

# 義守大學國際商務學系學生校外實習委員會設置辦法

108年5月8日系務會議通過(全文)，108年8月22日 校長備查公告

第一條 本系為推展與督導學生校外實習業務，依據教育部頒布「專科以上學校產學合作實施辦法」第六條、第六條之一規定，訂定「義守大學國際商務學系學生校外實習委員會設置辦法」(以下簡稱本辦法)，並設國際商務學系學生校外實習委員會(以下簡稱本委員會)。

第二條 本委員會職掌及任務如下：

- 一、整體規劃及推動校外實習課程。
- 二、確認合作機構之評估結果及選定。
- 三、擬訂書面契約及學生個別實習計畫。
- 四、協調、處理學生申訴、爭議及意外事件。
- 五、處理學生實習期滿前之終止實習。
- 六、追蹤處理及檢討學生實習輔導訪視結果。
- 七、其他學生權益保障相關事項。

第三條 本委員會由系主任擔任召集人並為當然委員，另遴選教師代表三至五名為選任委員。本委員會得視需要邀請法律學者專家、合作機構代表、學生代表及其他相關人員列席。

第四條 本委員會每學期應至少召開一次會議，必要時得加開臨時會議；會議召開應有全體委員二分之一以上出席，出席委員二分之一以上同意始可決議。

第五條 本辦法如有未盡事宜，悉依教育部及本校相關規定辦理。

第六條 本辦法經系務會議審議通過，送交管理學院及教務會議核備，陳請校長備查後自公告日實施。

# **Regulations for the Establishment of Student Off-campus Internship Committee of Department of International Business at I-Shou University**

Adopted by the Departmental Affairs Council on May 8,  
2019 and promulgated with the consent from the President  
dated on August 22, 2019

- Article 1 To promote and supervise students' off-campus internships, the Regulations for the Establishment of Student Off-campus Internship Committee of Department of International Business at I-Shou University (hereinafter referred to as "the Regulations") are made by the Department of International Business (hereinafter referred to as "the Department") pursuant to Article 6 and Article 6-1 of the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education of the Ministry of Education, and the Department establishes the Student Off-campus Internship Committee (hereinafter referred to as "the Committee") accordingly.
- Article 2 The Committee is responsible for:
1. planning and promoting off-campus internships;
  2. reviewing and deciding internship providers;
  3. drafting agreements and individual internship plans for students;
  4. negotiating and coping with complaints, disputes, and accidents for students;
  5. handling early termination of student off-campus internships;
  6. following up and reviewing the effectiveness of student off-campus internships as well as counseling and visit records; and
  7. handling affairs relating to the protection of students' rights and interests.
- Article 3 The Chair of the Department is the ex-officio member and convener of the Committee, and the Committee shall have another three to five members who are full-time faculty members of the Department. The Committee may invite jurisprudents, representatives of internship providers, student representatives, and related parties to attend meetings if necessary.
- Article 4 Committee members shall meet at least once every semester, and an extraordinary session may be called whenever necessary. A quorum of at least half of the total membership will be required to validate a committee meeting, and a resolution shall not be adopted unless at least half of the members attending vote in favor of the proposal.
- Article 5 Matters not mentioned herein, if any, shall be subject to the applicable laws of the

Ministry of Education and the applicable regulations and rules of the University.

Article 6      The Regulations become effective on the third day of promulgation after being adopted by the Departmental Affairs Council, approved by the College of Management and the University Academic Council, and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*