

National Chung Hsing University Guidelines for Off-Campus Student Internships

Enacted in the 388th Administrative Meeting on Nov. 26th, 2014
Amended (Article 3) in the 403rd Administrative Meeting on Nov. 23rd, 2016

I. The National Chung Hsing University (hereinafter referred as the University) has established these guidelines in accordance with Ministry of Education Regulations governing Industry-University Cooperation at Institutions of Higher Education Article 6 to ensure that students can integrate academic and practical field experience, for the purpose of enhancing practical abilities.

II. Off-campus internship programs include the following three categories: professional curriculum internships, industry-academic cooperation internships, and independent internships, of which professional curriculum internships and industry-academic cooperation internships are coordinate and planned by respective faculties (departments, degree programs) in accordance with its educational objectives, course features, and industry-academic planning; independent internships are coordinated by Career and Counseling Center under Office of Student Affairs, where students can find relevant information regarding internship opportunities.

The relevant matters of the former off-campus internships are coordinated by Office of Academic Affairs, Office of Research and Development, and Students' Affairs respectively as accordance to the context of the internship.

III. To manage off-campus student internships affairs, the University has established off-campus student internships committee (hereinafter referred as the Committee), in which the members consist of the Dean of Student Affairs as coordinator, Curriculum Division chief as executive secretary, and the following:

1. Mandatory members: Dean of Academic Affairs, Dean of Student Affairs, Dean of Research and Development, dean of various colleges and departments, Student Council president, term is limited to duration of office.
2. Appointed members: One legal professional and industry professional selected and appointed by the Dean of Academic Affairs for the term of two years, may be reappointed for successive term.

IV. Duties of the Committee members are as follow:

1. Establish clear directions for off-campus student internships.
2. Supervise off-campus student internships counseling committees (or relevant meetings) in respective faculties (departments, degree programs).
3. Review the regulations regarding rights and welfares of off-campus student internships in respective faculties (departments, degree programs).
4. Other affairs regarding the rights and welfares of off-campus student

internships.

- V. The Committee shall arrange one meeting per academic year, special meetings may be arranged when necessary; relevant units or staff maybe invited for report or elaboration.
- VI. The Committee meeting must reach the attendance of over half of the Committee members to commence, and all resolutions must attain the vote of over half of the attending committee members. The Dean of Student Affairs, Dean of Research and Development, and respective faculty deans may appoint deputy if unable to attend.
- VII. The department (faculty, degree program) promoting professional curriculum internships or industry-academic internships shall establish Counseling Team of Off-Campus Internships or merge such mechanism in relevant department (faculty, degree program) meetings. The organization regulations shall be reviewed by the Committee and members shall include one student representative and one industry professional.

The duties of the department (faculty, degree program) Counseling Team of Off-Campus Internships (or relevant meetings) include the planning of professional curriculum internships and industry-academic cooperation internships, the selection of cooperating institutions, contract setting of internship agreement, establishment of cooperation project, assignment of student internships units, transfer at the end of student internships, evaluation of the effectiveness of Off-Campus student internships, and mediation of complaints and other matters regarding Off-Campus Student internships rights and welfares.

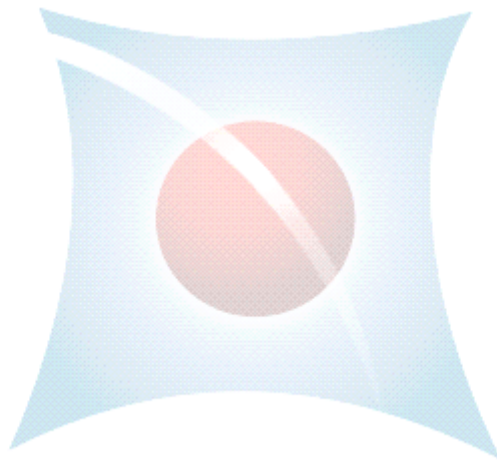
- VIII. If any student of the University believes that any disciplinary sanctions, other measures or resolutions received due to off-campus student internships, or the operation of professional curriculum internships or industry-academic cooperation internships institutions are illegal or inappropriate, causing damage to its right or interest, a complaint may be filed with the University I in accordance with rules related to student complaint of the University.

The department (faculty, degree program) Off-Campus Student Internships Counseling Team (or relevant meetings) shall invite the internship institution, internship student, and relevant units for mediation and submit the mediation proposal for the review of the Committee.

- IX. All faculties organizing off-campus professional curriculum student internships or industry-academic cooperation internships shall abide by relevant regulations in Article 7 and 8.
- X. The position of committee member shall be non-paying; non-faculty members may be paid in stipends for attendance transportation as allowed by relevant regulations; When invited by internship institutions, stipends for transportation

maybe paid under relevant regulations.

- XI. The Guidelines become effective upon approval by the Administrative Meeting.
The same shall be applicable to any amendment hereof.



國立中興大學

National Chung Hsing University