議題或領域。</li><li>2.透過參與實習計畫，對於自我成長或發展的期許及方向；未來能對自身組織或社群能帶來的貢獻。</li><li>3.請說明你如何透過教育促使人們關注永續議題，甚至投入環境行動。</li></ol> <p>(頁面不足可自行增加)</p> <p>Max 8 pages. Please be detailed and specific. :</p> <ol style="list-style-type: none"><li>1.State your motivation, expectations, and the specific topics or fields you plan to study.</li><li>2.Describe your expectations for personal growth and your future contributions to your organization or community.</li><li>3.Explain how you use education to drive awareness and inspire engagement in sustainability and environmental action.</li></ol>
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## 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 ( Y e a r )

月 ( M o n t h )

日 (Day)

**環境教育跨國實習計畫推薦函**  
**International Environmental Education Internship Program**  
**Recommendation Letter**

推薦人資料 References

姓名 Name :

任職機構 Organization :

職稱 Position :

連絡電話 Contact Number :

電子郵件 E-mail :

述明推薦理由及申請人未來發展潛力。

Please state the reasons for your recommendation and the applicant's potential for future development.

表格不足，請自行增列

# **Global Environmental Education Partnership Asia-Pacific Regional Center (GEEP APRC) International Internship Program Interns Recruitment Guidelines**

## **I. Introduction**

This program aims to cultivate young people's capacity for international engagement, enhance their understanding of the diverse cultures of different countries, and deepen their awareness of global environmental issues and corresponding response strategies. This program also seeks to establish partnerships among environmental education sites across the Asia-Pacific region.

This program will provide internship opportunities for a total of 12 participants aged 18 to 30 (inclusive), including six international interns undertaking internships in Taiwan and six Taiwanese interns undertaking internships in other Asia-Pacific and foreign countries. Interns will be placed in environmental education sites to participate in environmental education outreach activities and to gain practical experience in site management and operations.

The program further aims to enable young participants from different countries to both learn and serve, contribute their respective expertise, and engage in mutual collaboration to support environmental education-related activities at host sites. Upon returning to their home countries, participants are expected to share their experiences and integrate the acquired knowledge into subsequent environmental education initiatives.

## **II. Program Objectives**

1. To promote international exchange and cooperation in environmental education within the Asia-Pacific region.
2. To provide young people with opportunities for cross-border learning and service, thereby enhancing practical experience in environmental education and exposure to multicultural environments.

## **III. Implementing Agencies**

1. Organizer: Ministry of Environment, Taiwan
2. Implementing Organization: Society for Environmental Education in Taiwan (SEET)

#### **IV. Target Candidates**

A total of 12 interns aged 18 to 30 (inclusive), including six international interns assigned to Taiwan and six Taiwanese interns assigned to environmental education sites in the Asia-Pacific region and other countries.

#### **V. Application Period**

From now until June 30, 2026

#### **VI. Announcement of Selection Results**

Before the end of July 2026

#### **VII. Internship Period and Sites**

##### **1. Internship Period**

Following the announcement of selected applicants, interns shall undertake a continuous 14-day internship period (14 consecutive days) scheduled in accordance with the time slots provided by the respective host institutions. All internships must be completed no later than February 28, 2027. Priority is given to internships conducted between July and September.

##### **2. Internship Sites**

- (1) Host Sites in Taiwan (accepting interns from other Asia-Pacific countries):

Host Sites	Location	Available for internship period
Dongyanshan Nature Center	Taoyuan City	7/1/2026 to 12/31/2026
Wu-wei River Cultural and Educational Association	Yilan County	7/1/2026/ to 12/31/2026
Guandu Jing Si Hall	Taipei City	8/16/2026/ to 8/29/2026

- (2) Host Sites in Asia-Pacific countries (accepting Taiwanese interns):

Host Sites	Location	Available for internship period
The Golden Jubilee Museum of Agriculture	Bangkok and Pathum Thani Province, Thailand	7/1/2026/ to 8/31/2026
Izumi City Crane Museum	Izumi City, Kagoshima Prefecture, Japan	12/1/2026/ to 2/28/2027
Environmental Education Center Thailand (EEC Thailand)	Samut Prakan Province, Thailand	11/1/2026/ to 11/30/2026

Internship placements shall be assigned based on applicants' selection scores in descending order, in conjunction with their stated order of preference.

