

# 東海大學學生校外實習辦法施行細則

中華民國 107 年 12 月 3 日校外實習委員會通過  
中華民國 108 年 6 月 5 日校外實習委員會修正通過

## 第一條 法源依據

本細則依「東海大學學生校外實習辦法」第十條規定訂定之。

## 第二條 實習機會的開發

各院系應積極開發海內外實習機會，實習機會開發可透過下列方式進行：

- 一、各系（所）師生開發實習機會，並將實習職缺訊息刊登至 THU 人才網。
- 二、各系（所）提出實習需求，由就業輔導暨校友聯絡室（以下簡稱就友室）協助開發實習機會。
- 三、由企業主動向各系（所）或就友室提出實習合作申請。
- 四、由就友室聯繫實習機構徵詢合作意願。

## 第三條 實習機構的評估

實習機構應具良好制度及信譽、可增進學生實務能力、實習工作性質與學生就讀專業相關，且願意提供具體訓練計畫者。

- 一、首次合作之實習機構，為確實瞭解實習場所的環境，就友室或各系（所）應派員實地查訪，並填寫「學生校外實習機構評估表」（表 1），經各系實習委員會審核，且妥善保存。
- 二、實習機構的評估內容，應包含檢核實習機構的合法立案，考量實習薪資待遇、保險、食宿的提供、工作環境（含安全性評估）、實習職務、專業性質、勞動需求、實習時間及學習資源等。
- 三、各系（所）須依據實習機構提供之統一編號至政府相關網站（如財政部稅務入口網站、經濟部商業司等）確認該實習機構是否為合法設立的公司或機構。
- 四、學生在機構完成實習後所提出的經驗意見或評估調查，亦應作為篩選與檢討實習機構之參考。

## 第四條 實習機會的公告與媒合

就友室或各系（所）應於學生實習前 1 至 3 個月，公告實習相關訊息（包含實習機構、實習地點、實習期間、工作項目、實習待遇、膳宿等），供學生選擇參考之用。

- 一、就友室或各系（所）得邀請實習機構舉辦實習說明會，以促進實習媒合。
- 二、學生在獲得實習資訊後，得依各（所）實習課程規定，考量個人志願、專長、能力等因素，向各系（所）提出校外實習申請。

三、各系（所）得協助實習機構以書面審查或面試方式辦理實習甄選。甄選應以公平、公開為原則；未成功媒合之學生，得由各系（所）另行安排實習機構。

四、學生申請校外實習，須經家長同意，並簽訂「學生校外實習家長同意書」（表2）。

#### 第五條 實習合約書的簽訂

各系（所）於確定實習名單後，在學生至實習機構報到前，應與校外實習機構簽訂實習合約書，以保障學生實習期間之權益。依學生實習內容可將實習類型分為「一般型」及「工作型」，實習合約書因實習類型不同而依規簽訂。合約書範本（表3）內容可依實際需求自行調整。

一、「一般型實習」係指實習生於實習期間，以學習為主要目的，無從事學習訓練課程以外之勞務提供或工作事實，實習機構並無提供實習學生薪資，或僅提供獎助學金與津貼，學生與實習機構為養成教育之實習關係。各系（所）與實習機構簽訂一般型校外實習合約書，內容應包括下列事項：雙方負責事項、實習期間、實習場所、實習時數、請假規定、採計學分數、成績考核、實習期間相關給付、學生團體保險、實習生不適應之輔導轉換方式、實習爭議處理方式、契約生效、終止與解除之條件及其他有關雙方權利、義務事項。由於一般型實習生實習過程屬教育學習，每日實習時數不得超過8小時，並不得於午後10時至翌晨6時間進行，以維護實習學生之學習品質及安全。

二、「工作型實習」係指實習生於實習期間，除從事學習訓練外，有勞務提供或工作實習，實習機構提供實習學生薪資，學生與實習機構為僱傭關係。各系（所）與實習機構簽訂工作型校外實習合約書，內容應包括下列事項：雙方負責事項、實習期間、實習場所、實習時數、請假規定、採計學分數、成績考核、工資待遇、實習生勞工相關保險、實習生不適應之輔導轉換方式、實習爭議處理方式、契約生效、終止與解除之條件及其他有關雙方權利、義務事項。實習機構應依法為實習生辦理勞工保險及提繳勞工退休金。實習時間、休息時間、請假、例假與休息日規定、工資、勞工保險、就業保險及勞動契約內容，不得低於勞動基準法、勞工保險條例及就業保險條例相關規定。

