

# 文藻外語大學學生校外實習暨輔導辦法

## Off-Campus Internship and Guidance Regulations of Wenzao Ursuline University of Languages

100 年 12 月 20 日行政會議通過  
Approved at the Administrative Meeting on December 20, 2011  
100 年 12 月 27 日經校長核定  
Ratified by the President on December 27, 2011  
102 年 08 月 06 日行政會議修訂通過  
Amended and approved at the Administration Meeting on August 6, 2013  
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Ratified by the President on August 15, 2013  
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第一條 文藻外語大學（以下簡稱本校）為培養學生兼具理論與實務，增加就業適應力與競爭力，增進學校與業界互動，並依據教育部「專科以上學校產學合作實施辦法」，特訂定「文藻外語大學學生校外實習暨輔導辦法」（以下簡稱本辦法）。

Article 1 In order to help its students obtain both theoretical and practical experiences, improve their adaptability and competitiveness in the job market, and deepen their interaction with the industry, Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Off-Campus Internship and Guidance Regulations (hereinafter referred to as “the Regulations”) in accordance with the Ministry of Education’s Guidelines for Implementation of Academic-Industry Collaboration by Junior Colleges and Institutions of Higher Education.

第二條 為審議本校學生校外實習之原則與推動方針，得成立「校外實習委員會」，其設置要點另訂之。

Article 2 The Off-Campus Internship Committee may be formed to review and discuss off-campus internship principles and promotional policies. The establishment guidelines of the committee shall be stipulated in a separate document.

第三條 本校學生校外實習之實施由教務處、學生事務處、研究發展處、國際暨兩岸合作處、校友聯絡中心各系(所)與校外實習機構共同輔導，其分別負責事項如下：

Article 3 The Office of Academic Affairs, the Office of Student Affairs, the Office of Research and Development, the Office of International and Cross-Strait Cooperation, the Alumni Center, all departments (graduate institutes), and corporate sponsors shall jointly provide guidance on the implementation of off-campus internship. Their respective duties are as follows:

一、教務處：推動與協調各系所實習課程之開設，彙整實習課程相關資訊。

1. Office of Academic Affairs: Provide internship courses, coordinate with each department (graduate institute) on internship courses, and collect

information on internship courses.

- 二、學生事務處：協助開發實習機會、實習職缺條件洽談與公告、彙整全校學生校外實習相關資料及校外實習機制之建立與檢討。
2. Office of Student Affairs: Support the creation of internship opportunities, negotiate internship terms, and make internship announcements; collect all kinds of information on off-campus internship; create and review the off-campus internship system.
- 三、研究發展處：協助開發實習機構，簽訂合作合約或備忘錄。
3. Office of Research and Development: Support finding corporate sponsors to sign partnership contracts or memorandums.
- 四、國際暨兩岸合作處：協助執行海外實習。
4. Office of International and Cross-Strait Cooperation: Support carrying out overseas internship programs.
- 五、校友聯絡中心：開發校友企業提供實習機會。
5. Alumni Center: develop ties with alumni's companies to create internship opportunities.
- 六、各系(所)：協助開發實習機會、規劃開設課程、安排輔導教師、督導學生實習、評定成績等相關業務。
6. Each department (graduate institute): Support finding new internship opportunities, develop internship courses, assign faculty supervisors, supervise internship, evaluate internship performance, etc.
- 七、實習機構：學生實習工作之訓練、專業指導、生活與工作輔導，並對學生進行成效考核等事宜。
7. Corporate sponsors: Provide students with training, professional instructions, and living and work guidance; evaluate internship performance, etc.

#### 第四條 實習機構與實習合約

##### Article 4 Corporate sponsor and internship contract

- 一、實習機構之甄選以主管機關核准立案，具良好制度與信譽之國內外公民營機構或法人組織為原則。
1. A corporate sponsor shall be approved and registered by the competent authority. The University shall choose a domestic or foreign public/private organization or a corporate body with good system and reputation.
- 二、實習機構所提供之實習職缺應與系所校外實習課程相關。
2. Any internship offer shall be related to an off-campus internship course.
- 三、合作機構依學生個別實習計畫提供學生相關實務訓練，並與學校指派之專責輔導教師共同輔導學生。
3. A corporate sponsor needs to provide practical training based on a student's internship plan, and shall work with the faculty supervisor assigned to the student on providing him/her with guidance.
- 四、合作機構負責學生實習前之安全講習、實習場所安全防護設備之配置及相關安全措施之規劃。
4. A corporate sponsor is in charge of providing safety lectures and protective equipment at internship site and developing safety measures before internship starts.
- 五、學校或合作機構應為實習學生投保相關保險。
5. The University or a corporate sponsor shall arrange insurance for interns.
- 六、明定實習時間（每日學習時間、請假或例假規定）、合約期限、實

習內容、實習獎學金或薪資之給付、膳宿及交通、成績評核基準等項目。

6. Internship working hours (daily learning hours, leave request and weekend rules), contract expiration, internship details, internship scholarship, salary payment, meals, accommodations, transportation and performance evaluation criteria shall be clearly specified.

七、合作機構與實習學生發生爭議時之協調及處理方式。

7. Coordination and settlement measures for any dispute between a corporate sponsor and a student intern shall be stated.

八、學生實習期滿前終止或解除之條件及程序。學生實習期間於合作機構有從事學習訓練以外之勞務提供或工作事實者，所定校外實習合約書應依勞動基準法規定辦理。

8. Termination and dismissal terms, and procedure before the end of internship shall be stated. If an intern provides labor services or has actually worked for a corporate sponsor in addition to training at the internship site, the off-campus internship contract shall be drawn up according to the Labor Standards Act.

