

國立陽明交通大學學生見實習辦法

National Yang Ming Chiao Tung University Regulations Governing Student Clerkships and Internships

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 本校為辦理學生見、實習作業，依據學則第四十三條規定訂定國立陽明交通大學學生見實習辦法（以下簡稱本辦法）。
- Article 1 In accordance with Article 43 of the National Yang Ming Chiao Tung University (NYCU) Academic Regulations, these Regulations Governing Student Clerkships and Internships (these “Regulations”) have been hereby formulated to handle the student clerkships and internships.
- 第二條 本辦法所稱見、實習課程，指各學院、系（所、學位學程）依據課程規劃具有學分數，且對應專業能力提升所進行之實務學習課程，不包括實驗課程及實作訓練課程。
- 系統工程與科技學士學位學程學生不適用本辦法。
- Article 2 The clerkship and internship courses referred to in these Regulations mean the practical learning courses planned by each college and department (including graduate institute and degree program) which hold academic credits and facilitate the enhancement of students’ professional capabilities. These exclude laboratory courses and practical training courses.
- These Regulations do not apply to students under the Undergraduate Degree Program of Systems Engineering and Technology.
- 第三條 學院、系（所、學位學程）依據課程規劃及教學目標，開設見、實習課程，辦理學生見、實習作業，應依據本辦法，訂定各開課單位學生見、實習辦法。
- Article 3 Each college and department (including graduate institute and degree program) that wishes to open clerkship and internship courses based on their curriculum planning and teaching objectives shall formulate their own student clerkship and internship regulations in accordance with these Regulations when offering student clerkship and internship courses.
- 第四條 學院、系（所、學位學程）依據課程規劃及教學目標，開設見、實習課程，應設立實習委員會審議及推展見、實習相關業務，及解決校外實習之相關事宜。學生實習委員會設置辦法另定之。
- Article 4 Each college and department (including graduate institute and degree program) that offers clerkship and internship courses based on their curriculum planning and teaching objectives shall establish an Internship Committee to review and promote clerkship- and internship-related affairs, and shall resolve matters related to off-campus internship matters. The regulations governing the establishment of the

Internship Committee for students shall be formulated separately.

- 第五條 實習單位應為經依法設立或登記且制度良好者。
學院、系（所、學位學程）對學生實習機構應建立遴選評估機制，通過遴選評估後始得分派學生實習。
如為政府機關(構)或經衛生福利部教學醫院評鑑合格醫院者得免評估。
境外實習應確實瞭解當地國相關法規及實習環境條件，並協助學生辦理適用簽證。

Article 5 Internship offering institutions shall be legally established or registered entities with sound institutional systems.

Each college and department (including graduate institute and degree program) shall establish a rigorous selection and evaluation mechanism for internship offering institutions. Students shall only be assigned to institutions that have passed such selection and evaluation procedure.

Government agencies (or authorities) or Teaching Hospital accredited by the Ministry of Health and Welfare are exempt from such evaluation.

For overseas internships, the course offering department shall thoroughly understand relevant local laws and regulations and internship environment and conditions. It shall also assist students in obtaining applicable visas.

- 第六條 學生實習分發作業，應以學生專業養成為目標、達成實習教學為目的，由開課單位另訂定分發作業準則。

Article 6 Students shall be assigned to internship opportunities in such way as meeting the goal of fostering students' professional development and achieving the objectives of internship education. Regulations governing such assignment shall be separately formulated by the respective course offering department.

- 第七條 學生實習分發作業完成後，應與實習機構簽訂學生實習合約，並共同訂定學生實習評核標準。實習合約內容得包含：實習內容、實習期間、實習計畫、作息規範、實習期間有關給付(獎學金、津貼等)基準、實習人數、師生比、實習成效評核、爭議處理等相關權利義務等。

屬各類專門職業及技術人員考試所定應考資格條件，其實習內容及形式，符合國家考試規定者，得免訂前項實習計畫。

學生實習內容涉及勞務付出及薪資給付，學生與實習機構間成立僱傭關係，實習契約中應訂明由實習機構為學生投保勞工保險等，以保障實習學生權益。

境外實習，開課單位應就實習內容、膳宿、保險及權益事項等簽訂合約，並注意是否有不公平條款，以確保學生實習權益。

Article 7 After the completion of student internship assignments, internship agreements shall be signed between the course offering department and the internship offering institutions, and internship evaluation standards shall be jointly established by both parties. The internship agreements may include provisions regarding internship content, internship duration, internship plan, work/break rules, remuneration (such

as scholarships and allowances) criteria during the internship period, number of interns, student-teacher ratio, internship performance evaluation, dispute resolution, and other relevant rights and obligations.

For internships that meet the qualification requirements for various professional and technical examinations as stipulated by national examination regulations in such content and format as complying with such regulations, the internship plan referred to in the preceding paragraph may be exempted.

If the student internship involves the provision of labor services and wage payments, thereby establishing an employment relationship between the student and the internship offering institution, the internship agreement shall stipulate that the internship offering institution will provide labor insurance coverage for the student interns to protect their rights and interests.

For overseas internships, the course offering department shall sign agreements regarding internship content, accommodation, insurance, students' rights and interests, and other matters with the internship offering institutions. It shall ensure that there are no unfair terms contained in such agreements in order to protect students' rights and interests during their internship.

- 第八條 學生赴實習機構實習，應由開課單位為學生投保團體意外保險以保障學生。
- Article 8 The course offering department shall provide group accident insurance for students participating in internships to protect their students.
- 第九條 學院、系（所、學位學程）應適時適切輔導實習學生，並建立實習學生不適應輔導或轉介機制、意見反饋機制、申訴管道及處理流程。
- Article 9 Each college and department (including graduate institute and degree program) shall provide timely and appropriate guidance to student interns. It shall also establish mechanisms for counseling or referral services for students who have difficulty adapting to the workplace during their internships, as well as feedback mechanisms, channels for complaints, and complaint handling procedures.
- 第十條 學生實習期間，學院、系（所、學位學程）應對實習機構進行訪視或評估，以了解學生實習實況及成效，並得舉辦本校及實習機構間師生雙向溝通實習座談會。
- 學生實習期滿，學院、系（所、學位學程）應評估及檢討學生實習成效，並據以辦理後續改善規劃。
- Article 10 During the internship period, each college and department (including graduate institute and degree program) shall conduct visits or evaluations of the internship offering institutions to understand the practical circumstances and effectiveness of students' internships, and may organize student-teacher internship forums for NYCU and internship offering institutions to facilitate bio-directional communication.

Upon completion of the internship period, each college and department (including graduate institute and degree program) shall evaluate and review the effectiveness of the student internships and arrange for subsequent improvements based on the results.

第十一條 本辦法未盡事宜，悉依本校規定或教育部有關規定辦理。

Article 11 Any matters not covered by these Regulations shall be governed by the applicable regulations of NYCU or the Ministry of Education.

第十二條 本辦法經教務會議通過後發布實施，修正時亦同。

Article 12 These Regulations have been implemented after being approved by an Academic Affairs Meeting. The same applies to any amendment hereto.