三、各系（所）應提供實習學生校外實習合約書影本，讓學生瞭解實習期間與實習機構間的權利義務關係。

四、辦理海外實習，須同時提供學生實習合約書原文及中文翻譯版本。

五、各系（所）須將實習合約書陳送系級實習委員會審議，並與實習機構簽訂完成後，上傳至本校「校外實習資訊平台」。

六、實習合約書若涉及保密條款，實習生應確實遵守保密之責任。

#### 第六條 實習計畫書的擬訂

各系(所)應依實習課程之內容,與實習機構共同協助實習學生擬訂「實習計畫書」(表4),實習計畫書應列為實習合約之一部份。各系(所)應透過課程委員會邀請業界專家,共同研訂具有專業核心能力和職能導向的實習課程目標及評估實習學習成效的指標。實習課程之各項課程規劃須經各系(所)課程委員會審核通過。實習計畫書應包含下列各項內容:

- 一、基本資料:學生姓名、實習機構名稱、實習期間、實習時數(每周時數或總時數)、課程學分數、校方輔導人員姓名、實習機構指導人員姓名。
- 二、實習學習內容:實習工作項目或學習內容(各階段實習內容規劃及時程分配、學習目標、課程內涵)、實習機構提供之指導與資源說明、校方輔導人員之訪視與輔導內容。
- 三、實習成效考核與回饋:實習成效考核指標或項目、評分比例與實習課程後回饋規劃。
- 四、實習計畫書應於學生實習前完成,合計一式3份,學生、校方輔導人員、實習機構指導人員各執乙份。

#### 第七條 實習座談會或行前訓練

各系(所)應在學生實習前,提供實習生職前訓練或舉辦說明會,使其了解實習內容、修課規定及實習期間之權利及義務等相關事項,其內容應包括:

- 一、提供有關實習機構、工作項目、實習期間、實習時數、成績考核標準等實習內容說明。
- 二、建立正確的職場倫理觀念與職場安全觀念。
- 三、加強交通安全、住宿安全、性騷擾防治教育。
- 四、緊急事故應變宣導。各系(所)須建立包含實習生及其緊急聯絡人、系(所)緊急聯絡窗口及實習機構指導員等人之通訊錄。
- 五、實習期間請假或不適應轉換申請之說明。
- 六、實習期間應與校內輔導人員保持聯繫告知實習狀況,若遇到不合理的要求時,儘速與學校聯繫,由校方協助解決。
- 七、實習課程說明會,得邀請校外實習機構、產業專家或學長姐與會分享,讓學生更瞭解校外實習環境與內容。

#### 第八條 辦理學生保險

各系(所)於實習生校外實習前,應為學生辦妥團體保險,以提供學生實習期間之安全保障。

- 一、保險公司優先選用教育部辦理大專校院校外實習學生團體保險共同供應契約招標之得標廠商。
- 二、各系(所)得視實習風險程度提高保險額度或增加其他保險組合。

三、保險辦妥後，應讓實習生瞭解保險內容。

四、學生團體保險費用將由學校編列相關實習經費補助之。

#### 第九條 實習機構的職責

實習機構之職責以簽訂之校外實習合約書內容為主，各系（所）應與實習機構說明學校校外實習課程相關規定，並督促實習機構善盡下列培訓與指導之責任：

- 一、提供實習學生擔任職務之必要訓練。實習機構應指派具相關專長之指導人員指導實習生，提供學生專業指導、訓練與生活輔導，並定期對實習生的工作表現、服務態度、出勤狀況進行考核。
- 二、協助校方輔導人員瞭解實習學生實習狀況，並與其共同輔導學生。
- 三、指導並協助考核實習學生之實習成效。
- 四、實習機構不得有下列行為：要求實習生繳納保證金、排除實習生請求損害賠償之權利或限制其金額、超時訓練實習生、要求實習生提前終止契約應賠償違約金、限制實習生契約終止後之就業自由及其他不當損及實習生權益之行為。
- 五、在學生實習期間，實習機構不得因其國籍、種族、階級、語言、思想、宗教、黨派、籍貫、出生地、年齡、婚姻、容貌、五官、身心違常、性別或性傾向之因素，給予不利之差別待遇，影響學習權益。
- 六、在學生實習期間，實習機構知悉實習生遭遇性騷擾時，須通知校方，並應立即採取有效之糾正及補救措施，且依性侵害犯罪防治法規定，立即向學校及當地直轄市、縣（市）政府通報，至遲不得超過24小時。

