

教育部 函

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第 / 層決行

受文者：國立暨南國際大學

發文日期：中華民國105年8月30日

發文字號：臺教文(五)字第1050121655號

速別：普通件

密等及解密條件或保密期限：

附件：招募文宣簡章1份(1050121655_Attach1.pdf、1050121655_Attach2.pdf、1050121655_Attach3.pdf、1050121655_Attach4.pdf、1050121655_Attach5.pdf)

主旨：函轉臺北市政府教育局辦理「2017臺北世界大學運動會國際志工招募簡章」1份，請鼓勵貴校僑生及外籍學生踴躍參與，請查照。

說明：

一、依據臺北市政府教育局105年8月22日北市教體字第10538090600號函辦理。

二、本案相關事宜摘要說明如下：

(一)國際志工招募：凡年滿18歲以上，具有流利英文或中文表達能力之在臺就學外國留學生，有意願擔任志工作者均可報名參加。

(二)招募日期與審查：即日起至105年12月31日止上網報名，並於106年1月間辦理面試作業。

(三)報名網址：<https://volunteer.2017.taipei/Register/InternationalStatement.aspx>

(四)培訓與賽會服務：志工須參加相關培訓計畫，培訓日期為自106年8月12日起至8月18日止；志工賽會服務自106年8月19日起至8月30日止。



國際及兩岸
事務處



(五)服務內容與獎勵：以接待貴賓或館場服務等相關事宜為主，服務期滿頒發服務證明。

(六)聯絡方式：2017臺北世界大學運動會學生資源處尤菱蘭小姐。電話：02-23112520，分機11或36；e-mail:tms_linglan@mail.taipei.gov.tw。

三、2017臺北世界大學運動會為全球大學最高層級的運動競賽，為增加臺灣國際能見度與提供國際活動之參與，請鼓勵校內僑生及外籍學生踴躍報名參加。

正本：各公私立大專校院

副本：臺北市政府教育局、教育部體育署、本部國際及兩岸教育司-海外臺灣學校及華語教育科、國際及兩岸教育司-僑生及外生事務科

2016-08-31
08:33:05

擬定：

- 一、來文將上傳校首頁、文件公告系統，並公告至國際學生社團周知。
- 二、有意報名者請於網路報名兩階段時間內線上報名。
- 三、文陳閱後存。

內會 僑陸組

組員 游守謙

助理研究員 李信

秘書室 徐朝堂

國立臺灣大學 蘇玉龍(乙)

專任 助理 黃茵茵

助理研究員 洪聖豪

教授兼國際及兩岸事務處主任 國際事務處 長 0902



2017 臺北世界大學運動會國際志工招募簡章

於 104 年 11 月 11 日經執行委員會人力資源部部務會議通過

壹、招募宗旨：

2017 臺北世界大學運動會將於 2017 年 8 月 19 日至 30 日在臺北舉行！以提供給 17~28 歲的大學青年運動員參加的國際綜合性運動賽會，每兩年之單數年舉辦，分為冬季、夏季世大運，素有「小奧運」之稱，參賽國家、選手人數僅次於奧運！（活動官網：<http://2017.taipei>），歷年皆吸引來自世界 150 多個國家，近 7509 位隊職員參加。

賽會的成功舉辦，志工的自願參與具有關鍵的決定性，因此，為增進賽會精緻度，以提升 2017 臺北世界大學運動會的服務品質，並培養學生對國際社會人文關懷之使命感、責任感，拓展國際視野履行世界公民之義務，磨練學生所學專業知識與技術能力，並藉以增進與其他國家人民間相互瞭解及交流。歡迎年滿 18 歲以上，具備熱情以及中文、英語及其他外語溝通能力的大專院校同學踴躍報名擔任 2017 臺北世界大學運動會國際志工，不僅可以藉由參與國際志工服務工作提升國際溝通能力，還能增廣見聞、拓展人脈，體驗到不同於校園內的國際事務經驗，累積工作經歷與社會能力。有服務熱忱的同學請把握機會，踴躍報名參加！

貳、**招募單位：**2017 臺北世界大學運動會執行委員會人力資源部、臺北市政府教育局。

參、服務時間：

（一）訓練及實習時間：2017 年 8 月 12 日至 18 日。

（二）賽會服務期間：2017 年 8 月 19 日至 31 日。

肆、招募對象：

一、基本資格：凡年滿 18 歲（含）以上，具有流利的英文及中文表達能力之外籍人士，並有以下資格之一者，且須提供疫苗注射證明、健康保險證明等相關證明文件。

（一）在臺就學之國外留學生。

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(二)在臺之外籍社會人士。

(三)參賽會員國推薦其各大專院校學生(各參賽國原則 1 名，該推薦名額不隨參賽國之代表團參加)。

(四)非居留在臺之國外人士。

(五)大陸及港澳地區之人士。

二、優先錄取條件：

(一)有志工服務經驗。

(二)若同時具有第三種語言溝通能力者。

三、錄取名額：400 名。

伍、報名時間：

第一階段:2016 年 3 月 1 日至 2016 年 6 月 30 日止。

第二階段: 2016 年 8 月 1 日至 2016 年 12 月 31 日止。

面談或電話洽談時間為每一階段報名截止後第三週開始。

陸、報名方式：

一律採網路報名，須至 2017 臺北世大運志工網自行報名
(<https://volunteer.2017.taipei>)。

柒、申請手續：

一、於線上報名掃描上傳文件：

1. 出生證明。
2. 護照。
3. 國際學生證 (無則免上傳)。
4. 經申請人簽章之「志工規範」。
5. 經申請人簽章同意之個資蒐集、處理及利用告知事項之文件。
6. 其他(重要成就、殊榮、事蹟及資格等相關佐證資料)。

二、線上報名網頁將自 2016 年 3 月 1 日至 2016 年 12 月 31 日開放，申請人請至 2017 臺北世大運志工網



(<https://volunteer.2017.taipei/Register/InternationalStatement.aspx>)填寫申請資料，上傳個人照片、報名表及自述短文（含其他相關資格，重要成就、殊榮、事蹟及資格等相關佐證資料，如有必要）。

