

## 教育部 書函

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受文者：國立暨南國際大學

發文日期：中華民國100年4月8日

發文字號：臺文(二)字第1000057141號

速別：最速件

密等及解密條件或保密期限：

附件：原函、規定、申請表(0057141A00\_ATTCH1.pdf、0057141A00\_ATTCH2.pdf、0057141A00\_ATTCH3.doc，共3個電子檔案)

主旨：函轉外交部提供「亞太經濟合作秘書處實習架構」(APEC Secretariat Internship Framework, ASIF)相關規定及申請表乙全份如附，請協助公告並鼓勵有志於國際事務之青年學子明(101)年踴躍向APEC秘書處報名參與，詳如說明，請 查照。

說明：

一、根據APEC秘書處訂定之青年短期實習之計畫，APEC 21個經濟體(我國業以CHINESE TAIPEI名稱加入)之青年皆可申請在APEC秘書處進行3個月短期實習，實習內容包括研究、計畫管理、文宣或翻譯等，實習人員亦可以觀察員或職員身分進入APEC會場觀摩及學習。申請資格如下：

- (一)APEC 21個經濟體之國民及永久居民。
- (二)已取得大學學歷且計畫或已經就讀研究所者。
- (三)對於國際組織之工作，尤其國際事務和國際經濟有強烈興趣。
- (四)具流利英語說寫能力及電腦操作技巧。

二、由於本實習計畫對增進英語能力及拓展國際視野極有助益，雖然本年度申請實習收件期限已過(3月31日報名截止



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)，意者仍可參閱APEC網頁<http://www.apec.org/en/About-Us/APEC-Secretariat/Internship.aspx>之相關訊息，預備來年之申請。

正本：各公私立大專校院

副本：外交部、本部國際文教處

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擬辦：

- 一、登載學校網頁公告周知。
- 二、將來文影送(院轉各系所)卓參。
- 三、文陳閱後存。(僅學研語局)

約用助理員 林玉枝

副教授 阮夙姿  
兼組長

教授兼 尹邦嚴  
研

秘書長 成

專門類 黃南陽

教務長 許和鈞

國際關係學系 許和鈞



檔 號：  
保存年限：

## 外交部 函

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受文者：教育部

發文日期：中華民國100年4月6日

發文字號：外國亞字第10026012280號

速別：普通件

密等及解密條件或保密期限：

附件：如文（2280-附件一.pdf、2280-附件二.doc，共2個電子檔案）

主旨：關於我國青年向APEC申請短期實習，以提升英語能力事，茲檢送「APEC秘書處實習架構」（APEC Secretariat Internship Framework, ASIF）相關規定及申請表乙全份如附件，請查照並轉知我國各大專院校參辦。

說明：

- 一、依據總統府秘書長本(100)年3月9日華總一智字第10010015860號函及附件總統聽取「提升國人英語能力行動方案」簡報會議紀錄辦理。
- 二、查APEC秘書處訂有供各會員體青年短期實習之計畫，APEC 21個會員體（含我國）青年可申請在APEC秘書處進行3個月短期實習，實習內容包括研究、計畫管理、文宣或翻譯等，實習人員亦可以觀察員或職員身分進入APEC會場觀摩及學習。申請資格如下：
  - (一)APEC 21個經濟體之國民及永久居民。
  - (二)已取得大學學歷且計畫或已經就讀研究所者。
  - (三)對於國際組織之工作，尤其國際事務和國際經濟有強烈興趣。
  - (四)具流利英語說寫能力及電腦操作技巧。
- 三、本項實習計畫有關申請程序請參考附件，並請惠轉各大專



# 院校公告，鼓勵向APEC秘書處報名。

正本：教育部

副本：總統府第二局、駐新加坡代表處

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## **APEC SECRETARIAT INTERNSHIP FRAMEWORK**

### **I Objective**

The APEC Secretariat Internship Framework (ASIF) sets out the guidelines under which the Secretariat may utilise the services of persons seeking to work as interns in the Secretariat. The aim of the ASIF is to provide the Secretariat with the services of qualified persons specialised in various professional fields. The internship should be participatory and experiential. For the intern, it provides an opportunity to work in a regional organisation with a multicultural environment and to interact with/learn from experienced professionals. Through interaction with Secretariat staff, interns would also obtain different perspectives on the work and operations of the Secretariat.

