

Yuan Ze University Regulations on Off-Campus Internships for Students

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Article 1 **Purpose**

To cultivate Yuan Ze University students into talents equipped with both academic knowledge and practical experience, enhance their adaptability to the workplace and employment competitiveness, and strengthen interaction between the University and industry, Yuan Ze University (hereinafter referred to as “the University”) establishes the “Regulations on off-Campus Internships for Students of Yuan Ze University” (hereinafter referred to as “the Regulations”) pursuant to the Ministry of Education’s *Regulations for Industry-Academia Collaboration for Institutions of Higher Education*.

Article 2 **Scope of Application**

The Regulations apply to students currently enrolled at the University. Students must maintain their enrollment status throughout the internship period; those on leave of absence or those who have graduated are not eligible.

Article 3 **Internship Credits**

1. Each department (including undergraduate programs, classes, and graduate institutes) shall design appropriate internship credits and required hours in accordance with the professional attributes of the discipline and the characteristics of the relevant industries.
2. The maximum number of internship credits for a single semester may not exceed 9 credits (or 720 internship hours). The total off-campus internship credits counted toward graduation requirements may not exceed 18 credits (or 1,440 internship hours).
3. Internship credits for the College of Medicine and Nursing, International Industry-Academia Collaboration Programs for international students, and Ministry of Education–approved Professional Master’s Programs and Professional Doctoral Programs shall be governed by separate Regulations.

Article 4 **Administrative Structure and Responsibilities**

1. **University-Level Committee for Off-Campus Internships**

To promote and supervise student internship affairs, the University establishes the “University Committee for Off-Campus Internships” (hereinafter referred to as the University Internship Committee). The Committee is chaired by the Vice President for Research and Development, with the deans of all colleges serving as ex-officio

members. Each college shall appoint one faculty member or technical staff member; at least one representative from internship organizations; one student representative; and one external legal scholar or expert as Committee members. The Committee shall convene at least once per academic year and may hold additional meetings when necessary. Its responsibilities are as follows:

- (1) Supervising the evaluation and selection of partner organizations.
- (2) Reviewing and confirming written agreements.
- (3) Assessing overall internship outcomes and supervising the handling of student appeals, disputes, and incidents.
- (4) Supervising the handling of early termination of internships.
- (5) Supervising the development of individual internship plans with partner organizations.
- (6) Supervising onsite visits and counseling related to internship guidance.
- (7) Managing other matters related to the protection of student rights and interests.

2. College-Level Committee for Off-Campus Internships

Academic units offering internship courses shall establish a “College-Level Committee for Off-Campus Internships” (hereinafter referred to as the College Internship Committee). The composition of the Committee shall be determined by each college. Its responsibilities are as follows:

- (1) Reviewing internship agreements.
- (2) Selecting and evaluating new partner organizations.
- (3) Assessing internship outcomes.

3. Department-Level Committee for Off-Campus Internships

Under the College Internship Committee, each department (including undergraduate programs, classes, and graduate institutes) shall establish a “Department-Level Committee for Off-Campus Internships.” Its responsibilities are as follows:

- (1) Establishing departmental regulations for off-campus internships; planning and promoting internship courses; communicating with internship organizations; confirming evaluation results and selecting partner organizations; establishing matching mechanisms; drafting student internship plans; signing internship agreements; assigning internship advisors; managing internship assessment; and handling relevant administrative matters.
- (2) Regularly reporting the execution of internship affairs—including the number of interns, list of internship organizations, internship agreements, and internship evaluation results—to the College Internship Committee for recordkeeping.
- (3) Coordinating and handling student appeals, disputes, and incidents.
- (4) Handling early termination of internships.
- (5) Following up on and reviewing the results of internship counseling and onsite

visits.

- (6) Managing other matters related to the protection of student rights and interests.

Article 5

Pre-Internship Procedures

1. Evaluation of Internship Organizations

Each department (including undergraduate programs, classes, and graduate institutes) shall evaluate potential internship organizations. Departments may arrange for faculty members to visit enterprises in person or conduct interviews with organizational supervisors via telephone, videoconference, or email. Records shall be kept regarding the protection of student rights and the professional relevance of the internship. A directory of approved off-campus internship partner organizations shall be established.

2. Internship Matching Mechanism

- (1) Each department shall screen and announce appropriate internship opportunities for students and open them for application. Written reviews, examinations, or interviews may be conducted, and the final list of interns shall be confirmed jointly with the internship organizations.
- (2) Students who independently secure an internship must first submit an application and obtain departmental approval before signing any agreement. Students participating in the Enterprise College Program or the Far Eastern Internship Program must follow the same procedure if they intend to apply the internship toward off-campus internship course credits.

3. Formulation of Internship Plans

Each department and internship organization shall jointly develop internship plans with participating students, aligning them with job content and outlining the tasks in each stage as a basis for implementation.

4. Execution of Internship Agreements

Before the internship begins, each department shall enter into an internship agreement with the internship organization. The agreement shall clearly specify the responsibilities of both parties and include details such as internship duration, internship theme (course title and credits), required training hours, compensation and benefits, insurance, counseling and transfer arrangements for students experiencing difficulty, performance assessment, dispute resolution, and issuance of internship certificates.

For agreements involving an employment relationship, compensation must comply with at least the statutory minimum wage.

Departments shall provide students with a copy of the off-campus internship agreement to ensure they understand their rights and obligations during the internship period.

