

國立中山大學學生校外實習委員會設置要點

National Sun Yat-sen University

Guidelines on the Establishment of Off-Campus Internship Committees

113.12.20 本校 113 學年度第 2 次校務會議通過
Amended approved at the 2nd University Council meeting of 2024 Academic Year on December 20th, 2024

- 一、國立中山大學（以下簡稱本校）為結合學生專業知識與產業實務經驗，統整規劃及審議學生校外實習相關事宜，依據教育部專科以上學校產學合作實施辦法第六條規定，設置本校學生校外實習委員會，並訂定本要點。
 - I. To enhance students' professional knowledge and practical experience in the industry, National Sun Yat-sen University (hereinafter, "the University") has formulated the following guidelines for the establishment of Off-Campus Internship Committees in accordance with Article 6 of the Ministry of Education's *Regulations Governing Industry-Academia Collaboration for Junior Colleges and Higher Education Institutions* to handle matters related to the planning and review of off-campus internships.
- 二、本校分設「校級」與「院、系（所、學位學程）層級」之學生校外實習委員會。
 - II. The University shall establish a University-level off-campus internship committee and college- and department- (graduate institute- or degree program-) level off-campus internship committees.
- 三、校級學生校外實習委員會由教務長擔任召集人，課務組組長兼任執行秘書，組織成員與任期如下：
 - (一)當然委員：教務長、學務長及產學長，其聘期以職務任期為限。
 - (二)選任委員：校外法律專業人士一人、合作機構代表一人、學生代表一人及各學院推薦教師一人擔任之；校外法律專業人士及合作機構代表由教務長遴選聘任之。除學生代表任期一年外，其餘委員任期二年，連聘得連任。
- III. The University-level off-campus internship committee shall be chaired by the Vice President of Academic Affairs, with the director of the Curriculum Division serving as executive secretary. Its membership shall be as follows:
 - 1) Ex officio members: Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Academia-Industry Collaboration, whose tenure on the Committee shall coincide their terms of office
 - 2) Elective members: One external legal consultant, one representative from collaborating organizations, one student representative, and one faculty member nominated by each college. The external legal consultant and collaborating organization representative shall be selected and appointed by the Vice President of Academic Affairs. Except for the student representative, who shall serve a one-year term, all elective members shall serve a two-year term and may serve consecutive terms if re-elected.
- 四、校級學生校外實習委員會之任務如下：
 - (一)督導合作機構之評估及選定。
 - (二)檢核及確認書面契約。
 - (三)評估全校實習成效及督導學生申訴、爭議及意外事件之處理。

- (四)督導學生實習期滿前終止實習之處理。
- (五)督導與合作機構訂定學生個別實習計畫。
- (六)督導實習輔導訪視之落實。
- (七)其他學生權益保障相關事項。

IV. The responsibilities of the University-level off-campus internship committee shall be as follows:

- 1) Overseeing the evaluation and selection of collaborating organizations
- 2) Review and confirmation of written contracts
- 3) Evaluating the outcomes of internships; overseeing the handling of student complaints, disputes, and accidents
- 4) Overseeing the handling of early internship termination
- 5) Overseeing the formulation of individualized internship plans between students and collaborating organizations
- 6) Overseeing the implementation of on-site visits and inspections
- 7) Other matters related to the protection of students' rights

五、校級學生校外實習委員會以每學期召開會議一次為原則，必要時得召開臨時會議；並得邀請相關單位或人員列席報告或說明。

V. In principle, the University-level off-campus internship committee shall convene once per semester, but interim meetings may be called when necessary. The committee may invite relevant units and personnel to attend its meetings or make a statement.

六、院、系（所、學位學程）開設校外實習課程與簽訂實習合作契約書時，應成立學生校外實習委員會，其設置要點應經院、系（所、學位學程）務會議或相關會議通過，送教務處備查後實施；其成員應包含學生代表與產業界人士各至少一人。

VI. Each college and department (graduate institute or degree program) shall establish a unit-level off-campus internship committee in order to sign internship agreements with collaborating organizations. The bylaws for such committees shall be submitted to the Office of Academic Affairs for recordation and implementation following approval by the competent unit affairs meeting (or equivalent). Each unit-level committee shall include at least one student representative and one industry representative.

七、院、系（所、學位學程）學生校外實習委員會之任務如下：

- (一)整體規劃及推動校外實習課程。
- (二)確認合作機構之評估結果及選定。
- (三)擬訂書面契約及學生個別實習計畫。
- (四)協調、處理學生申訴、爭議及意外事件。
- (五)處理學生實習期滿前之終止實習。
- (六)評估實習成效並追蹤處理及檢討學生實習輔導訪視結果。
- (七)其他學生權益保障相關事項。

VII. The responsibilities of unit-level off-campus internship committees shall be as follows:

- 1) Overall planning and implementation of off-campus internship courses

- 2) Confirming collaborating organization evaluation and selection results
- 3) Drafting written agreements and formulating individualized internship plans for students
- 4) Handling student complaints, disputes, and accidents
- 5) Handling early internship termination
- 6) Evaluating the outcomes of internships and handling and reviewing the results of on-site visits and inspections
- 7) Other matters related to the protection of students' rights

八、各級學生校外實習委員會須有二分之一以上委員出席，始得開議；出席委員二分之一以上同意始得議決。

VIII. Each off-campus internship committee may only convene with at least half of its members in attendance, and a resolution may only be made with at least half of the attending members in concurrence.

九、各級學生校外實習委員會委員為無給職，非校內委員得依相關規定支給出席費及交通費；受邀出席之合作機構代表得依相關規定支給交通費。

IX. Membership on each off-campus internship committee shall be uncompensated. Members not affiliated with the University may be entitled to attendance fees and travel reimbursements in accordance with the applicable regulations. Collaborating organization representatives may also be entitled to travel reimbursements in accordance with the applicable regulations.

十、本要點未盡事宜，悉依相關法令規定辦理。

X. Matters unaddressed herein shall be subject to other applicable laws and regulations.

十一、本要點經教務會議及校務會議通過，陳請校長核定後公告實施，修正時亦同。

XI. These guidelines were passed by the Academic Affairs Council and the University Council, sanctioned by the university President prior to implementation, and have forwarded to the Ministry of Education for reference. Modifications shall follow the same procedure.