2 The ASIF would ensure that appropriate use is made of the intern's capabilities to serve the needs of the Secretariat while at the same time, providing an opportunity for the intern to gain an understanding of APEC's programs and the work of the APEC Secretariat, including:

- (a) APEC and its scope of work
- (b) APEC's guiding principles and framework
- (c) The APEC process
- (d) Key APEC Milestones
- (e) The Secretariat and its role as the core support mechanism of the APEC process.

### **II Duration, Timing & Intake**

3 Attachments would normally be for a period of 3 months. An internship could be offered when a Professional Staff Member (Mentor) requires assistance for a project(s) or other specified task(s). The timing of an attachment would depend on the availability of the Mentor. It is expected that there would be no more than two interns at the Secretariat at any one time.

### **III Eligibility Criteria**

4 Only nationals and permanent residents of APEC Member Economies are eligible to apply. Interns must possess an undergraduate degree and may be enrolled, or planning to enrol, in a full-time graduate study programme (second university degree or higher). Candidates should preferably have a strong interest in the work of international organizations and, in particular, international affairs and international economics. The ability to work in written and spoken English and computing skills are essential.

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### **IV Working Arrangements**

5 A Mentor would be assigned to the intern to provide guidance to and supervise the intern's work. Prior to the commencement of each programme, the Mentor will draw up a list of tasks/projects to be assigned to the intern, the aim being to make good use of the intern's specialty. The work may include research, project management, publicity and, if applicable, some translation work. Where possible, interns will be allowed to attend official functions and meetings as observers or staffers.

6 The intern would be provided with a workspace, computer and a generic e-mail account that would give him/her access to non-sensitive information in the Secretariat.

### **V Application & Selection Procedure**

7 Interested candidates are required to submit:

- (a) A completed APEC Secretariat Internship Framework Application Form;
- (b) An up-to-date curriculum vitae (resume), including the names and contact details of three referees; and
- (c) A covering letter stating why he/she is seeking an internship with the Secretariat.

Applications are to be submitted no earlier than 6 months and no later than 3 months before the start of the desired internship. To give an indication of the time, the APEC Secretariat has in the past conducted its internship program from June – August and from September - November. However, we may vary the intake dates to cater to the needs of the Secretariat. Please note that incomplete or incorrect applications will not be considered. Applications may be sent by:

- a fax to: Director (Administration)  
APEC Secretariat, Singapore  
Fax No: (65) 6775-6013; or
- b mail to: Director (Administration)  
APEC Secretariat  
35 Heng Mui Keng Terrace  
Singapore 119616
- c email to: [info@apcc.org](mailto:info@apcc.org)

8 Candidates may be required to participate in an interview, which may be conducted in person or by telephone, to determine their suitability for the ASIF.

9 The Secretariat will endeavour to give selected candidates approximately one to two months in advance of the start date of the internship.



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### **VI Stipend**

10 Interns at the Secretariat are normally not paid. The Secretariat may, however, decide to pay an appropriate stipend to an intern if it is felt that such payment is desirable.

### **VII Terms & Conditions of ASIF**

11 Before commencing the internship, the selected applicant would be required to sign an undertaking agreeing to the following conditions:

- (a) All expenses connected with the internship, including travel and accommodation, will be borne by the intern and/or his/her sponsoring institution;
- (b) The Secretariat accepts no responsibility for costs arising from accidents and/or illness incurred during the internship. The successful candidate shall provide proof of his/her enrolment in a health and accident insurance plan for the entire period of the internship;
- (c) An intern who is not a Singapore national is personally responsible for obtaining visas, where necessary, for Singapore and countries en route. The Secretariat may assist the intern in this process, on a case by case basis, if it is more convenient for the Secretariat to do so. The intern is, however, responsible for the cost of the visa;
- (d) The intern would require a Training Visit Pass for the duration of the internship in Singapore. The Secretariat will be responsible for the application and cost of the Training Visit Pass, to be issued by the Ministry of Manpower, Singapore;
- (e) The intern is responsible for arranging his/her travel to/from Singapore and for cost of local travel in Singapore;
- (f) The intern is responsible for his/her own accommodation in Singapore. When requested, the Secretariat will assist interns to locate accommodation, which may include home stay with Secretariat staff, hotels, or other suitable lodging. The intern will deal directly with the accommodation provider. In this regard, the Secretariat's assistance will strictly be on a bona fide basis and the Secretariat will not be liable for any accident and/or illness and damage to and/or loss of personal property, incurred during the intern's stay in the accommodation of choice;
- (g) The intern shall observe all applicable rules, regulations, instructions, procedures and directives of the Secretariat;
- (h) The intern shall refrain from any conduct that would adversely reflect on the Secretariat and shall not engage in any activity which is incompatible with the aims and objectives of the Secretariat;



