

National Sun Yat-sen University Implementation Guidelines for Students Internships Abroad

Approved at the 6th Administration Meeting on May 13th, 2015

1. The Implementation Guidelines were established by National Sun Yat-sen University (henceforth referred to as “the University”) to encourage students to intern abroad. The internship aims for the students to broaden global outlook and gain practical experience in foreign countries and regions. The guidelines provide academic and administrative units as well as students to follow accordingly.
2. The internships abroad defined herein refer to students selected and sent by the university to countries abroad (including mainland China, Hong Kong, and Macau) to engage in a paid or unpaid job for learning purposes in an enterprise, a research agency, or other institutions.
3. The institutions for internships are selected by the college/department/institute or related units to send students for internships abroad. The sending units negotiate and sign cooperation agreements with the institutions before recruiting interns.
4. The cooperation agreement stated above shall record the followings:
 - (1) Internship contents should be prescribed collaboratively by the University and the internship institutions.
 - (2) The institutions shall offer students complete training and shall cooperate with the University's sending unit to provide counseling to students.
 - (3) The institutions shall take responsibility in providing students with safety instructions, configure safety and protective equipment in the workplace, and introduce relevant security measures.
 - (4) Content of counseling and evaluation items during the internship.
 - (5) Insurance plan during the internship.
 - (6) Accommodation during the internship.
 - (7) The manner of negotiation and settlement over disputes between the institutions and students.
 - (8) Conditions and procedures for students to terminate upon the expiry of the internship.
5. Students, the sending units, and internship institutions shall agree to the internship period; in principle, the period shall be from 30 days to 1 year.
6. The sending units shall appoint internship advisors to provide counseling during the internship period.
7. Qualifications for the internships:
 - (1) Students enrolled at NSYSU
 - (2) Language competence required by the internship institutions
 - (3) Other requirements listed by the sending units.
8. Internship students shall complete the procedures of traveling abroad regulated by the Office of Academic Affairs, sign and strictly abide by a declaration statement (including rights and obligations regarding internships abroad), and participate in related seminars before and after the internship.

9. Should the internship involve credit transfer, it shall be dealt with as prescribed by regulations.
10. Any other matters not outlined in the Guidelines shall be dealt with according to the applicable rules and regulations.
11. The Guidelines have been approved by the Administrative Meeting and submitted to the President for approval and implementation. Amendments to the Guidelines shall follow the same procedure.

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