三、錄取通知訂於 2017 年 2 月 1 日前在志工網站公告，錄取者接獲錄取通知應立即回覆，同意參加或不克參加。決定參加者應洽請家庭醫生填具健康證明表，並將健康證明表上傳至志工網站，再於 14 天內將正本郵寄至 2017 臺北世大運國際志工管理小組(10048 臺北市中正區愛國西路一號)；另須於 2017 年 6 月 4 日之前，將已購買的機票影本或購票證明，登錄抵（離）臺班機資訊及是否需接（送）機服務，上傳至志工網站。錄取者如在 2017 年 6 月 4 日前未能提供所需文件，招募單位有權取銷錄取資格。

捌、評審原則：以面談或電話洽談方式辦理，評審重點包括外語能力、應對能力、志工經驗及認知等。

玖、服勤項目：

一、依志工招募之類別，擔任服務工作，具體服務內容如下：

1. 接待FISU家族成員或各國代表團，協助代表處理接待及賽會、生活相關事宜。
2. 協助處理場館、交通、選手採訪、記者會協助、藥檢、頒獎等志工參與事項。

二、2017臺北世大運執委會保留分配志工工作任務之權利。

壹拾、服勤規範：

- 一、值勤須穿著制服並佩掛證件，堅守崗位隨時保持親切服務態度，履行工作。
- 二、按時出勤，不遲到早退，並簽到退。
- 三、執行工作應遵守志願服務法及 2017 臺北世大運相關規章及人員之指導。

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四、於賽會前排定賽會期間班表，其班次及值班時間屆時依各運用單位需求排定。

五、因故不能出勤，應向 2017 臺北世大運國際志工管理小組報備，並協調其他國際志工代班。

六、無故未到班者視為缺席，賽會期間無故缺席超過 2 次者，視為自動離隊，取消志工資格，不予核發志工證明及相關紀念品，志工不得異議。

壹拾壹、獎勵與福利：

一、獎勵內容

(一)頒發服務證：頒發中英文服務及時數證明。

(二)贈予2017臺北世大運相關紀念品。

二、志工福利

(一)依志工認證有效期間，提供志工團體意外險及醫療險。

(二)提供志工專屬制服、帽子及識別證件等所需之裝備。

(三)得申請住宿。

壹拾貳、簽證：依所持護照有不同的免簽天數。參加者若欲延長停留期間致在臺總天數超過30-90天的免簽停留天數，將無法適用免簽證或落地簽證，請事先向我駐外館處申辦適當停留期限之簽證持憑來臺，否則若發生無法延長停留狀況，主（承）辦單位將不負任何責任。

壹拾參、報到方式及聯絡單位：

臺北市立大學博愛校區（臺北市中正區愛國西路一號）

E-mail：tms_linglan@mail.tapei.gov.tw

備註：1. 國際志工計畫聯絡人 尤菱蘭 Tel:02-2311-2520 ext. 36 or 11

Email: tms_linglan@mail.tapei.gov.tw

2. 另有日文版、西班牙文版、法文版、阿拉伯文版、俄文版、英文版、德文版與韓文版國際志工招募簡章，歡迎索取。



2017 臺北世界大學運動會國際志工報名表

中文 姓名	姓	名	護照號碼	(個人證件照 電子檔)		
			護照發照地點			
英文 姓名			護照後四碼			
			護照有效期限			
國籍			性別			☐ 男 ☐ 女
生日	年	月	日			是否在臺
就讀學校/ 服務單位	校名/單位:					
	科系/職稱:					
語系類別	1. _____語 (請填入主要專長語言) 2. 其他外語能力: 3. 相關語言檢定證明:					
聯絡電話	住家電話: _____ 手機電話: _____					
現居住地						
在臺親友 緊急連絡 人(20歲以 上)		聯絡電話		關係		
保險受益 人		聯絡電話		關係		
E-mail (必填)	(請務必留最常收信之信箱)					
電訪 聯絡方式	Line(或 Skype 帳號/臉書帳號)					
志工經驗	☐ 無 ☐ 有, 服務單位及職務簡介: _____/_____					
建議通訊 聯絡時間	☐ 上午 ☐ 下午 ☐ 晚上 註: 請至少勾選一個時段					
服裝尺寸	☐ S ☐ M ☐ L ☐ XL ☐ 2L ☐ 3L ☐ 其它: 身高 _____cm			膳食習慣	☐ 素食 ☐ 一般 ☐ 其它: _____	
是否患有下列疾病? ☐ 否 ☐ 痼疾 ☐ 精神心理疾病 ☐ 癩痢 ☐ 心臟腦血管病變 如患有上列疾病或其他疾病足以影響活動之進行, 請勿報名, 抵臺後如經發現患有以上疾病, 即須離營並自行負擔醫療及返居留地費用。						
(出生證明電子檔)						

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(護照電子檔)	
(國際學生證電子檔)- 無則免上傳	
(經申請人簽章之「志工規範」電子檔)	
(經申請人簽章之「2017 臺北世界大學運動會國際志工個人資料蒐集、處理及利用告知事項」 電子檔)	
(其他)-重要成就、殊榮、事蹟及資格等相關佐證資料	
自傳	要點如下： (1) 300 字左右或以內，言簡意賅即可。 (2) 簡述您專長外語的學習/服務經驗，如遊學、翻譯等經驗。 (3) 簡述您的人格特質。 (4) 簡述您參加志工的動機或期望。



資料檢核(掃描電子檔上傳):	☐ 出生證明電子檔 ☐ 護照電子檔 ☐ 國際學生證電子檔(無則免上傳) ☐ 經申請人簽章之「志工規範」電子檔 ☐ 經申請人簽章同意之「2017 臺北世界大學運動會國際志工個人資料蒐集、處理及利用告知事項」電子檔 ☐ 其他 _____
申請日期	____(月) / ____ (日) / ____ (年)
備註： 一、賽會期間由大會辦理保險、津貼，並根據規定時數發放志工服裝、服務證書。 二、一律採網路報名，請於2016年12月31日(星期六)前至2017臺北世大運志工網自行報名(http://volunteer.2017.taipei)，並由招募單位進行審查，從優錄取。 三、2017年2月1日前公佈審核結果，若有疑問請來信。 E-mail: tms_linglan@mail.taipei.gov.tw 聯絡單位：2017臺北世大運國際志工管理小組。	

請注意本頁每欄務必須填寫，否則申請表件不予受理。Please note that all information must be completed; otherwise your application won't be accepted

