

NSYSU Off-Campus Internship Guidelines

History of Amendment and Approval:

1st Student Affairs Division Meeting of 2017-Academic Year on 07-09-2017
1st University Administration Coordination Meeting of 2017-Academic Year on 27-09-2017
4th University Administration Council Meeting of 2017-Academic Year on 25-10-2017

1. These guidelines are formulated by National Sun Yat-sen University (hereinafter the University) to establish a comprehensive internship mechanism to ensure the rights and interests of students while encouraging students to actively combine practical theory and practical experience.
2. The student internship includes course-related internships and independent off-campus internships.
 - (1) Course-related internships: devised by each department (institute/program) according to the educational objective and course characteristics; the administrative affairs shall be coordinated by the Office of Academic Affairs.
 - (2) Independent off-campus internship: related information shall be relayed to students by the Counselling and Career Development Division of the Office of Student Affairs to provide students with opportunities and information for spontaneous workplace experience matchmaking; the administrative affairs shall be coordinated by the Counselling and Career Development Division of the Office of Student Affairs.
3. Guidelines for setting up course-related internships:
 - (1) The course must be reviewed and approved by the department- (institution/program), college- and the university-level curriculum committee before being offered. The different levels of the curriculum committee shall abide by the duties and review procedures specified in the NSYSU Curriculum Committees Establishment Guidelines.
 - (2) When setting up course-related internships, the department (institution/program) or college shall include: plans for professional course coordination, selection of collaborating company/institutes, internship contract, collaboration project plan, student internship unit allocation, student referral via the termination of internship, student internship evaluation, student internship grievance negotiation, and other issues related to ensuring students' rights and interests.
 - (3) Students should be insured with proper insurance during the internship. Should the internship involve labor work and wages, the students shall form employment contracts with the organization/company. The department (institution/program) offering the course should ask the organization/company to process the labor insurance for the students and to specify the details of the insurance in the internship contract to ensure students' rights.
 - (4) Should the overseas internship course mainly aim for the improvement of language skills, broadening international perspective, widening experience through working-holiday, the course shall not be identified as an internship and shall not be accredited with internship

credits.

- (5) The faculty supervisor shall visit the internship site at least twice per semester and should know practical work details and guidelines while keeping records to ensure students' rights and comprehend students' actual internship practice.
4. Students engaging in independent off-campus internships should choose legal organizations with legitimate internship contents; students should actively apply for off-campus internship group insurance with the Counselling and Career Development Division at the Office of Student Affairs.
5. Student off-campus intern dispute settlement mechanism is as follows:
 - (1) Course-related internships
 - a. Should a student perceive the procedures or decisions of course-related internships to be illegitimate or inappropriate and violate their rights or interests, the student can file a grievance with the NSYSU Student Grievance Committee in accordance with the NSYSU Student Grievance Procedure
 - b. Should a student feel that their right to education is infringed by the course-related internship, the student can file a grievance with the NSYSU Curriculum Committees at the department- (institution/program) or college-level. The department- (institution/program) or college-level curriculum committee shall invite the organization offering the internship, the student, and other relevant units to negotiate and resolve the dispute. The decision shall be reviewed by the university-level curriculum committee.
 - (2) Independent off-campus internship

Should disputes arise from students' independent off-campus internship, the dispute shall be settled and negotiated according to the contract between the University and the organization offering the internship. If there is no contract, the University shall provide assistance according to relevant laws and regulations.
6. These regulations are devised by the Office of Academic Affairs and the Office of Student Affairs according to the duties of the individual offices. The regulations should be practiced after being passed by the University Administration Council Meeting and approved by the President of the University. The same procedure shall apply to future revisions or amendments.

英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

國立中山大學學生校外實習作業要點

106年9月7日 本校106學年度第1學期第1次學生事務處組長會議通過

106年9月27日 本校106學年度第1學期第1次行政協調會報會議通過

106年10月25日 本校106學年度第1學期第4次行政會議通過

一、國立中山大學(以下簡稱本校)為使學生結合課程專業理論與實務經驗，增進實用能力，完善實習機制及確保學生權益，特訂定本要點。

二、本校學生實習包含專業課程實習及學生校外自主實習。

(一)專業課程實習由各系(所、學位學程)依其教育目標、課程特色規劃之，由教務處統籌行政事務。

(二)學生校外自主實習，由學生事務處諮商與職涯發展組擔任資訊轉知窗口，提供學生自發性職場體驗媒合機會與資訊，並統籌行政事務。

三、專業課程實習開設應注意事項如下：

(一)推動專業課程以進行實習，該課程須經由系(所、學位學程)、院及校級課程委員會審議通過後，始可開設。各級課程委員會依本校「課程委員會設置要點」進行課程相關問題之審議、爭議事項裁決。

(二)系(所、學位學程)、學院開設專業課程實習宜納入專業課程實習規劃、合作機構之選定、訂定實習合作契約書、訂定合作計畫、學生實習單位分發、學生實習期滿前終止實習後之轉介、評估學生實習成效、學生實習權益申訴案件協商及其他有關權益保障等事宜。

(三)學生實習應投保相關保險，學生實際實習內容如涉及勞務付出及薪資給付，學生與實習機構間成立僱傭關係，開課單位應請實習機構為學生投保勞工保險，並訂明於實習契約中，以保障實習學生權益。

(四)海外實習課程實質上若僅為促進語言能力、提升國際視野、生活體驗、度假打工等目的，不得以「實習課程」名義前往並取得實習學分。

(五)授課教師應落實實地輔導訪視(每學期至少2次)，並加入學生實習權益事項確認及紀錄，確實瞭解學生實習情況。

四、學生進行校外自主性實習時，應選擇合法之實習單位與實習工作內容，並主動向學生事務處諮商與職涯發展組申請校外實習意外團體保險。

五、有關本校學生因校外實習爭議處理機制如下：

(一)專業課程實習：

1. 專業課程實習相關措施或決定，認為違法或不當，致損害其權益者，得依本校學生申訴處理辦法向學生申訴評議委員會提出申訴。

2. 本校學生因專業課程實習，對於實習單位之實習內容或管理措施，認為損害實習權益者，得向本校系(所、學位學程)、院級課程委員會提出申訴。系(所、學位學程)、院級課程委員會應邀請實習單位、實習學生及有關單位共同協商解決，並將協商解決方案，送校級課程委員會覆核。

(二) 學生校外自主實習：

本校學生自發性進行校外實習時與實習單位產生爭議或糾紛，若校方與實習單位有簽訂契約，則由契約簽訂單位依契約內容進行協調。若無簽訂契約，則依據相關法律規定進行協助。

六、本要點由教務處及學生事務處依其權責共同訂定。經行政會議通過，校長核定後實施，修正時亦同。