### **VIII. Application Method**

1. Applications shall be submitted online. The application website will be announced concurrently with the official program call for applications. Applicants are required to upload and submit all necessary supporting documents in the prescribed format in accordance with the relevant regulations.
2. Application Documents
  - (1) 1 Internship Application Form (see Annex 1)
  - (2) 1 Informed Consent Form (see Annex 2)
  - (3) Proof of Identity (copy of passport)
  - (4) 1 Recommendation Letter (optional) (see Annex 3)
  - (5) Additional Supporting Documents for Scoring (optional): academic transcripts, employment records, certificates, or other relevant credentials.

### **IX. Selection Process**

1. All application materials shall be reviewed by the program team. In the event of incomplete documentation, applicants will, in principle, be notified once to submit supplementary materials.

2. This program adopts a rolling review system. For every batch of 10 completed applications received, a selection committee composed of experts and scholars convened by the Ministry of Environment shall be formed to conduct a substantive review meeting.
3. The secondary review interviews shall be conducted via online video conference. Interview schedules will be notified via email.
4. Internship placements shall be assigned based on applicants' overall evaluation scores in descending order, combined with their stated preference ranking.
5. Evaluation Criteria

Item	Content	Weighted Ratio
Internship Plan	Completeness and richness of the internship proposal	30%
Personal Statement and Experience	Personal attributes, enthusiasm, and relevant experience	20%
Communication Skills	Ability to engage in dialogue, persuade and build trust	15%
Foreign Language Proficiency	The second interview will be conducted in English	20%
Impact	Ability to influence others' awareness and engagement in environmental education and sustainability issues	15%

The list of selected interns shall be announced within one (1) week after the selection meeting. The announcement will be published on the website of the Asia-Pacific Regional Center (<https://geepaprc.org>) and other websites designated by the Ministry of Environment. Selected applicants will also be individually notified via email.

## **X. Subsidies and Disbursements**

1. This program provides partial financial subsidies. Any expenses already covered by the host institution—such as airfare or accommodation—shall not be reimbursed under this program. Any additional expenses beyond the subsidized scope, including domestic

transportation, personal meals, telecommunications, and miscellaneous costs, shall be borne by the interns themselves.

## 2. Subsidy Guidelines

### (1) International Airfare

The program subsidizes round-trip economy-class airfare for the most direct route between the intern’s place of departure and the internship destination. Any additional transportation costs arising from indirect routes, including intercity or cross-border transfers, shall not be covered.

### (2) Accommodation Expenses

The program subsidizes up to 50% of the accommodation expenses for 14 days (13 nights) in the host city of the internship site.

The subsidy is calculated based on 35% of the daily subsistence allowance rates stipulated in the “Daily Subsistence Allowance Table for Personnel on Overseas Official Travel under Central Government Agencies.” (i.e., accommodation subsidy = 70% of the daily allowance × 50%).

For interns from Asia-Pacific countries undertaking internships in Taiwan, reimbursement shall follow the “Guidelines for Domestic Travel Expense Reimbursement,” with accommodation ceilings (effective from 2025) set at NT\$3,500 per night on weekdays and NT\$4,500 per night on weekends, and subsidized at 50% of actual eligible expenses, subject to actual expenditure reimbursement principles.

Country	Maximum Accommodation Subsidy
Japan	US\$73.15 per night (Kagoshima Prefecture)
Thailand	US\$99.40 per night (Bangkok) US\$36.05 per night (Pathum Thani Province, Samut Prakan Province)
Taiwan	NT\$1,750 per night (weekdays) NT\$2,250 per night (weekends)
All expenses must be supported by original receipts for reimbursement. Any amount exceeding the approved subsidy ceilings shall be borne by the interns.	

3. Applicants shall be responsible for independently obtaining and completing all necessary pre-departure documentation prior to travel, including a valid passport, visa (including applicable administrative fees), international driving permit, and any entry authorization documents required by the destination country. In the event that an intern is unable to arrive at the internship site as scheduled due to delays, omissions, or rejection in the issuance or validity of personal travel documents, all resulting expenses and contractual liabilities shall be fully borne by the intern.
4. In consideration of students' financial circumstances, applicants who encounter difficulties in pre-financing travel expenses may submit a request to the program team for advance air ticket booking. Upon approval, the implementing agency shall proceed with ticket issuance on behalf of the applicant. The corresponding airfare will be pre-deducted from the intern's total subsidy entitlement. Applicants must verify all itinerary details prior to ticket issuance. Once the ticket has been issued, any subsequent changes, cancellations, or fare differences arising from personal reasons shall be fully borne by the intern.