#### 第十條 校方的實習輔導

各系（所）之專任教師皆有義務擔任校方實習輔導人員之責。教師應依系（所）安排授課、督導實習生，善盡各項實習輔導的責任。校方實習輔導人員之職責為：

- 一、協助學生瞭解志趣，輔導學生選擇合適之實習機構，並協助學生擬訂「實習計畫書」。
- 二、與實習機構指導人員共同輔導與協助學生進行實務實習。
- 三、學生實習期間校方輔導人員應至實習機構進行輔導及訪視，以了解學生實習情形及校外實習合約書落實的狀況。輔導訪視之次數規範如下：
  - （一）寒暑期實習：實地訪視輔導學生至少一次，並不定期以電話或視訊訪視，以輔導與協助解決學生實習各項問題。
  - （二）學期實習：實地訪視輔導學生至少一次，並不定期以電話或視訊訪視，以輔導與協助解決學生實習各項問題。
  - （三）學年實習：每學期實地訪視輔導學生至少一次，並不定期以電話或視訊訪視，以輔導與協助解決學生實習各項問題。

(四) 境外實習：實地訪視輔導學生至少一次，並不定期之電話或視訊訪視，以輔導與協助解決學生實習各項問題。**境外實習學生之輔導訪視，得由校友協助之。**

四、輔導訪視學生須填寫「校外實習學生輔導訪視紀錄」(表5)，以作為檢討改進之參考。

五、學生實習期間，應與學生保持聯繫，以協助解決實習生遭遇之困難。輔導人員若發現實習生適應不良或違反校外實習合約書之情事，應立即向系(所)提出報告。各系(所)實習委員會應立即協助實習生適應、要求實習機構改進或對學生進行其他安置，且需詳加記錄，供學校主管機關查核。

六、輔導人員於訪視過程中如發現實習機構之缺失、違反合約書情事或可能涉及違反勞動法令，應主動通知當地勞工主管機關或勞工保險局實施勞動檢查，以保障實習學生權益。

七、輔導人員應評閱實習學生各項實習報告、考核實習成效，並出席實習相關會議，反映問題及協助處理。

八、輔導人員輔導差旅費將由學校編列相關實習經費補助之。

#### 第十一條 實習期間的考勤

學生實習期間的請假和考勤，依實習機構規定辦理，實習機構無明確規定者，則依學校請假規定辦理。

一、學生實習期間請假應事先辦理手續，並經實習機構主管及實習輔導人員核准，未辦理者視為曠職，實習期間曠職者視同曠課。

二、實習生無正當理由缺勤致實習機構辭退或終止實習，經學校查證屬實者，實習成績應以不及格計算。

三、出勤記錄應列入實習成績考核項目。

四、若因校方辦理實習座談、研習活動、需要返校辦理課程或畢業手續等需要返校情形，不列入缺勤計算。

#### 第十二條 實習期間的實習成效考評

校外實習成績需由校方實習輔導人員與實習機構指導人員共同考核，並填報「學生校外實習成效考評表」(表6)。

一、校方實習輔導人員與實習機構指導人員的評分比例，依各系(所)實習委員會決議辦理。

二、校外實習期間，學生依系(所)或實習機構規定撰寫工作日誌，實習結束後需繳交實習報告或舉行成果發表，供校方實習輔導人員與實習機構指導人員評估實習成效參考。各系(所)應妥善保存學生實習期間的相關資料與紀錄表單。

三、校外實習為正式課程，除口頭、書面報告及成果發表外，實習期間學習狀態及出勤紀錄亦為考核項目，學生成績合格者，取得該課程學分。

### 第十三條 實習期間不適應之輔導與實習機構轉換或終止

- 一、實習學生如有不適應之情事，應由校方實習輔導人員和實習機構指導人員加強輔導，並追蹤學生後續狀況。若不適應情形仍無法改善，實習輔導人員應協助學生申請轉換實習機構或終止實習，並報請系（所）實習委員會審核通過後執行。
- 二、學生申請轉換實習機構者，應填寫「校外實習學生轉換實習機構申請表」（表7），機構轉換以一次為限。
- 三、學生申請終止實習機構者，應填寫「校外實習學生終止實習申請表」（表8）。如獲實習委員會同意終止實習者，學生應以退選、停修或不及格等方式終止實習。
- 四、實習期間，若因工作內容違反合約書、工作環境危險性高、嚴重超時工作等因素，實習生應請校方實習輔導人員協調要求實習機構調整改善，如經協調而未能改善，學生得申請轉換或終止。