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2017 臺北世界大學運動會國際志工健康證明表



中文姓名 _____ (Name in Chinese) Name in English: _____ Tel _____ 性別 Gender: ☐ 男 Male ☐ 女 Female Passport or SSN ID No: _____ 出生(月日年)Date of Birth: ____/____/____/ 國籍 Nationality: _____ 住址(address): _____	請黏貼 1 吋個人 相片 Please attach a recent 1-inch photo here										
身體檢查 PHYSICAL EXAMINATIONS EXAMINATION											
A. 身高 Height: _____ ☐ Ft / In ☐ cm D. 體重 Weight: _____ ☐ Lb ☐ Kg B. 脈搏 Pulse: _____ 次 / 分 time / min E. 血壓 Blood pressure: _____ / _____ 毫米汞柱 mm Hg C. 心臟 Heart: ☐ 正常 Normal ☐ 異常 Abnormal F. 體肢運動 Locomotors: ☐ 正常 Normal ☐ 異常 Abnormal											
免疫注射證明 PROOF OF VACCINATIONS											
The above named individual has completed each immunization of: A. ☐ a TB Test has been taken within last 2 years. B. Hepatitis B series on _____ C. DTP on _____ D. MMR on _____ E. Td on _____ F. Polio on _____											
疾病史 MEDICAL HISTORY											
您是否曾經感染下列疾病 Have you ever had the following diseases? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. 心臟病 Heart disease: ☐ Yes ☐ No</td> <td style="width: 50%;">F. 癲癇 Epilepsy: ☐ Yes ☐ No</td> </tr> <tr> <td>B. 氣喘病 Asthma: ☐ Yes ☐ No</td> <td>G. 腎臟病 Kidney disease: ☐ Yes ☐ No</td> </tr> <tr> <td>C. 高血壓 Hypertension: ☐ Yes ☐ No</td> <td>H. 瘧疾 Malaria: ☐ Yes ☐ No</td> </tr> <tr> <td>D. 糖尿病 Diabetes: ☐ Yes ☐ No</td> <td>I. 肝病 Liver Disease: ☐ Yes ☐ No</td> </tr> <tr> <td>E. 過敏病症 Allergies: ☐ Yes ☐ No</td> <td>J. She/He is allergic to: _____</td> </tr> </table>		A. 心臟病 Heart disease: ☐ Yes ☐ No	F. 癲癇 Epilepsy: ☐ Yes ☐ No	B. 氣喘病 Asthma: ☐ Yes ☐ No	G. 腎臟病 Kidney disease: ☐ Yes ☐ No	C. 高血壓 Hypertension: ☐ Yes ☐ No	H. 瘧疾 Malaria: ☐ Yes ☐ No	D. 糖尿病 Diabetes: ☐ Yes ☐ No	I. 肝病 Liver Disease: ☐ Yes ☐ No	E. 過敏病症 Allergies: ☐ Yes ☐ No	J. She/He is allergic to: _____
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C. 高血壓 Hypertension: ☐ Yes ☐ No	H. 瘧疾 Malaria: ☐ Yes ☐ No										
D. 糖尿病 Diabetes: ☐ Yes ☐ No	I. 肝病 Liver Disease: ☐ Yes ☐ No										
E. 過敏病症 Allergies: ☐ Yes ☐ No	J. She/He is allergic to: _____										
結論: 根據以上的檢查結果, 他/她 ☐ 適合 ☐ 不適合 在 2017 臺北世大運志工服務工作。 Remarks: The above named individual ☐ is ☐ is not recommended for working in a volunteer program at a remote Healthcare Provider's name (print) _____ Clinic's _____ Healthcare Provider's signature _____ License Number _____ Issuing _____ Located in the county of _____ Tel: _____ Date: (M) _____ / (D) _____											
本人同意提交此份文件, 並同意參加在臺灣舉辦之 2017 臺北世界大學運動會志工招募。 本人已經仔細檢視暑假時間表, 並給予該活動最高承諾優於其他事件。 志工簽名 _____ 日期: _____											

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志工規範

- 一、 欲參加活動之國際志工如有特殊疾病(包括心臟病、腦血管疾病、糖尿病、精神病、癲癇症、傳染疾病)或其它可能發生身體重大不適症狀(如懷孕等)足以影響活動之進行者，請勿報名參加。否則如因此發生意外事故應自行負責。
- 二、 參加活動之志工應在當地辦妥個人醫療保險，如未依規定辦理者，一律不接受報到。
- 三、 服務期間志工因疾病送醫治療，應自行負擔醫藥費，志工及其家長不得向主辦單位提出任何要求。
- 四、 參加活動之志工應無異議接受分發之服務場次及場館(單位)；分發確定後，並不得藉任何理由要求更改。
- 五、 參加活動之志工俟班機確定後，請儘速上網填寫班機確認表。
- 六、 參加活動之志工如有提早報到或延遲離營，其所需膳宿、交通等費用請自理。
- 七、 志工服務期間志工必須守時，遵守團體紀律及主(承)辦單位暨服務場館(單位)之各項規定，除病假外，不得無故缺席或請事假外出，否則將取消其參加資格，並不予核發志工服務證明。
- 八、 為安全考量，志工於活動期間不得離開服務區、無故請假，或參與其他活動。
- 九、 禁止在活動期間飲酒、賭博、吃迷幻藥等。
- 十、 志工於活動期間須於晚間11時前返回提供之住宿房間，不得逗留在其他房間或外出。
- 十一、 志工在活動期間不接受輔導及不遵守規定事項，致發生意外事故，應自行負責，主辦單位除有重大過失，對於該團員不負任何賠償責任。如有任何爭議皆依中華民國法律處理。
- 十二、 參加活動之志工來台後，應遵守活動規定，若有違反服務手冊規定，主辦單位有權中止其繼續參加活動。
- 十三、 主辦單位須為參加者投保定額意外險與醫療險，建議參加志工可加購更高金額的意外與醫療險。
- 十四、 志工因違法行為或其他歸責於志工之事由，致遭政府治安機關羈押或留置時，應由該志工自行負責，與主辦單位無涉，並負責賠償本活動主辦單位因此所受之一切損害。
- 十五、 志工攜帶行李應力求簡單輕便，不得攜帶任何違禁品及保育類動物製品。
- 十六、 因病或其他重大原因無法上課或參加活動，須事前向主辦單位請假(備證明)；若需請假離開服務單位者須取得主辦單位同意。
- 十七、 申請人已充分了解並同意遵守志工規範注意事項所載相關規定，請同意申請人參加本活動。

