

Regulations Governing NTUNHS Students' Off-campus Internship

Approved by the Off-campus Internship Committee for Academic Year 2017 on Jun. 15, 2015

Approved at the 172nd Extensive Administrative Meeting on Sept. 9, 2015

Approved by the Off-campus Internship Committee for Academic Year 2015 on Jun. 14, 2016

Approved at the 187th Extensive Administrative Meeting on Feb. 22, 2017

Approved at the 192nd Extensive Administrative Meeting on Sept. 13, 2017

Article 1 Objectives

The Regulations Governing NTUNHS Students' Off-campus Internship is formulated by the National Taipei University of Nursing and Health Sciences (hereinafter referred to as the University) in accordance with the relevant regulations released by the MOE to develop students' practical thinking patterns and abilities.

Article 2 Promotion Organizations

1. The Off-campus Internship Committee is established to promote the work related to students' off-campus internship, support the off-campus teaching, and review the internship and its effects. The President shall hold the position of the Chairman and 13 to 15 committee members consist of the following:
 - (1) R&D director, Director of General Affairs, Director of Student Affairs, and heads of three schools shall be ex-officio members of the Committee.
 - (2) 3 to 5 directors of each department/institute selected by the President.
 - (3) At least 2 representatives recommended and delegated by the off-campus internship units who are later recommended by the director of each department/institute and recruited by the President.
 - (4) At least one parent representative shall be recommended by the director of each department/institute and recruited by the President.
2. The term of office of the committee shall be one academic year. In principle, the committee shall meet once every academic year as necessary, and may hold additional interim meetings if necessary. The functions and responsibilities of the Committee are as follows:
 - (1) To supervise the selection of Cooperative Institutions.
 - (2) To check and confirm the written contract.
 - (3) To assess the internship effectiveness and process students' appeals.
 - (4) To supervise the formulation of cooperation projects with the Cooperative Institutions.
 - (5) To resolve the disputes between the internship units and students.
 - (6) Other matters related to safeguarding students' rights and interests.
3. The teaching units conducting off-campus internship courses shall review the implementation effectiveness at the department or school internship committees. Any disputes during the period of off-campus internship shall be reviewed at the School Internship Committee Meeting. The forms and records about the internship and appeals shall be properly kept for future appraisal and check.

Article 3 Review of Internship Organizations

1. The University should select internship institutions with the goal of cultivating core competence of departments and specialties, and evaluate and select them based on work content, work environment, work specialization, salary and welfare, etc.
2. The university shall evaluate the internship organizations where students carry out their off-campus internships and assist them to practice at the qualified private institutions or non-profit institutions with good systems and reputations at home and abroad. If both parties agree to sign the internship contract through negotiation, the contract shall be reported to the Industry-academy Cooperation Division, the Office of Research and Development for future reference.
3. The vacancies provided by the internship institutions shall be associated with the off-campus internship courses offered by the department/school.

Article 4 Definition of Internship Courses

The off-campus internship set forth herein refers to the “full-time off-campus internship” of any of the following models. They are either compulsory or optional courses:

1. Summer courses: off-campus internship courses of more than 2 credits offered in summer, with a continuous eight-week internship in the same company and no less than 320 hours (including regular return to school for seminars or study activities, etc.).
2. Semester-based courses: off-campus internship courses with the duration of at least four or five months and a minimum of nine credits. During the internship, in addition to regular return to school for seminars or research activities, students should work full-time in the internship organization.
3. Academic-year-based courses: off-campus internship courses with the duration of at least eight months and a minimum of eighteen credits. During the internship course, in addition to regular return to school for seminars or research activities, students should work full-time in the internship organization.
4. Courses for medical and nursing students: off-campus internship courses with students under four-year technical program required to get more than twenty credits and students under two-year technical program required to get more than nine credits. The number of internship hours shall be accumulated and handled according to the rules for the internship credits formulated by each medical department (specialty).
5. Overseas internship courses:
 - (1) Limited to courses offered in semesters and academic years.
 - (2) Courses offering internship opportunities in overseas areas outside the mainland and overseas advanced or potential enterprises and institutions (including branches) established by Taiwan businessmen are preferred.
 - (3) Students who participate in the internship should pass the professional and language proficiency requirements stipulated by the school or recognized by the internship company.