### 第十四條 實習爭議協商處理

實習期間，學生若與實習機構間產生爭議，應向校方實習輔導人員反映，由實習輔導人員與實習機構共同商議爭議改善方案，如未獲改善，得循實習爭議處理。學校各級校外實習委員會應立即啟動爭議協商與處理機制，並召開會議進行討論。

- 一、實習爭議討論會議應邀請實習機構代表、該案實習生、專家學者，共同參與申訴會議，具體瞭解相關事實並進行客觀之評斷與決議，亦得視事件性質，邀請本校法律顧問或勞工局等相關人員列席協助釋疑，並作成紀錄。
- 二、實習爭議討論會議以不公開為原則，出席會議之人員，應對外嚴守秘密，並不得於會議結果公告前，對外宣佈討論結果。
- 三、如爭議事件明確違反合約書或勞動相關法令之規定，應由校方法律顧問提供學生法律諮詢，協助學生向主管機關提請協調或申訴，並依法採取相關法律途徑，以確保學生實習權益。
- 四、爭議事件當事學生及實習機構應確實依據會議決議進行調整及改善，如有任一方不同意決議結果，則由校方實習輔導人員協助學生申請轉換實習機構或終止實習。
- 五、實習機構不得因實習生請求爭議處理或提出申訴，而給予差別對待或不利處分。
- 六、實習生於實習機構學習期間遭性騷擾時，其申訴之提出及認定，須依性別工作平等法、性別平等教育法及相關法令規定辦理。實習生於實習機構學習期間之學習機會、學習內容、成績評量、待遇或獎學金之給予，遭實習機構因性別或性傾向而有差別待遇時，其申訴之提出及認定，依性別平等教育法規定辦理。

### 第十五條 緊急意外事件或職災通報

發生緊急意外或職災相關事件時，學生或實習機構指導人員應立即通知校方實習輔導人員，以便協助醫療或相關事宜之處理。

- 一、校方實習輔導人員應立即向學生導師及家長通報問題發生狀況，並前往實習機構瞭解事件發生情形，研擬可能之處理方式。
- 二、一般型校外實習之實習生，於實習機構實習期間，因學習訓練而致死亡、失能、傷害或疾病時，實習機構應比照勞動基準法第七章職業災害補償規定辦理，補償金額不得低於勞動基準法第七章所定職業災害補償規定。學校應主動協助實習生，依辦法規定請求補償。
- 三、工作型校外實習之實習生，於實習機構實習期間，發生職業災害而致死亡、失能、傷害或疾病時，實習機構應依勞動基準法第七章職業災害補償規定辦理。學校應主動協助實習生，依辦法規定請求補償。
- 四、由**健康暨諮商中心**對學生及家長進行輔導，法律責任問題之處理與請領保險理賠，必要時得邀請本校法律顧問或勞工局等相關單位共同協助處理。
- 五、校方實習輔導人員應將處理情形作成紀錄，由各系（所）妥善保存。

#### 第十六條 實習學習成效之回饋

各系（所）應於學生參與校外實習課程後，確實完成「實習學生及實習機構之意見回饋調查」（表9），以瞭解實習機構與實習內容之適切性，而進一步檢討改善實習課程之設計。各系（所）或校方實習輔導人員得於學生實習結束後，安排實習成果展，以評估與瞭解實習學生之實習成效，並提供其他學生觀摩學習的機會。

第十七條 本施行細則施行前學校與實習機構已簽訂之校外實習合約書，得依原合約有效期間約定事項辦理至屆滿為止。

第十八條 本施行細則經校級校外實習委員會審議通過後實施。

# **Enforcement Rules of THU Regulation for Off-campus Internship**

Passed by the Off-campus Internship Committee on December 3, 2018

Passed by the Off-campus Internship Committee on June 5, 2019

## Article 1 Source of Law

These rules are stipulated according to Article 10 of “THU Regulation for Off-campus Internship”.

## Article 2 Exploring Internship Opportunities

Each department/college shall actively seek domestic and overseas internship opportunities in the following ways:

1. Teachers from all departments should actively seek internship opportunities. And vacancies shall be announced at THU-Wanted Page on the Internet.
2. Employment Counseling and Alumni Office (hereinafter referred to as the E&A) shall assist seeking internship opportunities based on the needs of departments.
3. Enterprises may apply for internship cooperation directly with each department/college or through E&A.
4. E&A may take the initiative by contacting possible sites for internship opportunities.

