

NSYSU Off-Campus Internship Guidelines

History of Amendment and Approval:

1st Student Affairs Division Meeting of 2017-Academic Year on 07-09-2017
1st University Administration Coordination Meeting of 2017-Academic Year on 27-09-2017
4th University Administration Council Meeting of 2017-Academic Year on 25-10-2017

1. These 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.
2. The student internship includes course-related internships and independent off-campus internships.
 - (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.
 - (2) Independent off-campus internship: related information shall be relayed to students by the Counselling 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 Counselling and Career Development Division of the Office of Student Affairs.
3. Guidelines for setting up course-related internships:
 - (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.
 - (2) 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, student referral via the termination of internship, student internship evaluation, student internship grievance negotiation, and other issues related to ensuring students' rights and interests.
 - (3) 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 the details of the insurance in the internship contract to ensure students' rights.
 - (4) 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.

(5) The faculty supervisor shall visit the internship site at least twice per semester and should know practical work details and guidelines while keeping records to ensure students' rights and comprehend students' actual internship practice.

4. 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 Counselling and Career Development Division at the Office of Student Affairs.

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

(1) Course-related internships

- a. 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
- b. 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.

(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.

6. 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 University Administration Council Meeting and approved by the President of the University. The same procedure shall apply to future revisions or amendments.