5. Internship Insurance

In addition to student accident insurance, internship organizations must provide labor insurance, occupational accident insurance, and pension coverage for

students under agreements involving an employment relationship.
For non-employment agreements, departments or internship organizations shall provide group insurance for students or other accident insurance.
Departments shall retain all insurance-related documentation for recordkeeping.

6. **Pre-Internship Training Sessions**

Departments shall arrange pre-internship training sessions to explain internship regulations, rights and obligations, performance assessment, occupational safety and health, and labor rights. An internship handbook shall be provided to help students understand and comply with relevant requirements.

Article 6 **Guidance and Supervision of Off-Campus Internships**

1. **Guidance Provided by Internship Organizations**

Each department (including undergraduate programs, classes, and graduate institutes) shall request that internship organizations assign personnel with relevant expertise to serve as on-site supervisors, responsible for guiding students in practical skill development.

2. **University Guidance and Site Visits**

- (1) During the internship period, each department shall arrange for a university advisor or designated staff member to conduct guidance visits to the internship organization. These visits aim to monitor students' internship progress, provide timely guidance, and, when necessary, assist students in resolving difficulties encountered during the internship.
- (2) Guidance visits may be conducted in person, by telephone, via videoconference, or through other communication platforms. Detailed records of each visit shall be documented in a guidance visit report for future reference.

Article 7 **Counseling, Reassignment, and Termination of Internships**

1. **Internship Maladjustment**

If a student encounters maladjustment during the internship, the student shall first report the situation to the university advisor, who shall provide counseling and follow up on the student's improvement.

2. **Internship Reassignment**

- (1) If the student's maladjustment persists after counseling, the department (including undergraduate programs, classes, and graduate institutes) may assist the student in being reassigned to a new internship organization. Only one reassignment may be permitted.
- (2) If reassignment cannot be successfully arranged, the university advisor or the department chair shall arrange substitute coursework for the student, such as an on-campus project or enrollment in other elective courses.

3. **Internship Termination**

A student's internship may be terminated if, after counseling, the student still fails to meet internship requirements under any of the following circumstances:

- (1) A physician diagnoses and certifies that the student's physical or mental condition makes continued internship unsuitable.
- (2) The student exceeds the permitted number of absences as defined by the internship organization or the department.
- (3) A major incident occurs that prevents continuation of the internship.
- (4) Other circumstances wherein the internship organization or the department determines that the student is unable to perform internship duties.

Article 8 **Internship Performance Evaluation**

Off-campus internships are formal credit-bearing courses. Students who meet performance requirements shall receive course credit. In addition to oral and written reports, routine communications, learning records, and other reports throughout the internship period shall constitute important components of evaluation. Details of the assessment shall be jointly determined by the university advisor and the internship organization supervisor. Evaluation of internship performance shall follow the principles below:

1. During the off-campus internship, students shall comply with all regulations of both the internship organization and the University.
2. Leave requests during the internship shall follow the regulations of the internship organization.
3. Upon completion of the internship, students shall submit an internship report or participate in a results presentation.
4. Internship grades shall be jointly assessed by the university advisor and the internship organization supervisor.

Article 9 **Internship Outcome Evaluation and Review**

Upon completion of the internship, in addition to organizing results presentations or discussion sessions, each department (including undergraduate programs, classes, and graduate institutes) shall conduct an internship outcome evaluation. Surveys shall be carried out to assess:

1. Student satisfaction with the course and the internship organization.
2. Internship organization satisfaction with the course and the students.

Feedback from both parties regarding course design shall be collected and used as a basis for reviewing and improving the internship program.

Article 10 **Handling of Internship Disputes**

1. If a dispute or conflict arises during the internship, the student shall first report it to the university advisor. The department shall arrange for the involved parties to discuss and propose a resolution plan. If no consensus is reached, the student may submit a written appeal to the College-Level Committee for Off-Campus Internships.
2. The College-Level Committee shall establish a mechanism for handling internship disputes and shall be responsible for reviewing and resolving student appeals.

3. Upon accepting an appeal, the College-Level Committee may invite representatives from the internship organization, the student, and external experts or scholars to participate in discussions. A record of the proceedings shall be maintained. Once the case is resolved, the decision shall be communicated to the parties involved and reported to the University-Level Internship Committee for reference.
4. If a student disagrees with the decision of the College-Level Committee, they may submit a written appeal to the University-Level Internship Committee within two weeks from the day following receipt of the decision.
5. All levels of internship committees shall complete the review of student appeals within one month from the day following receipt of the appeal. Extensions may be granted, if necessary, but only once.

Article 11 **Reporting of Emergency Accidents or Occupational Hazards**

If an emergency accident or occupational hazard occurs during the internship, the student or the internship organization supervisor shall immediately report it to the university advisor. Both parties shall jointly assist in handling the situation, and the handling process shall be documented and reported to the respective department (including undergraduate programs, classes, and graduate institutes) for recordkeeping.

Article 12 Each academic department (including divisions and graduate institutes) shall compile and consolidate the relevant written documentation related to off-campus internships for the purposes of subsequent ad hoc inspections or evaluations.

Article 13 Any matters not provided for herein shall be handled in accordance with the regulations of the Ministry of Education and other relevant applicable regulations.

Article 14 These Regulations, as well as all subsequent revisions therewith, shall be duly adopted by the Administrative Council prior to implementation.

The English translation is for reference only. In case of any discrepancy between Chinese and English versions, the Chinese version shall prevail.