## Article 3 Assessment of Internship Institutions

The nature of internship institutions shall be akin to students’ majors, creditable with a good system to enhance students’ practical ability and willing to provide specific training programs.

1. For an internship institution cooperating for the first time, in order to truly understand the environment of the internship site, E&A and each department/college shall send personnel to visit the site and fill out the “Assessment Form for Student Off-campus Internship Institution” (Table 1). A photocopy shall be kept carefully after the form is reviewed and passed by the internship committee of each department/college.
2. The assessment of the internship institutions shall include if the internship institutions are legally registered, internship salary, insurance coverage, supply of meals and accommodation, working environment (including safety assessment), position for the internship, professional relatedness, labor demand, internship time and learning resources.
3. Based on the unified number provided by the internship institution, each department/college shall visit the relevant government website (such as the tax entry website of the Ministry of Finance, the Commerce Department of the Ministry of Economic Affairs, etc.) to confirm whether the internship institution is legally established.
4. The assessment surveys submitted by students after the completion of internship shall also serve as a reference for screening and reviewing internship institutions.



#### Article 4 Announcement and Matching of Internship Opportunities

The Employment and Alumni Office or each department/college shall announce the internship information (including institution, location, length, work content, remuneration, meals and accommodation, etc.) 1 to 3 months before students' internship for students' reference and selection.

1. The Employment and Alumni Office or each department/college may invite the internship institutions to hold briefings to promote internship matching.
2. Based on the internship curriculum requirements and factors such as individual goals, expertise and abilities, students may apply for off-campus internship with the department/college after obtaining the internship information.
3. Each department/college may assist the internship institutions in application review or interview; the selection process should be fair and open. For students who do not succeed in matching, the department/college may arrange internship institutions for them.
4. Students applying for off-campus internships shall obtain the consent of their parents and sign the "Parental Consent Form for Student Off-campus Internship" (Table 2).

#### Article 5 Signing of the Internship Contract

After finalizing the internship list, each department/college shall sign internship contracts with the off-campus internship institutions before students reporting to the internship institutions in order to protect the interest of the students during the internship period. Internships can be divided into "general type" and "work type," and contracts shall be signed according to the respective internship types. The contents of the contract template (Table 3) can be adjusted according to actual needs.

1. The main purpose of the "general-type internship" is learning, and the intern does not need to provide labor services or work on assignments other than learning and training purposes. Other than scholarships and allowances, the internship institution does not pay salary to the intern. The internship institution is an internship education provider. Each department/college and the internship institution shall sign a general-type off-campus internship contract, and the content shall include the following: the matters which the two parties shall be responsible for, internship period, internship location, internship hours, regulation for taking a leave, academic credits entitled to, performance assessment, internship-related stipend, student group insurance, counseling and transfer of internship institution in case of students being maladaptive, internship dispute handling, contract valid period, termination and revocation conditions, and other related rights and obligations of both parties. As the general-type internship is for education purposes, the internship shall not exceed eight hours per day, and the training shall not be conducted from 10:00 pm to 06:00 am to maintain the learning quality and safety of the students.
2. The "work-type internship" means that the intern during the internship period, in addition to learning and training, shall provide labor services or works, and the

internship institution shall pay salary to the intern. The relationship between the internship institution and the student is an employer-employee relationship. Each department/college and the internship institution shall sign a work-type off-campus internship contract, the content shall include the following: the matters which the two parties shall be responsible for, internship period, internship location, internship hours, regulation for taking a leave, academic credits entitled to, performance assessment, internship remuneration, labor-related insurances, counseling and transfer of internship institution in case of students being maladaptive, internship dispute handling, contract valid period, termination and revocation conditions, and other related rights and obligations of both parties. The internship institution shall handle labor insurance and labor pension for the intern in accordance with the law. The internship hours, break time, leave, regular holidays and rest days, wages, labor insurance, employment insurance and labor contract content shall not be inferior to those in the Labor Standard Law, Labor Insurance Regulations and Employment Insurance Regulations.

3. Each department/college shall provide a photocopy of the internship contract to the internship student, so as to enable the student to understand the rights and obligations to the internship institution during the internship period.

4. For an overseas internship, the original version and the Chinese translation of the internship contract shall be provided to the student.

5. Each department/college shall submit the internship contract to the departmental internship committee for review, and the contract shall be uploaded to the "Off-campus Internship Information Platform" of the University after it is signed with the internship institution.