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- (i) The intern shall not enter into any commitment or agreement on behalf of the Secretariat;
- (j) The intern shall respect the impartiality and independence required of the Secretariat and shall not seek or accept instructions regarding the services performed from any Member Economy or from any authority external to the Secretariat;
- (k) The intern shall keep confidential any and all unpublished information made known to him/her by the Secretariat during the internship that he/she knows or ought to have known has not been made public, and except with the explicit authorization of the Secretariat, shall not publish any report/paper on the basis of information obtained during the programme, both during and after the completion of the internship;
- (l) The intern shall provide the Secretariat with a copy of all materials prepared during the internship;
- (m) The intern must be medically fit to work;
- (n) The intern shall provide immediate written notice in case of illness or other circumstances which might prevent him/her from completing the internship; and
- (o) The Secretariat reserves the right to terminate an internship attachment should the intern violate any of the terms and conditions of the ASIF.

### **VIII Evaluation**

12 At the end of the attachment, the intern will be required to complete an evaluation form to provide feedback on the attachment and to offer suggestions on possible areas for improvement. The Mentor will be required to complete an evaluation form on the performance and work undertaken by the intern. The Secretariat will also provide a written reference for the intern.

### **IX Future Contact**

13 The Secretariat would endeavour to maintain contact with the intern after the ASIF so as to maximise the benefit of the programme. It would do so by including them in the Secretariat's mailing list for the e-Newsletter and greetings cards.

9 May 2007

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**Asia-Pacific  
Economic Cooperation  
Secretariat**

## Asia-Pacific Economic Cooperation Secretariat

35 Heng Mui Keng Terrace Singapore 119616  
Telephone: (65) 6775 6012 Facsimile: (65) 6775 6013 E-mail: info@apec.org  
Website: www.apec.org

## APEC Secretariat Internship Framework Application Form\*

| I. PERSONAL DATA                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                              |                         |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|-------------------------|-------------------------|
| 1. Family Name (Surname):                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              | 2. Family Name (Given name): |                         |                         |
| 3. Gender (Please select from list):<br>Female                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4. Date of Birth (dd/mm/yy): | 5. City/Country of Birth:    | 6. Present Nationality: |                         |
| 7. Nationality at Birth:                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 8. Present Address:          |                              |                         |                         |
| 8A. Telephone Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8B. Fax Number:              | 8C. E-mail Address:          |                         |                         |
| 9. Permanent Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                              |                         |                         |
| In case of emergency, please notify:                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |                              |                         |                         |
| 10. Family Name (Surname):                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              | 11. First Name (Given Name): |                         |                         |
| 12. Relationship to Applicant:                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                              | 13. Address/Telephone:       |                         |                         |
| II. EDUCATION, EMPLOYMENT AND PERSONAL SKILLS INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |                              |                         |                         |
| <b>Higher Education (College/University):</b><br>Clearly state the title of the degree(s), the exact starting date and the date when the degree of the current program enrollment ('education to be completed') will be obtained. Proof of enrollment in a second university level program (for instance a Master's Degree programme) or higher education (for instance a Ph.D. programme) during the requested internship period may be required at a later stage in the selection process. |                              |                              |                         |                         |
| 14. Current Education:                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |                              |                         |                         |
| Institution<br>Name, City, Country                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Attended                     |                              | Degrees Obtained        | Major Subjects of Study |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | From (mm/yy)                 | To (mm/yy)                   |                         |                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                              |                         |                         |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                              |                         |                         |
| 15. Completed Education:                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                              |                         |                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                              |                         |                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                              |                         |                         |

\* Please type in English. Applications should be submitted by mail, email or fax.

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(b) Full Name (Underline Surname):

Relationship to Applicant:

Mailing Address:

Telephone Number:

Email Address:

(c) Full Name (Underline Surname):

Relationship to Applicant:

Mailing Address:

Telephone Number:

Email Address:

25. I hereby certify that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief and can be verified at any time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yyyy)

Before sending this application, please use the following checklist to verify whether you have followed all the necessary steps:

1. All questions in the form have been answered
2. Your curriculum vitae is attached.
3. A letter stating your interest in obtaining the internship is attached.
4. You have signed the form (on item no. 25)

