

國立中山大學管理學院
鼓勵系所辦理職涯發展活動獎補助要點
National Sun Yat-sen University College of Management
Regulation Governing the Subsidy for Promoting
Departmental Career Development Activities

104.11.11. 104 學年度第 6 次主管會議通過
Approved by the 6th Directors' Council on November 11, 2015
104.11.24 104 學年度第 2 次院務會議通過
Approved by the 2nd College Affairs Council on November 24, 2015
104.12.3. 校長核定
Approved by the University President on December 3, 2015
105.12.28. 105 學年度第 6 次主管會議修正通過
Amended and Approved by the 6th Directors' Council on December 28, 2016
106.3.01 105 學年度第 3 次院務會議修正通過
Amended and Approved by the 3rd College Affairs Council on March
1, 2017
106.03.06 校長修正核定
Approved by the University President on March 6, 2017
108.5.8 107 學年度第 4 次院務會議修正通過
Amended and Approved by the 4th College Affairs Council on May 8, 2019
108.5.16 校長修正核定
Approved by the University President on May 16, 2019
108.10.1 108 學年度第 1 次院務會議修正通過
Amended and Approved by the 1st College Affairs Council on October 1, 2019
108.10.7 校長修正核定
Approved by the University President on October 7, 2019
109.05.12 108 學年度第 4 次院務會議修正通過
Amended and Approved by the 4th College Affairs Council on May 12, 2020
109.05.15 校長修正核定
Approved by the University President on May 15, 2020
110.03.09 109 學年度第 3 次院務會議修正通過
Amended and Approved by the 3rd College Affairs Council on March 9, 2021
110.04.01 校長修正核定
Approved by the University President on April 1, 2021

一、 目的

國立中山大學管理學院(以下簡稱本院)為鼓勵本院學生應用專業學科知識於實際工作場所，培養學術及實務經驗兼備之人才增進與企業的互動關係，特訂定本要點。

I. Purpose

This Regulation was put in place to encourage students of the National Sun Yat-sen University College of Management (hereon referred to as the 'College') to apply their professional knowledge in the workplace, to cultivate talents with both academic and practical experiences and to build relationships with firms(organizations).

二、 獎補助對象及名詞定義

本要點獎補助本院系所或學程所屬專任教師（含約聘教師）及於實習期間具有本院正式學籍之學生。

本要點所稱校外實習(不含海外實習)，係指非為從事志工服務、校外打工，且與學生在本校所學之專業學科有關者。

所稱校外實習機構，係提供學生實習機會之企業、機構，並與系所簽訂實習合約、實習計畫或正式文件者。

II. Reward recipients and definition of terms

This Regulation is to support full-time faculty (including contracted faculty) of the College's departments and programs, as well as students of the College who maintain student-status during their internships.

Off-campus internships (not including internships abroad) mentioned in this Regulation are defined as non-volunteer work, non-off-campus part-time work AND work that is related to the student's major during his/her time in the university.

Off-campus internship institutions are defined as firms or institutions that provide students with internship opportunities AND have signed internship agreements, internship plans or formal documentation with departments.

三、 獎補助項目

III. Reward funded items

(一) 給予學分之校外實習課程：

補助系所（學程）開課及辦理相關職涯探索業務費用，修課人數達 10 人以上(含)者，補助 5 萬元業務費。本院所屬系開課者，每學年補助二門課程為限；所或學程開課者，每學年補助一門課程為限。

(1) Off-campus internships for credit:

A funding amount of NTD \$50,000 will be provided to support departments (programs) in offering courses and hosting career discovering events. Ten or more students must be enrolled in each course. For courses offered by departments, a maximum of two courses can receive support each academic year; for courses offered by institutes or programs, a maximum of one course can receive support each academic year.

(二) 系所辦理職涯發展活動：

為增進本院學生對未來產業、職場環境之了解，配合本院規劃時程（如附件 1）辦理企業參訪、職涯講座、企業模擬面試或實習學生分享會等增進學生探索職涯相關活動，事先提出計畫書，依每系所（學程）活動內容及次數補助業務費上限 5 萬元。

(2) Career development activities held by the Department:

To further students' understanding of future industries and work environments, departments shall host company visits, career development seminars, mock job interviews, internship experience sharing or other student career discovering activities, in tandem with the College's event schedule (see Attachment 1). Departments shall submit proposals. A maximum support funding of NTD \$50,000 shall be provided, according to each department, institute or program's proposed activities and number of events.

(三) 建置學生職涯導航專區網頁：

系所建置學生進路專區，並定期更新學生流向及就業分析、至知名企業任職校友資訊及分享等資訊者，依成果補助業務費上限 2 萬元。

(3) The creation of a student career navigation website:

Department-created student career navigation websites shall be regularly updated to provide student career placement information and share renowned industry alumni information, or other information. A maximum support funding of NTD \$20,000 will be provided according to the outcome.