6. If confidentiality provisions are involved in the internship contract, the intern shall strictly abide by the responsibility of confidentiality.

#### Article 6 Formulation of Internship Plans

Each department/college and internship institution shall, according to the content of the internship course, jointly formulate "Internship Plan" (Table 4) to assist the internship students. The Internship Plan shall be listed as a part of the internship contract. Each department/college shall invite industry experts through the Curriculum Committee to jointly develop internship course objectives based on professional core competence and job-orientation, as well as indicators for assessing the effectiveness of internship learning. The curriculum planning of internship courses is subject to review by the curriculum committee of each department/college, and the Internship Plan shall contain the following items:

1. Basic information: including the name of the student, the name of the internship institution, the internship period, the internship hours (hours per week or total hours), the course credits offered, the name of the school counselor, and the name of the instructor of the internship institution.

2. Internship content: including the internship work or learning content (internship content planning and scheduling for each phase, learning objectives and curriculum purpose), the instruction and resources provided by the internship institution, and the visit and counseling of the school counselor.
3. Internship effectiveness assessment and feedback: Including internship effectiveness assessment indicators or items, grading proportions and post-internship feedback planning.
4. The Internship Plan shall be completed before the internship. A total of three copies shall be made, with the student, the school counselor and the internship institution respectively each holding one copy.

#### Article 7 Internship Seminar or Pre-internship Training

Each department/college shall provide internship training or briefing sessions before students' internship to enable the student to understand the internship content, course requirements and rights and obligations during the internship period. The training or briefing contents shall include:

1. Descriptions of the internship, including the internship institution, work content, internship period, internship hours, and performance assessment standards.
2. Correct workplace ethics and workplace safety concept.
3. Education in traffic safety, accommodation security and sexual harassment prevention.
4. Emergency response measures. Each department/college shall establish an address book containing the contact information of the interns and their emergency contacts, departmental emergency contact windows and instructors of internship institutions.
5. Regulation for applying for a leave during the internship period or transfer to another internship institution due to maladaptation.
6. Reminders to keep in contact with the school counselor to inform the internship situation during the internship period. If the student encounters unreasonable requests, he/she shall contact the University as soon as possible for assistance.
7. Inviting off-campus internship institutions, industry experts or senior students to help students better understand the internship environment and content.

#### Article 8 Student Insurance

Before the internships, each department/college shall purchase a group insurance policy for the students to provide insurance coverage during the internship period.

1. Priority shall be given to the insurance company which is the bid winner of the Ministry of Education's Joint Supply Contract of Internship-Student Group Insurance for Colleges and Universities.
2. Each department/college may raise the amount of insurance coverage or increase the insurance portfolio based on the level of internship risk.

3. After the insurance policy is purchased, the intern shall be made aware of the insurance coverage.
4. The student group insurance fee shall be subsidized by the University with relevant internship funds.

#### Article 9 Responsibilities of Internship Institutions

The responsibilities of the internship institutions shall be based on the contents of the signed off-campus internship contract. Each department/college shall explain to the internship institution the relevant regulations of the University's off-campus internship courses, and urge the internship institutions to fulfill the following training and guidance responsibilities:

1. Providing necessary training for intern students and assign instructors with relevant expertise for professional guidance, training and life counseling, regularly assessing the performance, service attitude and attendance.
2. Assisting the school counselor in understanding the internship status of the interns and help with counseling.
3. Guiding and assisting in assessing internship effectiveness.
4. The internship institutions shall not have any of the following acts: requiring the interns to pay a deposit, excluding the interns right to claim damages or limiting the claim amount, training the interns overtime, requiring the interns to pay liquidated damages for terminating the contract in advance, limiting the interns' employment freedom after the termination of the internship contract, and other acts that improperly harm the rights of interns.
5. During the student internship, the internship institution shall not, due to factors such as nationality, race, class, language, thought, religion, partisanship, place of origin, place of birth, age, marriage status, appearance, facial features, physical and mental abnormalities, gender or sexual orientation, give unfavorable discriminative treatment and affect interns' learning rights.
6. During the internship, the internship institutions shall inform the University of any sexual harassment to the interns, immediately take effective corrective and remedial measures, and immediately follow the provisions of the Sexual Assault Crime Prevention Act to notify the University and the local municipality or county/city government within 24 hours.

