

國立中山大學學生赴海外實習實施要點

Guidelines on the Implementation of Overseas Internships

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Approved at the 6th Executive Meeting on May 13, 2015

- 一、 國立中山大學（以下簡稱本校）為促進學生赴海外實習，以拓展國際視野，增加海外實務經驗，並使各學術行政單位及學生有所遵循，特訂定本要點。
 - I. These guidelines are formulated to promote students undertaking overseas internships to broaden their global perspectives and gain practical experience abroad, as well as to provide guidance for academic and administrative units and students to follow.
- 二、 本要點定義之海外實習，係指學生以學習為目的，經本校各學術或行政單位選送赴臺灣以外之國家及地區（含大陸、港、澳地區）之企業、研究單位等機構，從事有薪或無薪之工作。
 - II. The term “overseas internship” herein refers to paid or unpaid work at an overseas enterprise or research institution (including those in China, Hong Kong, and Macau), to which an academic or administrative unit selects and sends students for learning purposes.
- 三、 學生海外實習之機構，由本校院/系/所或相關單位為選送單位，選定經協商並簽署合作協議書後，媒合學生前往實習。
 - III. The overseas organization where students work as interns shall be selected by a department/institute/college or relevant unit (hereinafter collectively referred to as the “responsible unit”), and the responsible unit shall then negotiate and sign a collaboration agreement with the organization before sending the students over.
- 四、 前條所指合作協議書應載明下列事項：

IV. The collaboration agreement stipulated in Article 3 shall specify the following:

(一) 海外實習機構與本校選送單位共同規範實習內容。

(1) scope of internship responsibilities jointly formulated by the responsible unit and the organization

(二) 海外實習機構提供學生完整操作訓練，並與本校選送單位共同輔導學生。

(2) comprehensive operational training provided to the students by the organization, along with a joint counseling mechanism

(三) 海外實習機構負責學生安全講習、實習場所安全防護設備之配置及相關安全措施之規劃。

(3) the overseas organization responsible for intern students' safety training courses, installing safety protection equipment, and planning safety measures at the internship site

(四) 實習學生輔導內容及實習考核項目。

(4) the content of intern student counseling and assessment criteria

(五) 學生海外實習期間之保險購買。

(5) purchasing overseas insurance for intern students during the internship

(六) 學生海外實習期間之住宿安排。

(6) accommodation arrangements for the intern students during the internship

(七) 海外實習機構與實習學生發生爭議時之協商及處理方式。

(7) mechanism of negotiation and resolution of disputes between the intern students and the organization

(八) 學生實習期滿終止海外實習之條件及程序。

(8) conditions and procedures for concluding the internship period

五、實習期間應由學生、本校選送單位及海外實習機構共同約定，並以 30 天至 1 年為原則。

- V. The duration of an internship shall be jointly agreed upon by the student, the responsible unit, and the organization, and shall range from 30 days to 1 year, in principle.
- 六、學生於海外實習期間，本校選送單位應安排實習輔導教師進行各項輔導事宜。
- VI. During the overseas internship, the responsible unit shall assign an internship counselor to provide intern students with counseling services.
- 七、海外實習學生應符合下列資格：
- VII. Students of the University shall meet the following conditions for an overseas internship:
- (一)為本校在學學生。
 - (1) being currently enrolled
 - (二)符合海外實習機構所要求之語言能力。
 - (2) displaying language competence required by the overseas organization
 - (三)本校選送單位要求之其他資格。
 - (3) fulfilling other requirements specified by the responsible unit
- 八、本校選送單位選送之海外實習學生應完成教務處有關出國規定之程序，並與本校選送單位簽訂切結書（內含海外實習所涉之權利義務）並嚴格遵守，且於實習前、後參加校內海外實習相關說明會。
- VIII. Students selected for an overseas internship by the responsible unit shall complete the procedure of going abroad established by the Office of Academic Affairs, sign an affidavit (involving their rights and obligations during the overseas internship) with the responsible unit, and strictly adhere to the terms therein. Additionally, they shall attend the pre-/post-overseas internship orientation.
- 九、海外實習若涉及學分採認事宜，依相關規定辦理。
- IX. Credit recognition involved during an overseas internship shall be handled in

accordance with relevant regulations.

十、本要點若有未盡事宜，悉依相關法令規定辦理。

X. Matters not covered herein shall be handled in accordance with relevant laws.

十一、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

XI. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.