

國立中山大學學生校外實習作業要點

Guidelines on Campus Internship

106.9.27.本校106學年度第1學期第1次行政協調會報會議通過
Approved at the 1st Executive Coordination Meeting on September 27, 2017
106.10.25.本校106學年度第1學期第4次行政會議通過
Approved at the 4th Executive Meeting on October 25, 2017
110.10.28國立中山大學國家重點領域研究學院籌設委員會第2次會議通過
Approved at the 2nd NSYSU National Key Fields Research College Preparation Committee Meeting on October 28, 2021
111. 3.23.本校110學年度第2學期第2次協調會報通過
Approved at the 2nd Coordination Meeting on March 23, 2022
111.3.30.本校110學年度第2學期第4次行政會議通過
Approved at the 4th Executive Meeting on March 30, 2022

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，增進實作能力，完善實習機制及確保學生權益，特訂定本校學生校外實習作業要點（以下簡稱本要點）。

I. The Campus Internship 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.

二、 本校學生實習包含專業實習課程及學生自主校外實習。

II. The student internship includes course-related internships and independent off-campus internships.

(一) 專業實習課程由各系(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。

(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.

(二) 學生自主校外實習，由學生事務處校園生活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。

(2) Independent off-campus internship: related information shall be relayed to students by the Student Life 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 Student Life and Career Development Division of the Office of Student Affairs.

三、 專業實習課程開設應注意事項如下：

III. Guidelines for setting up course-related internships:

- (一) 教學單位新開設「專業實習」課程，應擬定計畫書，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。
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.
- (二) 專業實習課程應至各學院合作企業實習為原則，合作企業應符合學生專業學習之需求。實習前應取得合作企業產學合作契約書或實習合作契約書。開課單位並應於實習開始前召集實習學生舉辦實習行前座談會，告知其實習之權利及義務。
2. Course-related internship or professional practice should take place in the collaborating enterprises of the college by principle. The collaborating enterprises should meet the needs of students' professional development. Before the internship, an academia-industry collaboration agreement or internship contract should be obtained from the collaborating enterprise. The department offering the course should also hold a pre-internship briefing session for the students before the start of the internship, informing them of their rights and obligations during the internship.
- (三) 系(所、學位學程)、學院開設專業實習課程應納入專業實習課程規劃、合作機構之選定、訂定實習合作契約書、訂定合作計畫、學生實習單位分發原則、學生實習期滿前終止實習之轉介、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。
3. 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 principle, student referral via the termination of internship, student internship evaluation, student internship grievance negotiation, and other issues related to ensuring students' rights and interests.
- (四) 各院系(所、學位學程)學生依修課規定須實習者，實習時間與次數由各院系(所、學位學程)按其實習方式與性質自行訂定，除全學期實習者外，不得因實習影響正常上課進行。
- 學生於校外實習期間，所需交通費及膳宿費，除實習機構另有約定，由學生自備。
4. For students in various colleges and departments (institutes or degree programs) who are required to participate in internships according to the

course requirements, the duration and frequency of internships shall be determined by each colleges and departments (institutes or degree programs) based on the nature and mode of the internship. Unless it is a full-semester internship, the internship should not interfere with regular class attendance.

During the off-campus internship period, students are responsible for their own transportation expenses and accommodation and meal costs, unless otherwise agreed upon by the internship organization.

- (五) 專業實習課程之開課、成績處理及學生選課，依一般修課規定辦理。
5. The offering of internship or professional practice courses, handling of grades, and student registration shall be conducted according to the general course regulations.
- (六) 專業實習課程之授課老師須不定期實地訪視（每學期至少2次）輔導所屬同學，並和實習單位了解與討論學生學習情況，協助學生解決專業知識及學習適應上的問題，並應對學生實習權益事項確認及記錄。
6. The instructors of the internship or professional practice course must regularly visit and advise the students in person (at least twice per semester). They should also communicate and discuss with the internship organization about the students' learning progress, assist students in solving problems related to professional knowledge and learning adaptation, and confirm and record the students' internship obligations, rights, and interests.
- (七) 授課老師訪視各實習單位如發現有不適宜實習之情事時，應依實習契約釐清狀況，並責成機構定期改善；逾期不改善者，立即終止實習合作契約。
7. Should the instructors of the internship or professional practice course find any inappropriate situations in the visits, they should clarify the situation according to the internship contract and require the organization to make improvements within a designated time period. If there is no improvement within the specified period, the internship collaboration agreement should be terminated immediately.
- (八) 專業實習之勤惰考核視同上課，學生請假須檢附證明文件向實習單位辦理請假手續。請假或缺勤者，需補足所缺之日數；由學校核准之公假，依校方核准文件向實習單位辦理請假手續。
8. Attendance assessment for the internship or professional practice course should be treated the same as attending classes. Students must provide proof of leave and follow the procedures for requesting leave from the

internship organization. For any approved leave or absence, the missed days must be made up. Should the student be on official leaves of absence approved by the University, the student should also apply for leaves from the internship organization based on the approved documents from the University.

(九) 學生於校外實習應依實習內容辦理加保商業意外保險等增加保障。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，並明訂於實習合作契約中，以保障實習學生權益。

9. Students who do off-campus internship should apply for additional insurance and commercial accident insurance according to the content of the internship to increase protection.

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 cooperation the details of the insurance in the internship contract to ensure students' rights.

(十) 學生於實習過程中須定期撰寫工作報告，並於專業實習之當學期期末繳交完整之實習心得報告，由授課老師評閱。報告之格式由開課單位自訂之。

10. During the internship process, students are required to write work reports regularly and submit a internship reflection report at the end of the semester of the professional practice. These reports will be reviewed by the course instructor. The format of the reports shall be determined by the department offering the course.

(十一) 實習結束時，開課單位應辦理實習學生對校外實習合作機構及校外實習合作機構對實習學生滿意度調查，以作為後續專業實習課程參考之依據。

11. At the end of the internship, the department offering the course should conduct satisfaction surveys with both the external internship partner organization and the internship students. These surveys will serve as a basis for future reference in the professional practice or internship program.

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校園生活與職涯發展組申請校外實習意外團體保險。

IV. 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 Student Life and Career Development Division at the Office of Student Affairs.

學生海外實習課程實質目的若僅為促進語言能力、提升國際視野、生活體驗、度假打工等，不得以「實習課程」名義前往及取得實習學分。

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.

五、有關本校學生因校外實習爭議處理機制如下：

V. Student off-campus intern dispute settlement mechanism is as follows:

(一) 專業實習課程：

(1) Course-related internships：

1. 專業實習課程相關措施或決定，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。
 - i. 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.
 2. 本校學生因專業實習課程，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、實習學生及相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。
 - ii. 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.

(二) 學生自主校外實習：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。

(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.

六、 本校組織規程成立之研究學院企業實習及醫學生之臨床實習之課程審查、授課規定、學生選(修)課等相關作業規範，另有規定者，從其規定。

VI. Regarding the course evaluation, teaching regulations, course election, and operational norms related to the internship programs for medical students and research institute established in the NSYSU Charter shall follow the respective provisions if otherwise prescribed.

七、 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。

VII. 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 Executive Meeting and approved by the President of the University. The same procedure shall apply to future revisions or amendments.