申請人簽名: _____

日期: _____

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2017臺北世界大學運動會國際志工個人資料蒐集、處理及利用告知事項

- 一、 依據：個人資料保護法(以下簡稱「個資法」)第八條規定。
- 二、 機關名稱：臺北市政府教育局(以下簡稱「本局」)及受本局委託辦理本活動之單位。
- 三、 蒐集之目的：

基於辦理本局2017臺北世界大學運動會國際志工相關之招生、核錄、辦理保險、講義、結業證書及志工服務時數等證明、相關訊息發送之資(通)訊服務、國際志工聯繫、國際志工資料與資料庫管理、統計研究分析、學術研究及其他完成本局活動營務及業務必要之工作，或經國際志工同意之目的。

四、 個人資料之類別：

- (一) 辨識個人者：中英文姓名、職稱、自傳、相片、住址、出生年月日、出生地、居住地區、通訊地址、電話、行動電話、傳真、電子郵件信箱、網路平臺申請之帳號及出生證明等。
- (二) 辨識財務者：保險單號碼。
- (三) 政府資料中之識辨者：身分證統一編號、護照號碼、保險憑證號碼及證照號碼等。
- (四) 個人描述：出生年月、性別、國籍及居住地區等。
- (五) 身體描述：身高、體重等。
- (六) 習慣：飲食習慣。
- (七) 家庭其他成員之細節：家庭其他成員或親屬、父母、同居人及旅居國外及大陸人民親屬等。
- (八) 其他社會關係：朋友、同事及其他除家庭以外之關係等。
- (九) 移民情形：護照、工作許可文件、居留證明文件、移民資料、入境之條件及其他相關細節等。
- (十) 慈善機構或其他團體之會員資格：僑團、僑社、僑商會會員。
- (十一) 職業：職業、職稱。
- (十二) 學校紀錄：就讀學校。
- (十三) 資格或技術：學歷資格、專業技術、特別執照、考試成績或其他訓練紀錄等。
- (十四) 著作：書籍、文章、報告、視聽出版品及其他著作等。
- (十五) 國際志工紀錄：學習過程、相關資格、考試訓練考核及成績、評分評語或其他學習或考試紀錄、結業情形等。
- (十六) 現行之受雇情形：僱主、工作描述、產業特性等。
- (十七) 工作經驗。
- (十八) 受訓紀錄。
- (十九) 健康紀錄。
- (二十) 種族或血統來源。



五、個人資料處理及利用：

(一) 個人資料利用之期間：

自報名本局活動起至上開蒐集目的完成所需之期間為利用期間。

(二) 個人資料利用之地區：

臺灣地區(中華民國境內)、當事人居住地或經當事人授權處理、利用之地區。

(三) 個人資料利用之對象：

本局、臺北市政府、臺北市政府體育局、2017臺北世界大學運動會執行委員會人力資源部(協助本局遴薦參加人員及業務聯繫之必要情形下,利用本部提供之當事人個人資料)、本局業務委外之委辦廠商(本局活動委外合約業明訂委辦廠商得利用本局提供之參加人員個人資料時,應遵守個資法相關規定)及經本局同意得運用之學術研究單位、學者專家等。

(四) 個人資料利用之方式：

執行本局業務,包括本局舉辦之各項活動如招生、錄取、保險、訂房、參訪、拜會機關、當事人學習歷程紀錄、結業證書等證明、講義及相關訊息(寄)發送通知、當事人之聯絡、資料統計分析、辦理本局業務必要揭露、學術研究及其他等有助上開蒐集目的之必要方式。

六、當事人得依個人資料保護法規定查詢或請求閱覽;請求製給複製本;請求補充或更正;請求停止蒐集、處理或利用;請求刪除。當事人得以書面與本局聯繫,行使上述之權利。

七、國際志工如未提供本局辦理活動所需之正確完整個人資料,應註明正當充分之理由,否則將無法進行報名手續並喪失享有活動後續服務之權益。

業已詳閱、瞭解且同意所附「2017臺北世界大學運動會國際志工個人資料蒐集、處理及利用告知事項」。

此致

臺北市政府教育局

立書人：_____

身分證字號(護照號碼)：_____

國家：_____

地址：_____

電話：_____

日期：_____





TAIPEI 2017 ★★☆☆
29TH SUMMER UNIVERSIADE
2017.8.19-8.30

2017 臺北世界大學運動會國際志工邀請您來加入

學生資源處

臺北市成功爭取到舉辦2017年夏季世界大學運動會的殊榮，誠摯地邀請您，加入2017臺北世界大學運動會國際志工行列，您真情的服務，能讓各國選手與貴賓感受到零距離的溫暖。

一場成功的國際綜合型體育賽會，國際志工扮演重要的角色，國際志工的參與，也將為賽會帶來多元的文化交流，您的參與將會是我們最大的榮耀。

Q: 想登記2017臺北世界大學運動會國際志工，需要準備什麼？

A: 請備妥個人證件照、護照、健檢文件或醫療保險證明、自傳電子檔，在臺親友緊急聯絡人與保險受益人相關訊息，就可以開始登記，便有機會成為2017臺北世大運國際志工。

Q: 2017臺北世界大學運動會國際志工，是不是只有大學生才能登記？

A: 只要年滿18歲具有流利外文及英文或中文表達能力的外籍人士，不論你是大學生還是社會人士，不論你是否居住在臺灣，都能登記參加。

Q: 2017臺北世界大學運動會登記期間與面談時間？

A: 第一階段:2016年3月1日至2016年6月30日止；第二階段:2016年8月1日至2016年12月31日止。面談或電話洽談時間為每階段報名截止後第3週開始。

Q: 2017臺北世界大學運動會國際志工培訓與賽會服務期間？

A: 培訓期間為2017年8月12日到2017年8月18日；賽會服務期間是2017年8月19日到2017年8月31日。

Q: 2017臺北世界大學運動會國際志工有那些任務？

A: 一、接待服務，接待對象有以下三種，FISU家族、代表團與場館貴賓。
二、受邀參加文化交流相關活動。
三、參與行銷臺北市的相關活動。

Q:我們將會為您的到來準備甚麼？

A:一、住宿:取得資格，可申請訓練與賽會服勤時間的免費住宿。
二、簽證:入臺灣非免簽或是落地簽國家的外籍人士，取得世大運志工資格，得以簡易的電子簽證與臺北世大運官方邀請函入臺。
三、保險:提供團體意外傷害附加海外急難救助保險。
四、服務證明:賽會期間全勤服務，頒給FISU官方證明。
五、專屬服裝:2017臺北世界大學運動會限量服勤裝備與紀念品。

限額400名

名額有限，欲報從速!