## **XI. Notes and Important Regulations**

1. Interns shall comply with all regulations stipulated by the host institution during the internship period and shall actively participate in all assigned service and operational activities.
2. Upon confirmation of the internship placement, interns shall familiarize themselves in advance with the nature, background, working environment, and local living conditions of the host institution and its surrounding facilities.
3. During the internship period, interns are encouraged to use English or the official/local language of the host country to share with host personnel information about their home country that relates to the characteristics of the host site. Interns may also prepare short environmental education activities and conduct such activities during the internship when opportunities arise.
4. Interns shall participate in at least three (3) coordination and communication sessions during the internship period, including one (1)

online supervisory visit for overseas sites and one (1) on-site visit for domestic sites.

5. Within two (2) weeks after completion of the internship, interns shall submit their final report and reimbursement documentation to the Chinese Society for Environmental Education (CSEE) at: 4F, Room 410B, Administration Building, No. 88, Section 4, Tingzhou Road, Wenshan District, Taipei City 116059, Taiwan (R.O.C.).

The envelope shall be clearly marked: “2026–2027 Asia-Pacific Regional Center International Internship Program – [Name]”.

Failure to submit required documents before the deadline, or submission of incomplete documentation not rectified after notification, may result in revocation of subsidy eligibility and recovery of disbursed funds by the Ministry of Environment. Any associated handling fees or liabilities shall be borne by the intern.

6. Internship activity records and reflection reports shall include the following items:
  - (1) Original photos and video files (with filenames reflecting the content).
  - (2) Comprehensive Photos and Written Internship Report (Submit in Word and PDF; at least six A4 pages).
  - (3) A video record at least five minutes long (any editing software/format is acceptable).
  - (4) Social media highlights.
7. Interns shall be invited to participate in post-program dissemination events and related outreach activities to share practical experiences and serve as reference for program evaluation and future promotion.
8. During non-duty or non-internship hours, interns shall be solely responsible for their personal safety and property, including but not limited to self-driving travel, off-duty personal activities, and tourism after completion of the internship. The program organizers and host institutions shall bear no legal liability or compensation responsibility for any accidents, legal disputes, or additional expenses arising during such periods.

9. Interns shall ensure that communication channels remain accessible throughout the internship period. In the event of difficulties or major emergencies, interns must immediately report to the designated contact points of the Ministry of Environment (including the host institution, program team, and emergency contacts) to facilitate timely response and necessary administrative assistance, ensuring personal safety and rights protection.
10. All applicants to this program shall be deemed to have fully read, understood, and agreed to comply with all regulations and selection criteria upon submission of their application. Once selected and confirmed, withdrawal or cancellation is not permitted except in cases of serious illness, death of immediate family members, natural disasters, war, or changes in national policy constituting force majeure, supported by relevant medical or official documentation.
11. If a selected intern withdraws without legitimate reasons as specified above or fails to complete the 14-day internship, the following measures shall apply:
  - (1) Recovery of Funds and Breach Penalties
    - a. Full recovery of disbursed subsidies: All approved funding for international airfare, accommodation, and insurance that has been prepaid or disbursed shall be fully returned within the specified timeframe upon notification.
    - b. Liability for ticket cancellation: If airfare is arranged by the program team, the intern shall bear all cancellation fees, penalties, and non-refundable losses resulting from the withdrawal.
    - c. Administrative costs: Any foreign exchange differences, postal fees, or bank transfer charges arising from recovery procedures shall be borne by the intern.
  - (2) Violators shall be disqualified from applying to relevant international cooperation programs under this initiative for a period of five (5) years and will be listed in the Ministry of Environment's talent development program review system.
  - (3) If the withdrawal results in administrative losses to the host institution

or adversely affects international cooperative relations, the organizers reserve the right to pursue legal action and claim damages.