(四) 開設產業/實務（Action Learning）模組課程：

課程中與產業/實務合作，由合作企業、法人或政府單位參與，每一合作單位有專人擔任輔導窗口，課程設計由學生個人或組隊，利用課程教授之專業知識和技術替合作單位解決問題，最後提出報告，並回饋予合作企業、法人或政府單位。每門課程補助上限 10 萬元。

(4) Offering Action Learning Courses

In partnership with companies, public/private legal entities and government agencies, each partnering unit shall have a designated communication liaison to provide guidance. The course shall be designed by the student or team of students and shall utilize the professional knowledge and skills taught by the course professor to help solve the partnering institution's problems. At the end of the course, the students shall give a presentation and contribute to the partnering company, public/private legal entity or government agency. Each course shall receive a maximum support funding of NTD \$100,000.

(五) 開設國際化模組課程：

課程中設計有讓學生與國外大學學生互動之跨文化學習（如共同參與線上課程，二地學生分組合作，共同完成專案）；或課程設計實際至國外企業、法人或政府單位，用課程教授之專業知識和技術替合作單位解決問題並提出報告書（非單純海外參訪）。每門課程補助上限 20 萬元。

(5) Offering Global Courses

Courses designed to provide an opportunity for students to interact with students from foreign universities and engage in cross-country culture exchange (for example, participating in online courses, teamwork between students from different locations, and working together to complete a project); or courses designed to visit companies, legal entities or government agencies abroad in- person and utilize the professional knowledge and skills taught by the course professor to help solve the partnering institution's problems (not solely for the purpose of academic visits abroad). Each course shall receive a maximum support funding of NTD \$200,000.

四、申請程序及義務

當學期審當學期案子(含暑假)，並於開學二周內提交至院辦公室，經院長召集院內教師 3 至 5 人組成審查小組後公告核定金額。

申請本要點補助者，系所須配合院規劃時程(如附件 1)辦理職涯發展活動，並於活動前一個月通知院辦公室，以公告於網頁周知。

於學期結束或活動結束後提交相關成果報告予院辦公室彙整上網公告。

前項所稱成果報告，屬第 3 條第 1 項之校外實習課程及第 4 項開設產業/實務

(Action Learning) 模組課程，須包含「機構對學生滿意度調查表」

(如附件 2) 及「學生對機構滿意度調查表」(如附件 3)。

IV. Application Process and Responsibilities

Application process is only opened to the applications of current semester (including summer vacation). Applications shall be submitted to the Dean's Office within the first two weeks of each new semester. The funding amount will be announced upon review and approval by the review committee formed by the Dean and 3-5 College faculty members.

For applicants of this Regulation, affiliated-departments should set up career development events in tandem with the College's event schedule (see Attachment 1) and shall notify the Dean's

Office one month prior to the event so that event details can be shared on the College website.

Upon conclusion of the academic semester or of the event, recipients shall submit outcome reports to the Dean's Office for compiling and announcement on the College website.

The aforementioned performance report belonging to Article 3 Item 1 of the off-campus internship course and Item 4 of the establishment of action learning courses should include 'Student Action Learning- Company

Satisfaction Survey of Students’ (see Attachment 2) and ‘Student Action Learning- Student Satisfaction Survey of Company’ (see Attachment 3).

五、 獎補助限制

系所若已獲得校內外其他單位獎補助者，僅以本要點規定額度與已獲校內外單位額度之差額予以獎補助。

V. Reward Restrictions

Departments that are recipients of other on-campus/off-campus funding are only eligible to receive a support amount of the difference between the maximum amount as listed in this Regulation and the already-received amount.

六、 經費來源

本要點所須經費由本院之在職專班結餘款項下或教育部高教深耕計畫或其他相關經費支應。

VI. Source of Funding

The source of funding for this Regulation will be supported by the remaining funds of the College’s part-time programs or by the Ministry of Education’s Higher Education Sprout Project or other related-funding.

七、 施行與修正

本要點經院務會議通過，陳請校長核定後施行，修正時亦同。

VII. Implementation and Amendments

This Regulation, as well as its amendments, is effective upon review and approval of the College Affairs Council and the University President.

Attachment 1: Event Planning

I. Departmental Career Development

Seminars Time: October to November
of each academic year

Targeted to: Undergraduate freshmen and first-year graduate students

Description: Departments shall invite alumni and industry experts (senior management personnel) to share experience regarding industrial development and environment. Events hosted by individual departments shall be made open to students outside of the hosting department.

Hosting party: Individual departments

Scope of funding: Attendance and transportation fees of off-campus experts; faculty hourly pay and other event-related fees

Application period: Available each first semester

II. Company Visits

Time: No restrictions

Targeted to: No restrictions

Description: Departments shall schedule company visits during class/non-class hours

Hosting party: Individual departments

Score of funding: Bus transportation and insurance fees

III. Resume and Mock Interviews

Time: April to May of the 2nd academic semester

Targeted to: Undergraduate Seniors or 2nd year Master students/soon-to-be graduates

Description: Alumni, personnel who hold senior management positions, or faculty of the College are invited to serve as mock-interviewers

Hosting party: College of Management Dean's Office or individual departments/institutes

IV. Company recruitment and career fair events

Time: March to May of the 2nd academic semester

Targeted to: Undergraduate Seniors or 2nd year Master students/soon-to-be graduates

Description: Starting from December, departments shall actively invite large firms to participate in company recruitment and career fair events (scheduled by the College to take place in April and May). Discount for space fees and assistance in event promotion will be provided.

Hosting party: College of Management Dean's Office