~2017臺北世界大學運動會，讓我們相約在臺北見!~

報名入口 <https://volunteer.2017.taipei/Register/InternationalStatement.aspx>

如有任何問題，歡迎致電學生資源處國際組 尤菱蘭 Tel: 02-2311-2520 ext.36 or 11 或email:tms_linglan@mail.taipei.gov.tw

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2017 臺北世界大學運動會甄選國際志工程序

第二次研商會議紀錄

壹、會議時間：105 年 7 月 28 日（星期四）下午 2 時

貳、會議地點：臺北市立大學博愛校區公誠樓 6 樓 603 研討室

參、主 席：學生資源處 吳處長金盛 記錄：尤菱蘭

肆、出席人員：如簽到表

伍、主席致詞：略

陸、報告事項：招募 2017 臺北世大運國際志工的做法與現況說明。

柒、討論事項：

案由一：大陸、香港和澳門地區外籍人士報名國際志工比例頗高，因恐有國際參與性不足考量，且不願引發敏感兩岸議題的前提，應如何妥善處理？提請討論。

說 明：第一階段報名有 60 人，大陸、香港和澳門地區外籍人士報名總人數有 22 人。

決 議：透過面試或洽談，了解報名者背景與語言能力，可擇優為正取，其餘列為備取名單。

案由二：2017 臺北世大運國際志工評選方式、標準與建議，提請討論。

決 議：

一、有關國際志工評選方式，採英文面試或透過免費通訊軟體(Skype)電話洽談，如能視訊洽談尤佳，以集中辦理為原則，電話洽談的內容核心方向為參加動機、積極性、應變能力、適應力與語言能力，具體執行細則為由評選委員自行決定。

二、面試或洽談安排前，需要整理所有報名資料，歸納出可

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以面試或洽談的人數與時間(以時區劃分),安排面試或洽談場地與設備;另需請報名者提供語言能力證明,並調查宗教與餐飲安排需求,確認是否能在賽會期間全程配合服務,作為評選的參考依據之一。

三、可在面試或洽談時調查或口試時瞭解期待服務的運動場館,增加面談的話題。

四、面試或洽談期間請學生資源處專職人員與資訊人員協助辦理。

五、建議發公文給全國各大專院校轉請其校內國際事務處等單位協助國際志工招募事宜,並鼓勵在臺求學外籍人士報名國際志工。

捌、臨時動議:無

玖、散會:下午4時30分。

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TAIPEI 2017 ★★☆☆
29TH SUMMER UNIVERSIADE
2017.8.19-8.30

WE WANT YOU

International Volunteer of 2017 Taipei Universiade

Student Volunteer Division

Taipei City got the honor to host 2017 Summer Universiade. We are pleased to invite you to become the international volunteer for 2017 Taipei Universiade. You can help to offer the sincere and warm services to all the guests from different countries without language barriers. Volunteer plays an important role for a successful international multi-sports event. Participation of international volunteer can create a culture diversity environment for an event. Your attending will be our greatest honor.

Q: Is that only university student able to register for the international volunteer of 2017 Taipei Universiade?

A: Foreigners who are **18** years old and **above** with fluent speaking ability for **2nd language and English or Chinese**. No matter you are **adult or student**, you can register for being international volunteer of 2017 Taipei Universiade.

Q: What are the service **duties** for international volunteer of 2017 Taipei Universiade?

- A:**
1. Offer reception services for the following guests, International University Sports Federation (FISU) family, delegations and related services in venue.
 2. Being invitees and participate in culture exchange related activities.
 3. Join the related activities about Taipei City marketing promotion.

Q: **When** is the period for **training** and offering **service** of international volunteer in 2017 Taipei Universiade?

A: Training is from August 12th to 18th of year 2017. Event service period is from August 19th to 31st of year 2017.

Q: What are the **benefits** for international volunteer of 2017 Taipei Universiade?

- A:**
1. Free Accommodation: Participants can apply for the **free accommodation** during the training and service event period.
 2. eVISA: Participants can apply for **eVISA**. An eVISA can be obtained at low cost. Applicant can receive the eVISA online. There is no need to travel to an ROC overseas mission.
 3. Insurance: We will offer a group life accident **insurance** and medical insurance during the effective period of the volunteer services.
 4. Official Service Certificate: An **official service certificate** will be issued under full-time attendance in event service period.
 5. Limited Equipment: We will offer the limited **uniform** and **souvenir** of 2017 Taipei Universiade.



~2017 Taipei Universiade,
See You in Taipei!~

Q: What do you need to prepare for **registration** of international volunteer program of 2017 Taipei Universiade?

A: You need to prepare the following information and digital files, photo on license or passport, passport, health insurance certificate or related documents, autobiography, emergency contact person and beneficiary of insurance information.

Q: **When** is the period for **registration** and **interview** of 2017 Taipei Universiade?

A: 1st stage of registration is from March 1st, 2016 to June 30th, 2016. 2nd stage is from August 1st, 2016 to December 31st, 2016. Interview in person or through telephone will commence from the 3rd week after registration deadline.

Quota is limited at 400 people.

Places are limited , Register Now!

<https://volunteer.2017.taipei/Register/InternationalStatement.aspx>

Any question, please email to: tms_linglan@mail.taipei.gov.tw

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Taipei 2017 29th Summer Universiade Volunteer Recruitment Brochure

Approved by affairs council of department of human resources of executive committee on Nov. 11, 2015.

Purpose of recruitment :

2017 29th Summer Universiade will be held in Taipei from August 19 to August 30, 2017. This is an international multi-sport event for university athletes between the age of 17 and 28 that is staged every two years. It is divided into a Winter and Summer Universiade and is often called the "Small Olympics." The number of participating countries and athletes are only second to the Olympics (<http://2017.taipei>). Over the years, more than 150 countries and over 7500 athletes and officials all over the world have participated in this event.

