THU Regulation for Off-campus Internship

Passed in the 149th Academic Affairs Council on November 25, 2014
Amended in the 151st Academic Affairs Council on November 17, 2015
Amended in the 161st Academic Affairs Council on November 13, 2018

Article 1 Regulation for THU Off-campus Internship (hereinafter referred to as the *regulation*) is established in order to enhance the workplace competitiveness of THU students with professional competence required by the industry.

Article 2 In order to promote and supervise the implementation of the off-campus internship-related mechanism, the University shall establish a three-level off-campus internship committee (department/college/university). The committee shall conduct meetings regularly to understand the situation of off-campus internship courses, to protect student rights, to review the learning effectiveness, to process student complaints and to settle disputes.

Article 3 The internship institutions (whether domestic/foreign and/or public/private) shall be legally registered sites, which comply with the provisions of occupational safety and health related regulations with no record of violating labor laws and regarded by the University as suitable for student internship.

Article 4 Prior to the internship, each department/college shall assist the internship institution in signing an "internship contract" with the University to protect the rights and interests of both parties. The internship contract shall regulate the relevant rights and obligations of the students and shall include the following items: respective responsibilities, the internship site, length, the number of hours, relevant insurance and payment, the internship content and assessment, possible internship transfer—should the interns approve to be not adapting well, and the handling of internship disputes.

Article 5 Each department/college shall plan and tailor their own off-campus internship and design pertinent courses (compulsory or elective) -- in accordance with the content and nature of the internship -- to be approved by the course committees (three-level). Each department/college shall also be responsible for the supervising, evaluating, reviewing learning effectiveness, and coordinating relevant affairs to ensure the safety and quality of the internship

Article 6 The internship credit shall be given after the completion of internship with joint assessment by the University and the internship institution. The passing score and hours are as follows:

1. Summer and winter internships: during summer and winter vacations, students

are arranged to work outside the University with at most 4 credits. The number of internship hours per credit must reach 60 hours (including regular seminars and activities back in the University, including the travel time).

2. Semester (16 weeks) internship courses: off-campus internship courses shall be up to 9 credits at most; each credit must reach 60 hours.

3. Academic year (32 weeks) internship courses: up to 9 credits off-campus internship respectively in the first and the second semester; each credit must reach 60 hours.

4. For 4-year off-campus internship courses (9 credits at most for each semester), if the total number of student internship hours fails to reach 540 hours, the internship package must be submitted to the University-level off-campus internship committee for review.

Article 7 For departments/colleges listing off-campus internship as a requirement for graduation, the requirement shall be clearly stated in the compulsory courses list, and the students shall be informed at the time of enrollment. If students are not suitable for an internship due to physical and mental factors, or if they do not adapt well during the internship process--and the counseling and referral mechanism fails, the departments/colleges shall provide other back-up measures for the students to qualify for graduation.

Article 8 If the off-campus internship course is a full-semester one, the registration and tuition are subject to the University's academic rules and relevant regulations.

Article 9 If students cannot report to the internship institution due to illness or special accidents during the internship period, or must be on leave, they shall get permission from the internship unit in advance, and shall follow the University's provisions or the internship contract for taking a leave.

Article 10 This regulation shall be further implemented by departments/colleges provisions; other related details shall be handled in accordance with relevant regulations.

Article 11 The Regulation shall take effect after passing the Academic Affairs Council.