

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
Amended (Articles 3,4,7-12) in the 411th Administrative Meeting on Nov. 22nd, 2017

- 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 [cooperating institution representative](#) 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. Supervise the evaluation and selection of cooperating institutions.](#)
 - [2. Check and confirm paper contracts.](#)
 - [3. Evaluate the effectiveness of the school's internship programs, supervise the processing of student grievances, controversies, and accidents.](#)
 - [4. Supervise the termination of student internship before completion of internship](#)

period.

5. Supervise individual internship project contract setting between students and cooperating institutions.

6. Supervise the carrying out of visits from internship counselor.

7. 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 cooperating institution representative.

The duties of the department (faculty, degree program) Counseling Team of Off-Campus Internships (or relevant meetings) include the overall planning and promotion of Off-Campus Internship curriculums, the confirmation the results of cooperating institutions evaluation and selection, the drafting of contracts and individual student internship projects, the mediation of student grievances, controversies and accidents, the processing of student internship termination before completion of internship period, the tracking and review of Student Internship counselor visit results, as well as other matters regarding Off-Campus Student internships rights and welfares.

VIII. The department (faculty, degree program) shall include the following items into article 8 first clause in the school's "Guidelines for Industry and Academia Cooperation Project" on the contract with cooperating institution before proceeding:

1. Cooperating institutions shall provide students with relevant practical training base on respective internship program, and collaborate with the responsible counselor sent by the school to counsel the student.

2. Cooperating institutions shall be responsible for providing students with safety training, information of internship site protective equipment allocation and related safety procedures prior to the beginning of internship.

3. Students in internship shall be covered for any related insurances.
4. The regulations of the internship with regard to internship time (daily learning time, leaves or holidays rules), contract period, content of internship, internship scholarship or salary payment, room and board, transportation, evaluation standards and the like shall be specified.
5. Way of mediating and handling conflicts between cooperating institutions and intern students.
6. The steps and procedures or terms of terminating internship before completion of the program.

If the student has done any labors or work besides learning and training at a cooperating institution during internship, the Industry and Academia cooperating contract should be set in accordance of the Labor Standards Act.

- IX. 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 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.

- X. All faculties organizing off-campus professional curriculum student internships or industry-academic cooperation internships shall abide by relevant regulations in Article 7, 8 and 9.
- XI. 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.
- XII. The Guidelines become effective upon approval by the Administrative Meeting. The same shall be applicable to any amendment hereof.