Volunteers play a vital role in the success of the event. We therefore would like to welcome all college students aged 18 and above with a ability to communicate in Chinese, English, and a third language to become volunteers of Taipei 2017 29th Summer Universiade. This is an opportunity for you to serve as an international volunteer, to improve your international communication skills, and accumulate work experience. If you are enthusiastic about serving people and broadening your horizons, you are most welcome to sign up as a volunteer for the Taipei 2017 29th Summer Universiade!

Recruiting Unit:

Human Resources Department of Executive Committee of Taipei 2017 29th
Summer Universiade; Education Department of Taipei City Government

Period :

Training and Internship Period: August 12-18, 2017
Event Service Period: August 19-31, 2017

Required Qualifications:

Foreigners who are eighteen years old and above with fluent speaking ability in

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both Chinese and English. (<http://volunteer.2017.taipei>) °

A vaccination certificate, health insurance certificate, and related documents are required. The following people can apply:

Foreign students studying in Taiwan.

Foreigner who live in Taiwan.

College students recommended by participating countries. (One person per country. The applicant cannot be part of the delegation of the participating country.)

Foreigners not resident in Taiwan.

People from China, Hong Kong and Macao

Priority Admission

experience of volunteering

communicating ability of third language

Admission Quota: 400 people

Application period:

1st stage: March 1 2016 to June 30 2016.

2nd stage: August 1 2016 to December 31 2016.

Interviews in person or through telephone will commence from the third week after application deadlines.

Application procedure:

Register on the Taipei 2017 29th Summer Universiade volunteer website.

(<https://volunteer.2017.taipei/Register/InternationalStatement.aspx>)

Registration

Please visit the following volunteer web page for registration.



<https://volunteer.2017.taipei/Register/InternationalStatement.aspx>

Registration Procedure

Please fill your information on the registration page and upload the following documents.

1. Birth Certificate
2. Passport
3. International Student Identity Card (If you don't have it, you don't need to upload this item.)
4. Signed volunteer regulation sheet
5. Signed agreement on collection, processing, usage for your personal information
6. Others (Please provide your awards, outstanding achievements or related certification for reference if any.)

Online registration page is available from March 1 to December 31 of year 2016. Please visit Taipei 2017 Universiade volunteer official web pages for application, uploading personal photo, and offering a brief autobiography. (If you have any outstanding achievement or certification, you can upload them for reference.)

The volunteer management center of the University of Taipei

No.1, Aiguo W. Rd., Zhongzheng Dist.

Taipei City 10048 or No.2, Sec. 4, Nanjing E. Rd., Songshan Dist.,

Taipei City 10553

An admission list will be announced on the official volunteer website no later than February 1, 2017. Accepted applicants need to log into their online volunteer account and confirm whether they will attend or not at once. Attendants need to ask a family physician for a health certificate, upload a copy to their online account, and sent the original to the volunteer management center at the address above within 14 days. In addition, you will need to upload



a copy of your plane ticket (or a purchase receipt) before June 4, 2017, including information about your arrival and departure, and indicate if you require a transportation service or not. The recruiting unit is entitled to revoke the application if the applicant fails to provide the required documents by June 4, 2017.

Evaluation Criteria : Conducted by interviewing in person or on the phone. Evaluation criteria include foreign language abilities, volunteering experience, and general social skills.

Service duties :

Volunteers Tasks are as follow:

1. Receive members of the International University Sports Federation (FISU) or delegations of participating countries and their companions. Assist in receiving guests and handling affairs related to their participation in the event and their living requirements.
2. Assist in the preparation of venues, transportation, interviewing athletes, holding press conferences, doping tests, award ceremonies, etc.

The Executive committee of the Taipei 2017 29th Summer Universiade reserves the right to distribute volunteer assignment

Service regulations :

You are required to wear a uniform and volunteer badge while on duty.

You are required to remain at your assigned post, maintain a warm, professional attitude, and perform your duties with the best abilities.

You are required to perform your duties on time, and to sign in and out of your assigned duties.

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You should perform your duties in accordance with Volunteer Service Act and related regulations of Taipei 2017 29th Summer Universiade, and follow the instruction from the guardians.

The events schedule will be ready before the events. Duty schedule will be ready based on the requirement of related departments.

If you will be absent for duty, you should inform the volunteer management center, and the management center will help arranging other international volunteers to cover it. .

If you are absent without any reason more than twice during the event, your volunteer qualification will be canceled and volunteer certificates and related souvenirs will not be issued.

Awards and benefits :

Awards:

1. A Service certificate, is issued in Chinese and English, approving the service and service hours.
2. Various official Taipei 2017 29th Summer Universiade related souvenirs

Benefits:

1. A group life accident insurance and medical insurance during the effective period of the volunteer services .
2. All the required equipment, including a uniform, hat, badge, etc.
3. Participants can apply for a dormitory room.

Visa:

Visa-free period is based on the different rule of your passport country.

Participants who want to extend their tourist visa in Taiwan over 30 or 90 days cannot apply for visa-free or visa-on-arrival, but . You can apply for the proper stay

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period VISA via overseas offices in Taiwan before your coming. We, the host and organizers won't take any responsibility when the period of stay cannot be extended.

Methods of reporting-for duty and the contact info for the management center:

University of Taipei

2017 Universiade Volunteer Management Center

Bo-Ai Campus: No.1, Ai-Guo West Road, Zhongzheng Dist., 10048, Taipei City

E-mail : tms_linglan@mail.tapei.gov.tw

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B2



Taipei 2017 29th Summer Universiade International Volunteer Application Form

Chinese Name	Last Name	First Name	Passport No.	(License Photo in Digital File)
			Country of Issued Passport	
English Name			Last Four Digits of Passport No.	
			Expiry Date of Passport	
Nationality			Gender ☐ Male ☐ Female	
Date of Birth	yyyy/mm/dd		Resident in Taiwan ☐ Yes ☐ No	
School / Service Unit	School / Unit:			
	Department / Positional Title :			
Language	1. Native Language: 2. Other language abilities : 3. Related Language Certificate :			
Contact Telephone Number	(Home): _____ (Cell Phone): _____			
Residence Address				
Emergency Contact Person in Taiwan (More than 20 Years Old)		Emergency Contact Person Telephone Number		Relationship to Applicant
Beneficiary of Insurance		Beneficiary Telephone Number		Relationship to Applicant
E-mail (Required)	(Please fill out your most commonly used e-mail)			
Contact Method for Phone Interview	☐ Line ☐ Skype ☐ Facebook			
Volunteer Experience	☐ None ☐ Yes. Brief introduction of the service unit and position: : _____			
Suggested Time for Contact	☐ morning ☐ afternoon ☐ night Note: check one available period at least			
Size of Uniform	☐ S ☐ M ☐ L ☐ XL ☐ 2L ☐ 3L ☐ Other: _____ Height: ____ cm			Dietary requirements ☐ Vegetarian ☐ Regular ☐ Other: _____
Do you have the following disease? ☐ No Do you have epilepsy, a psychogenic illness, a cardiovascular disease, or any other chronic illness that may have a serious negative impact on your participation in this event? (If any of the aforementioned illnesses is discovered after your arrival in Taiwan, your participation in the event will be revoked and you will be required to pay your own medical expenses and return flight.)				

