

國立陽明交通大學學生實習委員會設置辦法

National Yang Ming Chiao Tung University Regulations Governing Establishment of Student Internship Committees

110 年 5 月 26 日 109 學年度第 2 次教務會議通過

Adopted at the 2nd Academic Affairs Meeting of Academic Year 2020 on May 26, 2021

第一條 本校為規劃及審議學生見、實習相關事宜，依據國立陽明交通大學學生見實習辦法規定訂定國立陽明交通大學學生實習委員會設置辦法（以下簡稱本辦法）。

Article 1 In accordance with the National Yang Ming Chiao Tung University (“NYCU”) Regulations Governing Student Clerkships and Internships, these Regulations Governing Establishment of Student Internship Committees (these “Regulations”) have been hereby formulated to handle the planning and review of matters related to student clerkships and internships.

第二條 本校分設校級、院級及系（所、學位學程）級「學生實習委員會」。

Article 2 NYCU shall establish University-Level, College-Level, and Department-Level (including Graduate Institute- and Degree Program-Level) Student Internship Committees.

第三條 校級實習委員會組織成員及工作職掌如下：

一、組織成員：

（一）置主任委員一名，由教務長擔任之。

（二）置委員若干人，由學務長、研發長、開設實習課程之學院院長及學院代表一人、附設醫院代表、學生代表四人（大學部、研究所至少各一人）、主管業務副教務長、校外實習機構代表、法律學者專家等組成，任一性別委員不得少於委員總數三分之一，必要時得陳請校長遴聘校內外專家學者或產業界人士擔任委員。

（三）置執行秘書一名，由教務處實習組組長擔任。

二、工作職掌：

（一）督導校外實習機構之評估及選定。

（二）督導學生實習計畫之訂定。

（三）審核校外實習合作契約。

（四）督導實習輔導訪視之落實。

（五）督導學生實習期滿前終止實習之處理。

（六）評估全校實習成效及督導學生爭議及意外事件之處理。

（七）其他學生權益保障相關事項。

Article 3 The members of University-Level Student Internship Committee and its scope of duties shall be as follows:

I. Committee members:

(I) A chairperson, who shall be the Dean of Academic Affairs.

- (II) Several committee members, comprising the Dean of Student Affairs, Dean of Research and Development, the Deans of colleges offering internship courses and one representative from each college, a representative from the affiliated hospital, four student representatives (at least one from undergraduate programs and at least one from graduate programs), Deputy Dean of Academic Affairs in charge of the business, representatives from off-campus internship offering institutions, legal scholars or professionals, and others. Members of either gender shall not constitute less than one-third of the total number of the committee members. Where necessary, the President may be requested to appoint experts, scholars, or industry professionals from within or outside NYCU to serve as committee members.
- (III) An executive secretary, who shall be the Director of the Division of Internships of the Office of Academic Affairs.

II. Scope of duties:

- (I) Supervise the evaluation and selection of off-campus internship offering institutions.
- (II) Supervise the formulation of student internship plans.
- (III) Review agreements with off-campus internship offering institutions.
- (IV) Supervise the implementation of visits for internship advising.
- (V) Supervise the handling of cases where students terminate their internships before completion thereof.
- (VI) Evaluate the effectiveness of internships across NYCU and supervise the handling of student disputes and accidents.
- (VII) Handle other matters related to the protection of student rights and interests.

第四條 學院基於學生實習需要，設立「院級實習委員會」，應依據本辦法訂定設置要點，明定委員會組織成員、工作職掌、運作方式及其他相關事項，經院務會議通過，送教務處備查後實施，修正時亦同；其工作職掌如下：

- (一) 確認校外實習機構之評估及選定。
- (二) 審訂學生實習計畫及校外實習合作契約。
- (三) 協調、追蹤學生爭議及意外事件。
- (四) 審查學生實習期滿前之終止實習。
- (五) 追蹤檢討全院學生實習成效及檢討學生實習輔導訪視結果。
- (六) 其他學生權益保障相關事項。