#### Article 10 School Internship Counseling

The full-time teachers of each department/college have the responsibility of being school internship counselors. The teachers shall give lectures and supervise interns based on the arrangement of the department/college, and fulfill the responsibilities of internship counseling. The responsibilities of school internship counselors are:

1. Assisting students in understanding their interests, counseling students to choose suitable internship institutions, and assisting students in formulating the "internship plan".
2. Working with the instructors of internship institutions in counseling and assisting students in practical training.
3. During the internship period, the school counselors shall go to the internship institution for counseling and interviews to understand the students' internship situation and the status of implementation of the off-campus internship contract. The numbers of consultation visits are as follows:
  - (1) Internship during summer and winter vacations: At least one on-site visit for student counseling, and occasional phone calls or video-conferencing to help solve problems in student internships.
  - (2) Internship during the semester: At least one on-site visit for student counseling, and occasional phone calls or video-conferencing to help solve problems in student internships.
  - (3) Internship in the school year: At least one on-site visit per semester for student counseling, and occasional phone calls or video-conferencing to help solve problems in student internships.
  - (4) Internship abroad: At least one on-site visit for student counseling, and occasional phone calls or video-conferencing to help solve problems in student internships. Alumnini may assist in abraod internship visit.
4. For each student counseling visit, the "Record of Off-campus Internship Student Counseling Visit" (Table 5) is required to be completed as a reference for review and improvement.
5. The counselors shall keep in touch with the students during their internship to help solve any difficulties encountered. The counselors shall immediately report to the department/college if they find that any intern is maladaptive or violates the off-campus internship contract, and the internship committee of each department/college shall immediately assist the intern in adaptation, request the internship institution to improve, or make another arrangement for the student; a detailed record shall be kept for checking by the school authorities.
6. If the counselors find shortcomings of any internship institution, or that any internship institution violates the contract or the Labor Law, they shall take the initiative to notify the local labor authority or the Labor Insurance Bureau to carry out a labor inspection to protect the rights of the students.
7. The counselors shall review the internship report of the intern students, evaluate the internship results, and attend internship-related meetings to reflect problems and assist in solving them.
8. The counselors' travel expenses for counseling shall be subsidized by the relevant internship funds.

#### Article 11 Attendance during Internship

During the internship period, the leaves of absence and attendance of the students shall be handled in accordance with the regulations of the internship institutions. If there is no clear provision by the internship institutions, they shall be handled in accordance with the provisions of the University.

1. For a leave during the internship period, the students shall go through the formalities in advance and have the application approved by the supervisors of the internship institutions and the internship counselors. The students who have not gone through the procedures shall be deemed absent on the job, and absenteeism during the internship shall be deemed absenteeism in class.
2. If an intern is absent during the internship without any justified reason, thus resulting in dismissal or termination of internship by the internship institution, and the relevant facts are verified by the University, the student is considered to have failed the internship.
3. The attendance record shall be included in the internship performance assessment.
4. If an intern is absent during the internship due to the fact that he/she needs to return to the University for internship seminars, study activities, course applications or graduation procedures, the relevant absence shall not be deemed absenteeism.

#### Article 12 Assessment of Internship Performance

The results of the off-campus internship shall be assessed jointly by the school internship counselors and the instructors of the internship institutions, and the "Off-campus Student Internship Performance Assessment Form" (Table 6) shall be filled out.

1. The grading proportion of the school internship counselors and the instructors of the internship institutions shall be determined according to the resolutions of the internship committees of each department/college.
2. During the off-campus internship, the students shall write a work log according to the requirements of the department/college or the internship institutions; and after the internship, the students shall submit an internship report or make an achievement presentation for the school internship counselors and internship instructors to evaluate the internship results. Each department/college shall properly keep relevant information and records made during the students' internship.
3. The off-campus internship is a formal course. Other than verbal and written reports and the presentation of results, the assessment items shall also include the study status and attendance record during the internship period. Students who have passing grades will receive credits for the course.

#### Article 13 Counseling, Transfer or Termination for Student Maladaptation during Internship

1. If any internship student does not adapt to the internship environment, the school internship counselor and the internship instructor shall enhance counseling and track

the student's follow-ups. If there is no improvement, the internship counselor shall assist the student in applying for a transfer of internship institution or terminating the internship, and report to the internship committee of the department/college for review and approval.

2. A student applying for a transfer of internship institution shall complete the "Application Form for Transfer of Internship Institution" (Table 7). The transfer of institution is limited to one time.

3. A student applying for termination of internship at an internship institution shall fill out the "Application Form for Termination of Internship" (Table 8). If the internship committee approves the termination, the student shall terminate the internship by way of course withdrawal, suspension or accepting a failing grade.

