

# 國立中山大學學生校外實習作業要點

## Guidelines on Off-Campus Internships

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

106.10.25.本校 106 學年度第 1 學期第 4 次行政會議通過

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

111.3.23.本校 110 學年度第 2 學期第 2 次協調會報通過

111.3.30.本校 110 學年度第 2 學期第 4 次行政會議通過

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. These guidelines are formulated to enhance students' practical skills through integrating professional course theories with workplace experiences, and establish a comprehensive internship system to ensure students' rights and interests.

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. Student off-campus internships include off-campus internship courses and voluntary off-campus internship.

(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 shall be designed by individual departments/institutes/degree programs based on their educational objectives and course features, and the relevant administrative affairs shall be handled 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) The Student Life and Career Development Division in the Office of Student Affairs shall serve as a contact window to forward the information of voluntary off-campus internships and provide students with the opportunities for self-motivated workplace experience, and handle the administrative affairs.

三、校外實習課程開設應注意事項如下：

III. Matters to be noted when offering 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) Academic units intending to offer a new off-campus internship course shall submit a proposal in advance before implementation. The curriculum committees of their department/institute/degree program, college, and the University shall successively review the proposal and deliberate on relevant problems and make decisions on controversial issues related to the curriculum in accordance with *Guidelines on the Establishment of Curriculum Committee*.
- (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) In principle, off-campus internship courses shall take place at the partner institutions of each college, and these institutions shall meet the needs of students' professional learning. Before an internship begins, the internship cooperation agreement with the partner institution shall be signed, or relevant provisions shall be included into the academic-industry collaboration agreement, and the unit offering the course shall also organize an orientation for students and inform 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：
- (3) When offering an internship course with a partner institution, the college and department/institute/degree program shall include the following items in a written agreement before the internship takes place:
  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。
    - i. The partner institution shall provide students with relevant practical training based on their individual internship plan and jointly mentor the students with a faculty member assigned by the University.
  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。
    - ii. The partner institution shall be responsible for organizing safety training sessions, providing safety equipment at the internship site, and planning relevant safety measures.
  3. 為實習學生投保相關保險。

- iii. Students shall be provided with proper insurance for the internship.
  - 4. 合作機構與實習學生發生爭議時之協調及處理方式。
  - iv. The approach for mediating and resolving disputes shall be clearly specified in the agreement.
  - 5. 學生實習期滿前終止或解除之條件及程序。
  - v. The conditions and procedures for early termination or cancellation of the internship shall be specified.
  - 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。
  - vi. The internship agreement shall also clearly specify the off-campus internship work hours, contract period, assigned tasks, compensation (or scholarships), meals and accommodation, transportation, any additional agreements, student mentoring plans, and internship assessment 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) Students required to complete the internship due to course requirements shall have their internship hours and frequency stipulated by their affiliated college and department/institute/degree program based on the type and nature of the internship. The internship shall not interfere with regular class attendance unless it is conducted for a full semester.
- 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。
- During an off-campus internship, students shall be responsible for their expenses for transportation, accommodation, and meals, unless otherwise agreed upon by the partner 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 an off-campus internship course, handling of grades, and course selection shall be carried out according to the regulations related to course selection.
- (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 teaching faculty of an off-campus internship course shall visit the internship site (at least twice per semester) to mentor their students. They shall communicate and discuss with the partner institution to understand students' learning situations, assist students in addressing issues related to professional knowledge and learning adaptation, and ensure that students' internship rights and interests are confirmed and documented.
- (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) Teaching faculty who find any inappropriate situations during their visits to the internship site shall clarify the situation in accordance with internship cooperation agreement and request the institution to make improvement within the specified period. Failure to make improvement within the specified period shall result in immediate termination of the internship cooperation agreement.
- (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 of an off-campus internship course shall be the same as regular class attendance. Students taking leave shall submit supporting documents and complete the leave application procedures with the internship institution. Students taking leave or being absent shall make up the missed days; those on official leave approved by the University shall submit approved documents to the internship institution to complete the leave procedures.
- (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 shall have additional insurance (such as commercial accident insurance) during their off-campus internship based on the nature of the internship. Units offering an internship course shall ask the partner institution to cover the students with labor insurance, if the internship involves labor and corresponding pay so as to form an employment relationship. Details regarding the insurance shall be stipulated in the internship agreement in order to protect students' rights and interests.

(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) Students shall write work reports regularly during the internship and submit a reflection by the end of the semester in which the internship takes place. These reports shall be assessed by the teaching faculty, with the report format determined by the unit 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) Upon the completion of the internship, the unit offering the course shall carry out mutual satisfaction surveys between the students and partner institution that serve as a reference for future off-campus internship courses.

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。

IV. Students engaging in voluntary off-campus internships shall choose legitimate internship institutions with proper work contents, and proactively apply to the Student Life and Career Development Division of the OSA for off-campus internship group insurance.

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。

If the purpose of the overseas internship course is just for enhancing language skills, broadening international perspective, experiencing life, and working during holiday, the course shall not be recognized as an internship course and given course credits.

五、 有關本校學生因校外實習爭議處理機制如下：

V. Dispute settlement regarding student off-campus internships shall be handled as below:

(一) 校外實習課程：

(1) Off-campus internship courses：

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. Students are eligible to file an appeal to the Student Appeal Handling

Committee in accordance with *Regulations for the Establishment and Operation of the Student Appeal Handling Committee* if they believe that disciplinary actions imposed by the University for off-campus internship courses are illegal or inappropriate and result in impairment of rights.

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. Students may file an appeal to the department/institute/ degree program, and college off-campus internship committees if they consider that the management or handling of internship by partner institutions are detrimental to their rights and interests. The department/institute/degree program and college off-campus internship committee shall invite students, partner institutions, and representatives from relevant units to negotiate the said issues and resolve the dispute, with the solution submitted to the University Off-campus Internship Committee for future reference.

(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) Voluntary off-campus internships : The disputes between students and the institutions offering the internships during their internships shall be negotiated and settled in accordance with the contract signed by the University and the institutions. For cases of no signed contract, the University shall provide students with assistance in accordance with relevant 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. The course review, course offering, course selection, and other implementation matters for clinical clerkships of medical students and corporate internships in research colleges established under *NSYSU Charter* shall follow the applicable provisions where separate regulations exist.

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 guidelines are jointly formulated by the Office of Academic Affairs and the Office of Student Affairs in accordance with their responsible domain respectively, and approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.