12. If a selected applicant waives eligibility, withdraws, or has their subsidy revoked, vacancies shall be filled in order of ranking based on evaluation scores. Replacement candidates must respond within three (3) working days of notification confirming their participation and submit all required supporting documents. Failure to respond before the deadline shall be deemed as forfeiture, and the next-ranked candidate shall be selected.
13. All materials produced in connection with this program—including written documents, photos, videos, imagery, and other creative outputs—shall be deemed to have granted the Ministry of Environment a non-exclusive, royalty-free license for use.

The Ministry of Environment may utilize such materials without limitation of time, territory, or frequency, and through any means (including reproduction, adaptation, editing, public display, or online dissemination) for purposes including educational outcomes assessment, policy promotion, and environmental education.

Interns shall ensure that all submitted materials are original and do not infringe upon any third-party intellectual property rights. In the event of infringement, interns shall bear full legal responsibility.

14. The organizing authority reserves the right to amend, interpret, and supplement this guideline in the event of any matters not covered herein.

## Environmental Education International Internship Program Intern Application Form

<b>Name in Chinese</b>			<b>Please attach one recent color passport-style photo.</b>
<b>Name in English</b>			
<b>Date of Birth (xx/xx/xxxx)</b>			
<b>Nationality</b>			
<b>Sex</b>		<b>Cell Number</b>	
<b>E-mail</b>			
<b>Address</b>			
<b>Highest Education</b>			
<b>School / Organization</b>			
<b>Major &amp; Year / Position</b>			
<b>Environmental Education and Conservation Activity Experience (N/A if none)</b>			
Activity Title	Period (MM/ YYYY – MM/ YYYY)	Description	
<b>Other Special Achievements (e.g., awards, international exchange programs, etc.)</b>			

**Language Proficiency Requirements**  
**(Please meet one of the requirements below and attach supporting documentation)**

Language	Listening	Speaking	Reading	Writing
Chinese	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None
English	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None
Japanese	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None

Note 1 : Please submit relevant language proficiency certificates

Note 2 : Proficient (near-native) ; Intermediate (able to discuss and communicate) ; Basic (daily conversation only) ; None (beginner)

**Internship Location Preferences (Must be located outside your home country)**

- 1.
- 2.
- 3.

**Taiwan Host Sites:**

1 : Dongyanshan Nature Center ( Taoyuan City )

2 : Wu-wei River Cultural and Educational Association ( Yilan City )

3 : Guandu Jing Si Hall ( Taipei City )

**International Host Sites:**

1 : The Golden Jubilee Museum of Agriculture ( Bangkok, Pathum Thani )

2 : Izumi City Crane Museum ( Kagoshima-ken )

3 : EEC Thailand ( Samut Prakan Province )

**Personal Statement**  
Maximum 1 page (A4).

**Internship Proposal (Add additional pages if necessary)**

Max 8 pages. Please be detailed and specific.

1. State your motivation, expectations, and the specific topics or fields you plan to study.
2. Describe your expectations for personal growth and your future contributions to your organization or community.
3. Explain how you use education to drive awareness and inspire engagement in sustainability and environmental action.

## **Environmental Education International Internship Program**

### **Informed Consent Form for Interns**

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:

1. 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.
2. 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.
3. I acknowledge that this program provides partial subsidies. The Ministry of Environment, R.O.C., covers only international airfare, partial accommodation (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.
4. 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.
5. I commit to achieving the learning objectives developed with the host site and the Program team. I agree to attend at least three site visits (in-person or virtual) during the internship.
6. 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.
7. 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) Original photos and video files (with filenames reflecting the content).
  - (2) Comprehensive Photos and Written Internship Report (Submit in Word and PDF; at least six A4 pages).
  - (3) A video record at least 5 minutes long (any editing software/format is acceptable).
  - (4) Social media highlights.
8. 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.

To  
Ministry of Environment

Signatory (Signature) :

Passport Number :

Contact Number :

Emergency Contact (Signature)

Emergency Contact Phone Number

Relationship to Signatory

(Month)      (Day)      (Year)

**International Environmental Education Internship Program  
Recommendation Letter**

Reference

Name :

Organization :

Position :

Contact Number :

E-mail :

Please state the reasons for your recommendation and the applicant's potential for future development.

Please add additional pages if necessary.