THU Guidelines for Establishing Student Off-Campus Internship Committees at All Levels

2017/1/11 Approved by the 1st Administrative Affairs Meeting
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Article 1 Tunghai University (hereinafter referred to as "THU") establishes the THU Guidelines for Establishing Student Off-Campus Internship Committees at All Levels (hereinafter referred to as "these Guidelines") to promote and supervise student internship affairs in accordance with Articles 4 and 6 of the Ministry of Education Guidelines Governing the Implementation of Industry-Academia Cooperation of Junior College and Above and Article 2 of the THU Regulation for Off-campus Internship.

Article 2 THU shall establish a University-Level Student Off-Campus Internship Committee (hereinafter referred to as the "University-Level Internship Committee"). Its duties are as follows:

(1) Supervise the evaluation and selection of partner organizations.

(2) Review and verify written agreements.

(3) Evaluate the overall effectiveness of internships and supervise the handling of student grievances, disputes, and accidents.

(4) Supervise the handling of internship terminations before the completion of the internship period.

(5) Supervise the development of individual student internship plans with partner organizations.

(6) Supervise the implementation of internship support visits.

(7) Other matters concerning the protection of student rights.

Article 3 The University-Level Internship Committee shall have one Chairperson, appointed by the President from among the Vice Presidents. The Committee shall consist of several members, including the Dean of Academic Affairs, Vice President of Student Affairs, external legal counsel, one representative from each college, representatives from units responsible for student off-campus internship affairs, representatives of partner organizations, and student representatives.

The partner organization representatives, student representatives, and external legal counsel referred to in the preceding paragraph shall be appointed by the Chairperson for a term of one year and may be reappointed upon expiration.

The University-Level Internship Committee shall have one Executive Secretary, who shall be a staff member responsible for student off-campus internship affairs in the Office of Academic Affairs. The Executive Secretary shall, under the direction of the Chairperson, handle the Committee's administrative affairs.

Article 4 The University-Level Internship Committee shall convene once each semester and may convene ad hoc meetings when necessary. Relevant units

or individuals may be invited to attend meetings as non-voting participants to provide reports.

Meetings shall be chaired by the Chairperson. If the Chairperson is unable to attend, the Chairperson shall designate one committee member to serve as acting chairperson.

A meeting may be convened only when more than half of the committee members are present. Resolutions shall require the approval of more than half of the members present.

Article 5 Committee members of the University-Level Internship Committee shall serve without remuneration. However, external members may receive attendance fees and transportation expenses in accordance with relevant regulations. The required expenses shall be covered by the budget allocated by the Office of Academic Affairs.

Article 6 If a college, department, graduate institute, or degree program (hereinafter referred to as a "department-level unit") hosts off-campus internships, it shall establish a College-Level and Department-Level Student Off-Campus Internship Committee (hereinafter referred to as the "College-Level and Department-Level Internship Committees"). Their duties are as follows:

(1) Overall planning and promotion of off-campus internship courses.

(2) Confirm the evaluation results and selection of partner organizations

(3) Develop written agreements and individual student internship plans.

(4) Coordinate and handle student grievances, disputes, and accidents.

(5) Handle the termination of internships before the completion of the internship period.

(6) Follow up on and reviewing the results of internship support visits.

(7) Other matters concerning the protection of student rights.

Article 7 The composition of the College-Level and Department-Level Internship Committees shall be independently established by each college and department-level unit through implementation guidelines. The committees shall include student representatives and may invite representatives from partner organizations to attend meetings.

Article 8 Where these Guidelines conflict with regulations of the Ministry of Education, the regulations of the Ministry of Education shall prevail.

Article 9 These Guidelines shall be promulgated upon approval by the Administrative Council and University Council.