

# 元智大學學生校外實習委員會設置辦法

115.06.03 114 學年度第 2 次校務會議新訂通過

第一條 本校為推展與督導學生實習相關事宜，依據「專科以上學校產學合作實施辦法」規定設置「元智大學學生校外實習委員會」（以下簡稱本委員會），並訂定本辦法。

第二條 本校分設校級、院級及系（所）及院設學位學程「學生實習委員會」。

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：

由研發長擔任主席，各學院院長為當然委員、各學院推派教師或技職同仁一名、實習機構代表至少一名、學生代表一名及校外法律學者專家一名擔任委員。

二、工作職掌：

- (一)督導合作機構之評估及選定。
- (二)檢核及確認書面契約。
- (三)評估全校實習成效及督導學生申訴、爭議及意外事件之處理。
- (四)督導學生實習期滿前終止實習之處理。
- (五)督導與合作機構訂定學生個別實習計畫。
- (六)督導實習輔導訪視之落實。
- (七)其他學生權益保障相關事項。

第四條 院級學生校外實習委員會組織成員及工作職掌如下：

一、組織成員：

委員會置委員 5 人（含）以上，包括學院院長及各系（所）及院設學位學程主管、教職員組成，並得邀請學生代表及相關人員出席。

二、工作職掌：

- (一)審議實習合約。
- (二)評選及審議新合作機構。
- (三)評估實習成效。

第五條 系級學生校外實習委員會組織成員及工作職掌如下：

一、組織成員：

委員會置委員 3 人（含）以上，包括系（所）及院設學位學程主管、教職員組成，並得邀請學生代表及相關人員出席。

二、工作職掌：

- (一)訂定學生校外實習法規，規劃及推動實習課程並負責接洽實習機構、確認合作機構之評估結果及選定、建立媒合機制、擬定學生實習計畫書、簽署實習合約、安排實習指導老師、辦理實習成績考核及處理各項相關業務。
- (二)定期將實習業務執行狀況，包含實習人次、實習機構名單、實習合約及實習成效評估等資訊，提報院級校外實習委員會備查。

(三)協調、處理學生申訴、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。

第六條 各院、系（所）及院設學位學程，得視實務運作需要，依本辦法另行訂定學生校外實習委員會設置相關規定。

第七條 各級委員會每學年至少開會一次，必要時得加開臨時會議。

第八條 本委員會委員為無給職，但校外委員得依規定支給諮詢費、差旅費及出席費。

第九條 本辦法經校務會議通過後，公布實施，修正時亦同。

# 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.**