The internship institution shall be evaluated and qualified by the school, and the nature of the internship position shall be associated with the major and department.

6. Other internship courses:
Courses with at least 2 credits and 72 hours of internship in the same or different institutions
7. Internship-free courses:
Courses required for more than one credit hour and not less than 36 hours for internship in Taiwan or abroad.

Article 5 When students take off-campus internship courses, each department should formulate and implement the key points of internship according to the following.

1. Make the overall planning for the courses.
2. Evaluate the internship organizations, student internship mechanism and sign the internship contract.
3. Work together with the internship organization to determine the content of the internship, and implement according to the progress.
4. Define the operation mechanism of internship counseling and visiting and the responsibilities of visiting teachers.
5. Define the methods of student absence, supervision and management.
6. Set up the way of student internship visit and performance assessment and coordinate the business related to interns.
7. Establish a settlement mechanism for disputes between cooperative organizations where students practice and student interns.
8. Establish a referral mechanism for students to leave during their off-campus internship.
9. Establish an emergency response mechanism.
10. Determine the ratio of external internship scores (including the internship report, the score of the internship institution and the score of the counselor).
11. Determine the evaluation items of students' internship effectiveness.

Article 6 The internship contract shall clearly state the internship content, internship period, internship salary and welfare, internship insurance, internship dispute settlement and other matters to regulate the rights and obligations of both parties and safeguard the rights and interests of intern students.

Article 7 Off-campus Internship Counseling

1. Prior to the off-campus practice, the supervisors of each department and the internship counselor shall provide the intern students with pre-departure guidance, and specify the relevant matters concerning the rules for internship, safety of the fields and the matters needing attention such as life routines, so that the students can understand and follow them.
2. During the off-campus practice, each teaching unit shall arrange teachers

to indoctrinate interns with relevant guidance regulations, visit them and learn about the progress and effectiveness of students' internship, and make records.

3. During the off-campus internship, the counselors of each teaching unit shall maintain close contact with the internship institutions to coordinate and solve the problems of the internship institutions and students. In case of any inappropriate moves of the internship institution, the intern students should be instructed to change the internship institutions.

Article 8 Principles for Bearing Off-campus Internship Expenses:

1. Tuition and fees: paid by students during the off-campus internship.
2. Internship fees: we will collect the off-campus internship fees from our students and pay to the internship institutions on behalf of our students where our students take their internships. When choosing the internship institution, on the premise of meeting the internship conditions of each department, the ones with lesser fees are preferred.
3. Means and transportation charges: paid by students themselves.
4. Premium: prior to the off-campus internship, each teaching unit shall confirm that students have been insured with the off-campus internship accident insurance. The premium is paid in accordance with the rules of MOE.

Article 9 Appraisal for Students' Internship Score

1. During the off-campus internship, the interns should follow the relevant regulations of the internship institution and the University.
2. During the off-campus internship, the interns are required to write an internship report in a format determined by each department.
3. The interns' performance during off-campus internship shall be evaluated jointly by the internship institution and the counselors of the University. The appraisal is designed mainly for confirming the internship effectiveness, including the improvement performance, content integrity and hours of students' actual participation in the practical work and their working attitude.

Article 10 After the completion of the internship course, each department shall evaluate the effectiveness of the interns according to the following:

1. The employment counseling among interns.
2. Interns' satisfaction with internship courses.
3. The interns' satisfaction with off-campus internship cooperative institutions.
4. Interns' satisfaction of off-campus internship organizations on internship courses.
5. The off-campus internship cooperative institutions' satisfaction on interns.

Article 11 Performance Evaluation of Internship Courses

Follow the *Regulations Governing Evaluating Internship Course Performance for College or Institutions of Higher Level*.

Article 12 Handling of Matters Not Covered

Any matters not covered herein shall be handled in accordance with the government laws and relevant rules of the University.

Article 13 Implementation and Amendment

Upon the approval at the Administrative Meeting, the Regulations shall be checked and approved by the President before implementation. The same applies to any amendments.