4. During the internship period, if there are situations such as the work content different from the requirement in the contract, the work environment highly dangerous or serious overtime, the interns shall ask the school internship counselors to negotiate with the internship institutions for adjustment and improvement. If no improvement occurs, the students may apply for a transfer of internship institution or termination of internship.

#### Article 14 Internship Dispute Settlement

During the internship period, if a student has any dispute with the internship institution, he/she shall report to the school internship counselor, and the internship counselor and the internship institution shall jointly discuss an improvement plan. If there is no improvement, it shall be processed as an internship dispute. The off-campus internship committees at all levels of the University shall immediately convene meetings to initiate dispute negotiation and handling mechanism.

1. In the internship discussion meeting, the representative of the internship institution, the intern involved, experts and scholars shall be invited to understand the relevant facts and make objective judgments and resolutions. Depending on the nature of the case, the legal counsel of the University or the relevant personnel of the Labor Bureau may also be invited to attend the meeting to assist in the dispelling of doubts, and minutes shall be taken accordingly.

2. The principle of non-disclosure shall be followed for the internship dispute discussion meeting. The personnel attending the meeting shall abide by confidentiality, and the results of the discussion shall not be announced externally before the formal announcement of the meeting results.

3. If in the dispute case there is clearly a violation of the provisions of the contract or labor-related laws and regulations, the University's legal counsel shall provide legal counseling to the student, assist the student in submitting a negotiation appeal to the competent authority, and take legal action in accordance with the law to protect the student's internship rights.

4. The student and the internship institution involved in the dispute shall make adjustments and improvements according to the resolutions of the meeting. If any party

disagrees with the resolutions, the school internship counselor shall assist the student in applying for a transfer of internship institution or a termination of internship.

5. The internship institution shall not give discriminatory treatment or unfavorable punishment to the intern due to his/her request for dispute resolution or appeal.

6. When an intern is sexually harassed during the internship period, the filing and verification of the complaint shall be handled in accordance with the Enforcement Rules for Act of Gender Equality in Employment, the Gender Equality Education Act and relevant laws and regulations. If the intern student is treated differently by the internship institution in the learning opportunities, learning content, performance assessment, treatment or scholarship during the internship period due to gender or sexual orientation, the filing and verification of the complaint shall be handled in accordance with the provisions of the Gender Equality Education Act.

#### Article 15 Report of Emergency or Occupational Hazard

In the event of an emergency or occupation hazard, the students or instructors of the internship institutions shall immediately notify the University's internship counselor to assist in medical or related matters.

1. The University's internship counselor shall immediately inform the student's advisor and parents about the occurrence, and go to the internship institution to understand the situation and handle the necessary follow-ups.

2. If death, disability, injury or illness occurs to a general-type off-campus internship student due to learning and training during the internship period, the internship institution shall follow the occupational hazard compensation provisions of Chapter 7 of the Labor Standard Law, and the compensation amount shall not be lower than that stipulated in Chapter 7 of the Labor Standard Law. The University shall take the initiative to assist the intern and request compensation according to the regulations.

3. If death, disability, injury or illness occurs to a work-type off-campus internship student due to learning and training during the internship period, the internship institution shall follow the occupational hazard compensation provisions of Chapter 7 of the Labor Standard Law. The University shall take the initiative to assist the intern and request compensation according to the regulations.

4. The Health & Counseling Center shall conduct counseling on the parents (and student), handle legal liability issues and file insurance claims. If necessary, they may contact the University's legal counsel or the relevant departments of the Labor Bureau for assistance.

5. The school internship counselors shall record the situation, and each department/college shall keep the record in a safe place with a photocopy sent to the Employment and Alumni Office for reference.

#### Article 16 Feedback on the Effectiveness of Internship Learning



After finishing the off-campus internship course, the students shall complete the "Feedback on the Internship and Internship Institution" (Table 9) for the department/college to understand the appropriateness of the internship institutions and internship content so as to review and improve the internship course design. Each department/college or school internship counselor may arrange an after-internship exhibition to assess students' performance as well as for the upcoming students to observe and learn.

Article 17 Before the implementation of the Enforcement Rules, the off-campus internship contracts already signed by the University and the internship institutions may be processed according to the stipulated conditions until the expiration of the valid period of such contracts.

Article 18 These Enforcement Rules shall be implemented after being reviewed and approved by the University-level Off-campus Internship Committee.