

# 東海大學學生校外實習辦法

中華民國103年11月25日第149次教務會議通過

中華民國104年11月17日第151次教務會議修正

中華民國107年11月13日第161次教務會議修正

- 第一條 為提升本校學生職場競爭力，促使學生專業理論與實務結合，推動職場訓練，培養具業界所需專業能力之人才，特訂定東海大學學生校外實習辦法（以下簡稱本辦法）。
- 第二條 為推動及督導落實校外實習相關機制，本校應成立校院系（所）三級校外實習委員會。委員會應定期召開會議瞭解校外實習課程辦理情形及學生權益保障，並檢討實習學習成效，處理學生申訴或其他爭議事件。
- 第三條 實習機構應為依法設立或登記之合法機構，且經學校實習相關單位評估為適合學生實習之國內外公民營校外機構。學生實習場所應符合職業安全衛生相關法令之規定，且無違反勞動法令情事者。
- 第四條 各（院）系所應於學生實習前，協助實習機構與本校簽訂「實習合約書」，以保障雙方權益。實習合約書規範學生至實習機構之相關權利義務，應包括下列事項：雙方負責事項、實習場所、實習期間、實習時數、相關保險及給付、實習生輔導內容及考核、實習生不適應之輔導轉換方式與實習爭議處理方式等事項。
- 第五條 校外實習應由各（院）系所配合課程內容與性質自行規劃，開設校外實習之必修或選修課程，並經課程委員審核通過。各（院）系所應負責學生實習之督導、課程成績考評、檢討學習成效及協調處理學生實習期間相關業務，以確保學生實習的安全與品質。
- 第六條 學生修習之實習課程在實習期滿後，經學校及實習機構共同評核成績合格者，始取得該學分，校外實習學分數與實習時數規定如下：
- 一、寒暑期實習課程：寒暑假期間安排學生至校外實習，至多開設4學分，每一學分的實習時數須達60小時（包括定期返校之座談會、研習活動及海外往來時間）。
  - 二、學期實習課程：至多開設9學分之校外實習課程，實習時間至少16週，或符合每一學分的實習時數須達60小時。
  - 三、學年實習課程：得於上下學期開設至多9學分之校外實習課程，實習時間全學年合計至少32週，或符合每一學分的實習時數須達60小時。
  - 四、開設四年級之9學分校外實習課程，學生實習總時數未能達到540小時者，須提報校級校外實習委員會審議。
- 第七條 各系（所）若將校外實習列為學生畢業條件時，應明訂於必修科目表中，並於新生入學時告知學生。學生若因身心因素不適合至實習機構實習，或學生在實習過程中不適應且經輔導及轉介機制未果者，各系（所）應為學生提供其他配套措施，使其得依其他方式進行實務學習，以取得畢業資格。
- 第八條 學生修習之校外實習課程為整學期實習課程者，其註冊與繳費依學則及相

關規定辦理。

第九條 學生於實習期間因病或特殊事故無法如期報到或必須請假者，均應事先報經實習單位核准，並依本校學生請假規定或依實習合約書之規定辦理。

第十條 本辦法得另訂施行細則或各（院）系所作業要點及相關規定，如有未盡事宜，悉依相關規定辦理。

第十一條 本辦法經教務會議通過後實施。

# THU Regulation for Off-campus Internship

Passed in the 149<sup>th</sup> Academic Affairs Council on November 25, 2014

Amended in the 151<sup>st</sup> Academic Affairs Council on November 17, 2015

Amended in the 161<sup>st</sup> Academic Affairs Council on November 13, 2018

Article 1 Regulation for THU Off-campus Internship (hereinafter referred to as the *regulation*) is established in order to enhance the workplace competitiveness of THU students with professional competence required by the industry.

Article 2 In order to promote and supervise the implementation of the off-campus internship-related mechanism, the University shall establish a three-level off-campus internship committee (department/college/university). The committee shall conduct meetings regularly to understand the situation of off-campus internship courses, to protect student rights, to review the learning effectiveness, to process student complaints and to settle disputes.

Article 3 The internship institutions (whether domestic/foreign and/or public/private) shall be legally registered sites, which comply with the provisions of occupational safety and health related regulations with no record of violating labor laws and regarded by the University as suitable for student internship.

Article 4 Prior to the internship, each department/college shall assist the internship institution in signing an "internship contract" with the University to protect the rights and interests of both parties. The internship contract shall regulate the relevant rights and obligations of the students and shall include the following items: respective responsibilities, the internship site, length, the number of hours, relevant insurance and payment, the internship content and assessment, possible internship transfer—should the interns approve to be not adapting well, and the handling of internship disputes.

Article 5 Each department/college shall plan and tailor their own off-campus internship and design pertinent courses (compulsory or elective) -- in accordance with the content and nature of the internship -- to be approved by the course committees (three-level). Each department/college shall also be responsible for the supervising, evaluating, reviewing learning effectiveness, and coordinating relevant affairs to ensure the safety and quality of the internship

Article 6 The internship credit shall be given after the completion of internship with joint assessment by the University and the internship institution. The passing score and hours are as follows:

1. Summer and winter internships: during summer and winter vacations, students

are arranged to work outside the University with at most 4 credits. The number of internship hours per credit must reach 60 hours (including regular seminars and activities back in the University, including the travel time).

2. Semester (16 weeks) internship courses: off-campus internship courses shall be up to 9 credits at most; each credit must reach 60 hours.
3. Academic year (32 weeks) internship courses: up to 9 credits off-campus internship respectively in the first and the second semester; each credit must reach 60 hours.
4. For 4-year off-campus internship courses (9 credits at most for each semester), if the total number of student internship hours fails to reach 540 hours, the internship package must be submitted to the University-level off-campus internship committee for review.

Article 7 For departments/colleges listing off-campus internship as a requirement for graduation, the requirement shall be clearly stated in the compulsory courses list, and the students shall be informed at the time of enrollment. If students are not suitable for an internship due to physical and mental factors, or if they do not adapt well during the internship process--and the counseling and referral mechanism fails, the departments/colleges shall provide other back-up measures for the students to qualify for graduation.

Article 8 If the off-campus internship course is a full-semester one, the registration and tuition are subject to the University's academic rules and relevant regulations.

Article 9 If students cannot report to the internship institution due to illness or special accidents during the internship period, or must be on leave, they shall get permission from the internship unit in advance, and shall follow the University's provisions or the internship contract for taking a leave.

Article 10 This regulation shall be further implemented by departments/colleges provisions; other related details shall be handled in accordance with relevant regulations.

Article 11 The Regulation shall take effect after passing the Academic Affairs Council.