九、實習合約內容應符合當地政府教育及勞動法令。

9. An internship contract shall be written in compliance with local education and labor regulations.

#### 第五條 實習課程

校外實習課程之開設與實施，悉依「文藻外語大學學生校外實習課程開設要點」辦理。

#### Article 5 Internship course

Off-campus internship courses are created and launched according to the Off-Campus Internship Course Launch Guidelines of Wenzao Ursuline University of Languages.

#### 第六條 實習職缺媒合

一、學生參與校外實習應提出申請，經系(所)核准。未成年者須經監護人同意。

二、除實習機構特殊需求外，實習職缺媒合應以公平、公開為原則，以書面審查或面試方式，媒合實習職缺。

三、學生自行開發實習機構者，該機構須經各系(所)評估合格，始可辦理實習登記。

#### Article 6 Internship matchmaking

1. A student who wants to obtain an off-campus internship is required to submit his/her application to the department (graduate institute) in charge for approval. If the applicant is underage, his/her guardian's consent must be obtained.

2. In addition to a corporate sponsor's special needs, internship matchmaking should be done in a fair and transparent way with document evaluation or interview.

3. If a student finds an internship opportunity independently, he/she can accept the offer after his/her corporate sponsor is approved by the department (graduate institute) in charge.

#### 第七條 實習輔導機制

#### Article 7 Internship Guidance System

一、學生至校外實習前，應參加由各系(所)或學生事務處聯合辦理之行

前說明會。

1. Each department (graduate institute) shall hold an off-campus internship meeting for students, or hold a meeting with the Office of Student Affairs before the internship starts.
- 二、實習輔導教師應赴各實習機構訪視學生，協調解決學生實習困難、了解學生實習進度與成效並填寫訪視紀錄送交各系所核備。
2. Each faculty supervisor shall visit students at internship sites, facilitate solving their problems during internship, track internship progress and outcomes, and record his/her visits; a record will be sent to the department (graduate institute) in charge for approval and reference.
- 三、海外實習不受前款拘束，得依個案彈性辦理。
3. An overseas internship is not subject to Article 7-2. A faculty supervisor's duties will be determined on a case-by-case basis.
- 四、實習輔導教師應與實習機構密切聯繫，若有實習機構不適切或學生不適應情事，應輔導學生轉換實習機構或中止實習。
4. A faculty supervisor and a corporate sponsor shall keep in close contact. If any improper matters occur or a student fails to adapt to the internship site, the student needs to receive support for transfer to another internship site or his/her internship shall be terminated.
- 五、為保障校外實習學生權益，落實實習爭議處理，除性別事件依相關性平法規或程序辦理外，其餘依本校校外實習爭議處理要點辦理，本要點另訂之。
5. In order to protect students' rights with regard to off-campus internship and settle internship disputes, all matters are handled in accordance with the Off-Campus Internship Dispute Handling Guidelines separately formulated (except for gender equality cases, which are processed in compliance with relevant regulations or procedures).

#### 第八條 實習成績考核

##### Article 8 Internship performance evaluation

- 一、學生須撰寫實習報告，報告格式由系(所)自訂，於實習結束後送交實習機構主管與實習輔導教師評閱。
1. An intern is required to follow the formatting style specified by the department (graduate institute) in charge to write an internship report. The report shall be sent to the supervisor at the internship site and the faculty supervisor for evaluation.
- 二、校外實習成績應由實習機構與實習輔導教師共同評核，評核標準與考核內容由各系(所)訂之。
2. The corporate sponsor and the faculty supervisor in charge shall co-evaluate an intern's off-campus internship performance. Evaluation criteria and content are set by the department (graduate institute) in charge.
- 三、學生於校外實習期間，各項行為宜自我約束，如有優良或不良表現，則依本校獎懲辦法處理。
3. A student shall demonstrate acceptable behaviors during his/her internship. Proper or improper behaviors are subject to the Guidelines for Student Recognition and Discipline of the University.
- 四、實習期間請假均須依照實習機構人事規定辦理，並於事後依實習機構規定補足實習時數，違者不授與學分。
4. A student shall follow a corporate sponsor's personnel rules to take leaves.

The remaining hours need to be completed afterward according to the corporate sponsor's rules. No credits are granted for unfinished internship.

第九條 學生實習期間，所需相關費用除實習機構同意負擔外，由學生自行支付。

Article 9 A student has to pay all internship costs not covered by a corporate sponsor during his/her internship.

第十條 學生校外實習應參加勞工保險或加保團體意外險，保額至少新台幣100萬元以上。若實習機構未提供保險，由學校協助實習學生加保意外險。

Article 10 A student must purchase a minimum of NT\$ 1 million worth of labor insurance or group accident insurance for his/her off-campus internship. If a corporate sponsor does not arrange insurance, the University shall do so for students.

第十一條 各系(所)得應實施需要訂定「學生校外實習作業要點」，經系(所)務會議通過後實施，修正時亦同。

Article 11 Each department (graduate institute) may formulate its Off-Campus Internship Guidelines if necessary. Such guidelines shall become effective upon approval at the Department (Graduate Institute) Meeting. Amendments must follow the same procedure.

第十二條 本辦法如有未盡事宜，悉依本校相關規定辦理。

Article 12 Matters not covered by the Regulations shall be compliant with relevant rules of the University.

第十三條 本辦法經行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article 13 The Regulations become effective after being approved at the Administrative Meeting and ratified by the President. Amendments must follow the same procedure.