院級實習委員會應納入學生代表，必要時得遴聘院外委員。

Article 4 Each college shall establish a College-Level Student Internship Committee based on students' needs during their internships. Each college shall formulate its directives for the committee's

establishment in accordance with these Regulations. The directives shall clearly define committee members, scope of duties, operating procedures, and other relevant matters. The directives shall be approved by the College Affairs Meeting and submitted to the Office of Academic Affairs for recordation before implementation. The same shall apply to any amendments thereto. The scope of duties of the committee shall be as follows:

- (I) Confirm the evaluation and selection of off-campus internship offering institutions.
- (II) Review and formulate students' internship plans and agreements with off-campus internship offering institutions.
- (III) Coordinate and monitor student disputes and accidents.
- (IV) Review cases where students terminate their internships before completion thereof.
- (V) Track and review all student internships' effectiveness within the college and the results of visits for internship advising.
- (VI) Handle other matters related to the protection of student rights and interests during their internship.

The College-Level Student Internship Committee shall include student representatives and may appoint members from outside the college when necessary.

第五條 學系（所、學位學程）基於課程規劃及學生見、實習需要，設立「系（所、學位學程）級實習委員會」，依校級及所屬學院相關法規訂定設置要點，明定委員會組織成員、工作職掌、運作方式及其他相關事項，經系（所、學位學程）務會議通過，簽陳院長核可，送教務處備查後實施，修正時亦同；其工作職掌如下：

- (一)執行校外實習機構之評估及選定。
- (二)擬訂學生實習計畫及校外實習合作契約。
- (三)處理學生爭議及意外事件。
- (四)處理學生實習期滿前之終止實習。
- (五)追蹤處理及檢討學生實習輔導訪視結果。
- (六)其他學生權益保障相關事項。

系（所、學位學程）級實習委員會應納入學生代表，必要時得遴聘單位外委員。

Article 5 Each department (including graduate institute and degree program) shall establish a Department-Level (including Graduate Institute- and Degree Program-Level) Student Internship Committee based on curriculum planning and student clerkship and internship needs. Each department (including graduate institute and degree program) shall formulate its directives for the committee's establishment in accordance with regulations of NYCU and the college to which it belongs. The directives shall clearly define committee members, scope of duties, operating procedures, and other relevant matters. The directives shall be approved by the Department (including graduate institute and degree program) Affairs Meeting, submitted to the

Dean of the college for sign-off, and submitted to the Office of Academic Affairs for recordation before implementation. The same shall apply to any amendments thereto. The scope of duties of Department-Level (including Graduate Institute- and Degree Program-Level) Student Internship Committee shall be as follows:

- (I) Implement the evaluation and selection of off-campus internship offering institutions.
- (II) Formulate student internship plans and agreements with off-campus internship offering institutions.
- (III) Handle student disputes and accidents.
- (IV) Handle cases where students terminate their internships before completion thereof.
- (V) Track, handle, and review the results of visits for internship advising.
- (VI) Handle other matters related to the protection of student rights and interests.

The Department-Level (including Graduate Institute- and Degree Program-Level) Student Internship Committee shall include student representatives and may appoint members from outside the department when necessary.

第六條 各級實習委員會每學年至少應召開一次會議，並得由主任委員視實際需要召開臨時會議，會議得邀請相關單位或人員列席報告或說明。
實習委員會須有應出席委員半數（含）以上出席始得開會，議案以出席委員過半數（含）以上通過議決。

Article 6 Each level of the Student Internship Committee shall convene at least one meeting per academic year. The chairperson may convene *ad hoc* meetings as actually needed. Relevant units or personnel may be invited to attend the meetings as non-voting delegates to report or provide explanations.

In order to convene a meeting, a quorum of at least half of the Student Internship Committee members must be present. Resolutions shall be approved by an affirmative vote of more than half (including half) of the committee members present.

第七條 本辦法未盡事宜，悉依本校規定或教育部有關規定辦理。

Article 7 Any matters not covered by these Regulations shall be governed by the applicable regulations of NYCU or the Ministry of Education.

第八條 本辦法經教務會議通過後發佈實施，修正時亦同。

Article 8 These Regulations have been implemented after being approved by an Academic Affairs Meeting. The same applies to any amendment hereto.