

National Sun Yat-sen University
International Business Bachelor Program
Guidelines on the Establishment of the Off-Campus Internship
Committee

113.12.12 Approved by the 4th Program Committee Meeting of the Academic Year 113

- I. To integrate students' professional knowledge with industry practices, enhance the internship mechanism, and ensure the protection of students' rights, the International Business Bachelor Program (hereinafter referred to as "the Program") establishes the Off-Campus Internship Committee in accordance with Article 6 of the "Ministry of Education Regulations on Industry-University Collaboration at Junior Colleges and Institutions of Higher Education", the "Guidelines on the Establishment of the Off-Campus Internship Committee" and the "Guidelines on Off-Campus Internships".
- II. When the program offers off-campus internship courses and signs an internship cooperation contract, an Off-Campus Internship Committee should be established. The Off-Campus Internship Committee consists of the program chair, two Faculty members, one student representative, and one external expert (including industry representative) invited to form a review committee; the program chair is the convener.
- III. The Off-Campus Internship Committee shall hold meetings once per semester as a principle, and may hold temporary meetings when necessary; and may invite relevant units or personnel to attend reports or explanations.
- IV. The tasks of the Off-Campus Internship Committee are as follows:
 - (1) Overall planning and promotion of off-campus internship courses.
 - (2) Confirm the evaluation results and selection of partner institutions.
 - (3) Formulate a written contract and student individual internship plan.
 - (4) Coordinate and handle student complaints, disputes and accidents.
 - (5) Manage the early termination of internships before completion.
 - (6) Assess internship outcomes and review feedback from internship site visits.
 - (7) Handle other matters related to protecting students' rights.
- V. The Off-Campus Internship Committee must have more than half of the members present before it can hold a meeting; decisions are made with the agreement of more than half of the attending members.
- VI. Members of the Off-Campus Internship Committee are unpaid positions. Non-university members may receive attendance and transportation fees in accordance with relevant regulations; representatives of cooperative institutions who are invited to attend may receive transportation fees in accordance with relevant regulations.

VII. Matters not covered in these guidelines will be handled in accordance with relevant laws and regulations.

VIII. These guidelines take effect after approval by the Program Committee Meeting and reported to Office of Academic Affairs for review before being announced for implementation. The same applies to revisions.

中英文版本如有抵觸或不相符之處，應以中文版本為準。

Above guidelines were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.