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Birth Certificate in Digital File

Passport Digital FileInternational Student Identity Card Digital File

Signed Volunteer Regulation Sheet Digital File

Signed Agreement on Collection, Processing, Usage for Your Personal Information Digital File

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Others (Please provide your awards, outstanding achievements or related certification for reference if any.)

Autobiography

- (1) Restrict your autobiography to 300 words. Please use compendious sentences about 300 words.
- (2) Briefly describe your knowledge of foreign languages and your service experience (e.g. study overseas, translating jobs).
- (3) Briefly describe your personality.
- (4) Briefly describe your motivation and expectations of being a volunteer in the Taipei 2017 29th Summer Universiade.

Documents Checking List (for Digital File Upload)

Documents submitted:

- ☐ Birth Certificate
- ☐ Passport
- ☐ International Student Identity Card
- ☐ Signed Volunteer Regulation Sheet
- ☐ Signed Agreement on Collection, Processing, Usage for Your Personal Information
- ☐ Others _____

Date of Application : YYYY/MM/DD

Note :

1. Insurance and an allowance will be provided by the host for the duration of the event. The host will also issue a volunteer uniform and service certificate.
2. Online registration only,, please apply it on the Taipei 2017 29th Summer Universiade volunteer website before Sat. Dec. 31, 2016. The recruiting unit will conduct examine, and priority of admission goes to those with better resume.
3. The outcomes of the application process will be made public by February 1, 2017. The distribution and professional training will be started soon. If at any point you have any questions, please contact us by email. Email address:
tms_linglan@mail.taipei.gov.tw

Please note that all information must be completed; otherwise your application cannot be accepted

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Taipei 2017 29th Summer Universiade International Health Certificate Chart

(Name in Chinese) _____ Assigned Volunteer ID No: _____ Name in English: _____ Tel: _____ Gender : ☐ Male ☐ Female Passport or SSN ID No : _____ Date of Birth : (MM)____/(DD)____/(YYYY)____ Nationality : _____ (Address) : _____	Please attach a recent 1.5- inch passport photo here
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PHYSICAL EXAMINATIONS EXAMINATION

A. Height : _____ ☐ Ft / In ☐ cm D. Weight : _____ ☐ Lb ☐ Kg
 B. Pulse : _____ / time / min E. Blood pressure : _____ / _____ mm Hg
 C. Heart : ☐ Normal ☐ Abnormal
 F. Locomotors : ☐ Normal ☐ Abnormal

VACCINATIONS CERTIFICATE

The above named individual has completed vaccinations for:

A. ☐ A TB Test has been taken within last 2 years. B. Hepatitis B series on _____
 C. DTP on _____ D. MMR on _____ E. Td on _____
 F. Polio on _____

MEDICAL HISTORY

Have you ever had the following diseases?

A. Heart disease : ☐ Yes ☐ No B. Asthma : ☐ Yes ☐ No C. Hypertension : ☐ Yes ☐ No D. Diabetes : ☐ Yes ☐ No E. Allergies : ☐ Yes ☐ No	F. Epilepsy : ☐ Yes ☐ No G. Kidney disease : ☐ Yes ☐ No H. Malaria : ☐ Yes ☐ No I. Liver Disease : ☐ Yes ☐ No Allergies to : _____
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Remarks:

The above named individual ☐ is ☐ is not recommended for working in a volunteer program of Taipei 2017 Universiade.

Healthcare Provider's name (print) _____

Clinic's name _____

Healthcare Provider's signature _____ License Number _____

Issuing State _____ Located in the County of _____

Tel: _____ Date: (MM)____ / (DD)____ / (YYYY)____

Chief Physician : _____

I hereby submit this document and agree to participate in the Volunteer Program for assisting Taipei 2017 29th Summer Universiade in Taiwan. I have carefully reviewed my summer schedule and give my commitment to this program in the highest priority over other event.

Volunteer's Signature _____ Date: _____



GENERAL REGULATIONS

- (1) Applicants who have special medical conditions (including heart problems, diabetes, hypertension, epilepsy, pregnancy, etc.) that may affect their ability to serve are not encouraged to participate in this volunteer program. If they do, applicants will be personal responsible for taking care of their own medical conditions while participating in the volunteer program. The sponsors will not be held liable for any damages or accidents that occur as a result of applicants' health conditions.
- (2) Participants must purchase medical insurance at their respective places of residence prior to attending the volunteer program. Otherwise, their participation will be denied.
- (3) The sponsors will not be held liable, nor be willing, to pay for any medical expenses incurred by its participants. Also, any requests for financial compensation for medical costs from the participants or their parents will be denied.
- (4) Once admitted to the designated program and assigned to the selected schools or institutions, volunteers will not be allowed to plead any alterations.
- (5) In order to provide airport pick-up services, the participant should fill in his/her flight information online at <http://volunteer.2017.taipei> as early as possible.
- (6) The participant must take full responsibility for his/her own expenses of accommodations and ground transportation if he/she arrives earlier or leaves later.
- (7) Participants are expected to attend every scheduled activity of the program and comply with the regulations of the sponsors, the organizers and the assigned schools or institutions. Only illness will be accepted to excuse the participant's absence from classes, lectures, or any other mandatory activities. Otherwise, the participant will be denied continued participation in the rest of the program and the awarding of the Certificate of Volunteer Services.
- (8) For the safety consideration, during the volunteer program, participants should not take part in other programs or tours, leave the service spot or absence with no reason.
- (9) Drinking alcoholic beverages, gambling, and taking illegal drugs are strictly prohibited during this program.
- (10) Participants are not allowed to go out after 11:00PM, or stay in any other participant's room or outside of their own rooms.
- (11) Participants have their own personal responsible for any accidents that occur as a result of not following the advice, rules, and regulations stipulated by the volunteer program. The sponsors will not be held any liability for any negligence on the part of the participants. If there are any disputes which may arise, the laws of the Republic of China will prevail.
- (12) Participants have to follow the rules and regulations of the volunteer program outlined in the Volunteer Program Handbook. Any participant who deviates from these rules and regulations will be subject to probation and a permanent dismissal from participating in the volunteer program. The sponsors of the volunteer program reserve the right to inform the parents, guardians, and/or relatives of the participant-in-question if such circumstances occur.
- (13) The sponsors will provide accident and medical insurance during the volunteer program. Participants are recommended to purchase additional insurance policies.
- (14) Any infractions of the laws of the Republic of China or evidence of contribution to such infractions,



