

# 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  
113 年 9 月 25 日本校 113 學年度第 1 學期第 3 次行政會議通過  
Approved at the 3th Executive Meeting on September 25, 2024

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、本校學生校外實習包含校外實習課程及學生自主校外實習。

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

（一）校外實習課程由各院、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. Off-campus internship courses: devised by each college and 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）本校（不含研究學院）與合作機構簽訂之產學合作計畫，若有訂定學

生校外實習相關內容，應依本要點校外實習課程相關規定辦理。

3. If the University (excluding research colleges) and collaborating institutions have signed an academia-industry collaboration agreement that includes off-campus internship-related activities, such activities should comply with the regulations set forth in the *Campus Internship Guidelines*.

三、校外實習課程開設應注意事項如下：

### III. Guidelines for setting up off-campus internship courses:

- (一) 教學單位新開設校外實習課程，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) 校外實習課程應至各學院合作機構實習為原則，合作機構應符合學生專業學習之需求。實習前應取得合作機構之實習合作契約書或納入產學合作契約書內規範。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. Off-campus internship course or professional practice should take place in the collaborating institution of the college by principle. The collaborating institution should meet the needs of students' professional development. Before the internship, an internship collaboration agreement should be obtained from the collaborating institution, or relevant provisions should be incorporated into the existing academia-industry collaboration agreement. 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) 院、系(所、學位學程)與合作機構進行校外實習課程時，應將下列事項納入書面契約後，始得辦理：
  1. 合作機構依學生個別實習計畫提供學生相關實務訓練，並與學校指派之專責輔導教師共同輔導學生。
  2. 合作機構負責學生實習前之安全講習、實習場所安全防護設備之配置及相關安全措施之規劃。
  3. 為實習學生投保相關保險。
  4. 合作機構與實習學生發生爭議時之協調及處理方式。

5. 學生實習期滿前終止或解除之條件及程序。
  6. 簽訂實習合約內容應明定包括實習工作時間（校外實習時數）、合約期限、實習工作項目、實習待遇（或獎助學金）、膳宿及交通、是否另訂合約協議、實習學生輔導內容及實習考核等項目。
3. When colleges, departments (institutes or degree programs) offer off-campus internship courses with collaborating institutions, they must include the following items in a formal written contract:
1. The collaborating institution must provide relevant practical training to students based on their individual internship plans and jointly advise the students with a faculty advisor assigned by the University.
  2. The collaborating institution is responsible for pre-internship safety training, equipping the internship sites with appropriate safety equipment, and formulating relevant safety measures.
  3. Insurance coverage must be provided for internship students.
  4. In the event of a dispute between the collaborating institution and internship students, a clear method for negotiation and resolution must be outlined.
  5. Conditions and procedures for early termination or cancellation of the internship must be specified.
  6. The internship agreement must clearly specify the internship working hours (off-campus internship hours), contract duration, internship tasks, internship compensation (or scholarships), accommodation and transportation arrangements, any additional contract agreements, student mentoring plans, and internship evaluation criteria.
- (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，除合作機構另有約定，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 college and department (institute or degree program) 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 collaborating institution.
- (五) 校外實習課程之開課、成績處理及學生選課，依一般修課規定辦理。

5. The offering of off-campus internship courses, handling of grades, and student registration shall be conducted according to the general course regulations.
- (六) 校外實習課程之授課老師須不定期實地訪視(每學期至少 2 次)輔導所屬學生，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 off-campus internship courses 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) 校外實習課程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 off-campus internship 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，學生與合作機構間成立僱傭關係，開課單位應請合作機構為學生投保勞工保險，並明定於實習合作契約中，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 collaborating institution. The department (institution/program) offering the course should ask the collaborating institution 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，並於實習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 internship. 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，以作為後續校外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 off-campus internship course.

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。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。

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.

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) 校外實習課程：

1. Off-campus internship course：

1. 學生因校外實習課程所受本校之處分，認為違法或不當，致損害其權益者，得依本校學生申訴評議委員會議設置及運作辦法向學生申訴評議委員會提出申訴。

- i. Should a student find their rights or interests be infringed by any disciplinary action taken by the University regarding off-campus internship courses that is illegitimate or inappropriate, the student can file a grievance with the NSYSU Student Grievance Committee in accordance with the NSYSU *Student Grievance Committee Formation Procedures and Administration Regulations*.
  2. 學生於校外實習期間，對於合作機構實習內容之管理措施或處理情形，認為損害實習權益者，得向法院、系（所、學位學程）層級校外實習委員會提出申訴。院、系（所、學位學程）層級校外實習委員會應邀請實習學生、合作機構及有關單位代表，針對前開申訴事項共同協商解決，並將協商解決方案，送校級學生校外實習委員會備查。
  - ii. Should a student find that their right to education is infringed by the management measures or handling of the internship content by the collaborating institution, the student can file a grievance with the off-campus internship committee of the college or department (or institute or degree program). The committee should then invite the internship student, collaborating institution, and representatives from relevant units to negotiate and resolve the dispute. The resolution plan should then be submitted to the university-level off-campus internship committee for recordation.
- (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.