

Yuan Ze University Regulations for the Establishment of Student Off-campus Internship Committees

June 3, 2026, Approved by the 2nd University Affairs Meeting of the 2025 Academic Year

Article 1 In order to promote and supervise matters related to student internships, Yuan Ze University establishes Student Off-campus Internship Committees (hereinafter referred collectively to as "the Committees") in accordance with the Regulations on the Implementation of Industry-Academic Collaboration in Junior Colleges and Above, and hereby promulgates these Regulations.

Article 2 The University shall establish Student Off-campus Internship Committees at the university, college, and department (institute)/college-based degree program levels.

Article 3 The composition and responsibilities of the University-level Committee are as follows:

1. Composition

The Dean of Research and Development shall serve as the Chair. Members include the Deans of all colleges as ex-officio members, one faculty, staff, or technical staff member nominated by each college, at least one representative from cooperating institutions, one student representative, and one external legal scholar/expert.

2. Responsibilities

- (1) Supervise the evaluation and selection of cooperating institutions.
- (2) Review and verify written agreements.
- (3) Evaluate the overall effectiveness of internships across YZU and oversee the resolution of student complaints, disputes, and incidents.
- (4) Supervise the management of premature termination of student internships.
- (5) Supervise the development of individualized internship plans for students in collaboration with cooperating institutions.
- (6) Supervise the implementation of internship guidance visits.
- (7) Address other matters related to the protection of student rights.

Article 4 The composition and responsibilities of the College-level Student Off-campus Internship Committee are as follows:

1. Composition

The Committee shall consist of at least five members, including the Dean of the college, heads of departments (institutes) and college-based degree programs, and faculty/staff. Student representatives and relevant personnel may be invited to attend.

2. Responsibilities

- (1) To deliberate on internship contracts.
- (2) To review and deliberate on new cooperating institutions.
- (3) To evaluate internship performance.

Article 5 The composition and responsibilities of the Department-level Student Off-campus Internship Committee are as follows:

1. Composition

The Committee shall consist of at least three members, including heads of departments (institutes) and college-based degree programs, and faculty/staff. Student representatives and relevant personnel may be invited to attend.

2. Responsibilities

- (1) To formulate regulations for student off-campus internships, plan and promote internship courses, contact cooperating institutions, confirm evaluation results and selection of cooperating institutions, establish matching mechanisms, draft student internship plans, sign internship contracts, arrange internship advisors, conduct internship performance assessments, and handle related administrative affairs.
- (2) To regularly report the status of internship operations, including the number of interns, list of cooperating institutions, internship contracts, and evaluation of internship performance, to the College-level Student Off-campus Internship Committee for reference.
- (3) To coordinate and handle student grievances, disputes, and accidents.
- (4) To handle the termination of internships before the expiration of the internship period.
- (5) To follow up on and review the results of internship guidance visits.
- (6) To handle other matters related to the protection of student rights.

Article 6 Based on operational needs, each college, department (institute), and college-based degree program may separately formulate regulations for the establishment of its Student Off-campus Internship Committee in accordance with these Regulations.

Article 7 Committees at all levels shall convene at least once each academic year, and may convene extraordinary meetings when necessary.

Article 8 Members of the Committee shall serve without remuneration; however, external members may be paid consultation fees, travel expenses, and attendance fees in accordance with regulations.

Article 9 These Regulations shall be promulgated and implemented upon approval by the University Affairs Meeting. The same procedure shall apply to any amendments.

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