resulting in punitive actions by the Republic of China government and/or law enforcement officials toward volunteer program participants, will be left as participant's own responsibility. The organizers will not be held responsible or liable for any such actions. In addition, the sponsors reserve the right to request for compensations from the participant, the participant's family and/or relatives, for any inconveniences or damages caused by the individual.

- (15) Participants are encouraged to pack light. Carrying contraband and products made from endangered species are prohibited.
- (16) Participants who are unable to attend classes or activities because of health complications or other matters of significance should notify the organizers in advance . Permission from the organizers is needed if the participant has to leave the program for the aforementioned reasons.

I have read and understood all the content of the application guidelines and general regulations. I hereby agree to abide by all rules and regulations

Applicant's Signature: _____ Date: _____

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Disclosure regarding gathering, handling and using personal information of participants in Taipei 2017 29th Summer Universiade Volunteer Program

1. Pursuant to: Article 8 of the Personal Information Protection Act (hereafter “the Act”).
2. Agency (name): Department of Education of Taipei City Government (hereafter “DOE”), and the department applicant assigns to carry out this activity.
3. Reasons for gathering information: Performing necessary services when holding DOE Taipei 2017 29th Summer Universiade Volunteer activities, including enrollments, acceptance, insurance, handouts, certificates, proof of volunteer hours and other matters; tasks involving student contact information and personal database management, statistical analysis, academic research, and other tasks required by the DOE to run its activity and overseas community affairs; and other uses approved by the applicants.
4. Types of information gathered:
 - (1) Identification of the individual (C001): Chinese and English name, job title, autobiography, biography, photograph, date of birth, place of birth, place of residence, address, tel. no., mobile phone no., fax no., email address, the username you use to sign in to website and birth certificate.
 - (2) Verification of financial information (C002): Insurance policy number.
 - (3) Identification of the applicant in government documents (C003): ID card no., passport no., insurance certificate no., license no.
 - (4) Personal description (C011): Month and year of birth, gender, nationality and residence.
 - (5) Body description (C012): Height, weight and blood type.
 - (6) Habits (C013): Dietary habits.
 - (7) Information on other family members (C023): Family members, relatives, parents, common-law partners, and relatives living overseas or in Mainland China.
 - (8) Other social relationships (C024): Relationships with friends, colleagues and others outside the family.
 - (9) Immigration situation (C033): Passport, work permit, residence permit, immigration information, entry conditions and other related details.
 - (10) Membership of charity organizations or other groups (C037): Overseas Chinese groups, overseas Chinese chambers of commerce.
 - (11) Occupation (C038): job, position.
 - (12) School record (C051): School(s) attended.
 - (13) Qualifications or skills (C052): Degrees and qualifications, specialized skills, special licenses, other training certifications, etc.
 - (14) Written or published works (C056): Books, articles, reports, audio and/or video publications, etc.
 - (15) Participant record (C057): Curriculum; relevant qualifications; training assessments, test results, and grades; evaluation and comments; other curriculum or exam records; and graduation status.
 - (16) Current employment status (C061): Employer, work description, industry characteristics, etc.

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- (17) Work experience (C064).
- (18) Training records (C072).
- (19) Health records (C111).
- (20) Race or ethnicity (C0113).

5. Handling and use of personal information:

- (1) Utilization period: From the time of application to the DOE activity until the completion of the aforementioned information gathering.
- (2) Region within which personal information will be used: Taiwan (within the ROC), the place of residence of the party involved, or places where handling and use has been approved by the party involved.
- (3) Users of personal information: The DOE, Taipei City Government, Department of Sport of Taipei City Government, and Taipei 2017 29th Summer Universiade department of human resources of executive committee (personal information of the applicant can be provided to other users by the DOE for the selection of participants or for contact purposes), suppliers contracted by the DOE (outsourcing contracts for DOE activities clearly state that when a supplier needs to use the personal information of participants, the regulations of the Act must be obeyed), and research units and scholars and experts authorized by DOE.
- (4) Manners of use: Carrying out the DOE's operations, such as sending enrollment forms, acceptance letters, insurance matters, room reservations, visiting organizations and other certificates, and sending of related information, contacting the person involved, statistical analysis, necessary disclosure of the DOE's operations, academic research and other necessary methods for achieving the aforementioned collection objectives.

6. In accordance with the Act, the person involved can inquire about the information or request to read it; they can ask for copies, and ask to cease the use and handling of personal information, and for the deletion of personal information. The person involved can exercise the above rights by submitting a hard copy in writing with this request to the DOE.

7. If the volunteer does not provide complete and correct information for the DOE to carry out this activity, they should fully state the reason for doing this. Otherwise, their application cannot be processed, and the volunteer will lose the entitlement to subsequent services connected to the activity.

(Adult applicant) _____ (Chinese Name) _____ (English Name :)

(Minor applicant) _____ (Chinese Name) _____ (English Name :)

(Guardian's Chinese Name) _____ (English Name :) _____

I have carefully read and understood the attached DOE disclosure regarding the gathering, handling and using personal information of participants in Taipei 2017 29th Summer Universiade Volunteer Program and I hereby agree to it.

To:

Department of Education, Taipei City Government

Applicant or legal guardian of minor applicant

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Signature : _____

ID or Passport No. : _____

Country : _____

Address : _____

Tel : _____

Date: _____

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