

Guidelines for NSYSU Students Overseas Internships

Ratified on May 13, 2015

At 6th Administrative Meeting, Second Semester of 2014 Academic Year

- I. National Sun Yat-sen University (NSYSU) encourages students to go on overseas internships in order to broaden international vision and increase practical experiences overseas. These guidelines are established to be abided by all NSYSU academic departments, administrative offices, and students.
- II. An “overseas internship” is defined as when a student selected by an NSYSU academic department or administrative office travels to a country or region outside of Taiwan (including China, Hong Kong, and Macau) to undertake a job with or without pay at a business enterprise or research institution, with the purpose of learning.
- III. Bilateral negotiations are conducted between the overseas institution and an NSYSU unit (college, department, institute, or relevant office) resulting in the signing of a cooperation agreement under which qualified students are selected by the NSYSU unit for the internships.
- IV. The aforementioned cooperation agreement should clearly state the followings:
 - (1) The overseas internship provider and NSYSU shall jointly specify the details of the internships.
 - (2) The overseas internship provider shall provide students with complete on-job operations training, and jointly guide students with NSYSU.
 - (3) The overseas internship provider shall be held accountable for student’s safety awareness, provide safety protection equipment at places of internship, and implement relevant safety measures.
 - (4) The details of how students will be guided and how they will be assessed during the internship period.
 - (5) The purchase of insurance for students during the internship period.
 - (6) Living arrangements for students during the internship period.
 - (7) Methods of negotiating and settling disputes that may occur between students and overseas internship provider.
 - (8) Terms and procedures for student to complete or terminate the internship.
- V. The duration of the internship should be jointly agreed upon by the student, NSYSU unit, and the overseas internship provider, and shall last between 30 days to 1 year.
- VI. During the internship period, NSYSU shall arrange for internship guidance counselors to conduct various counseling matters.

- VII. Students participating in overseas internships must meet the following qualifications:
- (1) A registered NSYSU student.
 - (2) Possess the language ability required by the overseas internship provider.
 - (3) Other qualifications required by the NSYSU nominating department or office.
- VIII. Students selected by NSYSU to participate in overseas internship programs must complete the sequence of procedures required by the Office of Academic Affairs regarding overseas study. Students must sign an affidavit (includes information on students' rights and obligations during overseas internship) and strict compliance is required. Students are required to attend information workshops prior to and upon completion of overseas internship programs.
- IX. If the overseas internship involves credit recognition, relevant regulations will apply.
- X. Any matters not covered by these guidelines will be subjected to relevant regulations.
- XI. These guidelines will be implemented upon passing the Administration Meeting and approved by the university president. The same procedures apply for any amendments to these guidelines.