

國立成功大學學生校外實習委員會設置要點

NCKU Directions for the Establishment of the Extramural Internship Program Committee

102 年 02 月 27 日第 167 次行政會議通過

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107 年 1 月 17 日第 188 次行政會議修正通過

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Amended and approved at the 1st Meeting of the Academic Affairs Council in the 2025-2026 school year on Sep. 24, 2025

一、國立成功大學（以下簡稱本校）為使學生結合課程專業理論與產業實務經驗，增進實用能力，特與合作機構辦理學生校外實習。茲依據專科以上學校產學合作實施辦法第六條規定，設國立成功大學學生校外實習委員會（以下簡稱本委員會），並訂定本要點。

I. National Cheng Kung University (NCKU) works with its cooperating institutions to organize internship programs for students to integrate their academic studies with practical industrial applications to enhance their professional capabilities. In accordance with Article 6 of the Regulations for the Enactment of Academia-Industrial Cooperation at Institutions of Higher Education on Collegiate Level, the Extramural Internship Program Committee (hereafter the Committee) and these Directions are established to facilitate the implementation of the internship programs.

二、本校學生校外實習包含專業課程校外實習、產學合作校外實習、學生自主校外實習三部分，其中專業課程校外實習與產學合作校外實習，由各院、系、所、學位學程依其教育目標、課程特色及產學合作需要規劃之；學生自主校外實習，由學務處生涯發展與就業輔導組規劃媒合平臺，提供學生志願性職場體驗媒合機會與資訊。

II. The extramural internship programs designated for NCKU students are classified into three categories: course-oriented internship, academia-industrial internship, and student autonomous internship. The course-oriented or academia-industrial internship programs are established by departments, graduate institutes, or specialized degree programs based on their educational objectives, curriculum characteristics and academia-industrial cooperation needs. The student autonomous internship programs are organized by the Career Consultant Division under the Office of Student Affairs to provide students with relevant information and matchmaking opportunities for voluntary acquisition of workplace experience.

三、本委員會之任務如下：

- (一)督導合作機構之評估及選定。
- (二)檢核及確認書面契約。
- (三)評估全校實習成效及督導學生申訴、爭議及意外事件之處理。
- (四)督導學生實習期滿前終止實習之處理。
- (五)督導與合作機構訂定學生個別實習計畫。
- (六)督導實習輔導訪視之落實。
- (七)其他學生權益保障相關事項。

前項第二款所列事項，委由業務執行單位(含教務處、研發處及學務處)檢核及確認，並提本委員會報告。

III. The duties of the Committee are as follows:

- (1) To supervise the evaluation and selection of cooperating institutions.
- (2) To review and confirm written contracts.
- (3) To evaluate the effectiveness of NCKU internship programs and supervise the handling of internship-related appeals, disputes, and accidents.
- (4) To supervise the handling of early termination of internship.
- (5) To supervise the formulation of individual internship plans for students with industrial institutions.
- (6) To supervise the implementation of internship site visits.
- (7) To resolve other issues of internship based on the rights and interests of students.

The matters stated in Subparagraph (2) of the preceding paragraph are entrusted to the administrative units (including the Office of Academic Affairs, the Research and Development Office, and the Office of Academic Affairs) for review and confirmation, which shall be reported to the Committee.

四、本委員會由教務長、學生事務長、研發長、各學院院長、辦理校外實習單位代表一至二人、校外法律專家、合作機構代表及學生代表各一人共同組成。除學生代表任期一年外，其餘委員任期二年，連聘得連任。

前項辦理校外實習單位代表、校外法律專家及合作機構代表，由教務長遴選聘任之。

本委員會置召集人一人，由教務長擔任；並置執行秘書一人，由教務處課務組組長兼任。

IV. The Committee consists of the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Research and Development, all college deans, one or two representatives from the administrative office for extramural internship programs, one extramural legal expert, one representative from cooperating institutions, and one student representative. The student representative serves a one-year term of office, while other members serve a two-year term of office and may be appointed for another terms. The representatives from the administrative office for extramural internship programs, the legal expert, and the representative from cooperating institutions shall be appointed by the Vice President for Academic Affairs.

The Committee shall have one chair, a post filled by the Vice President for Academic Affairs, and one secretary, a post filled by the Chief of Curriculum Division, to administer committee affairs.

五、本委員會以每學期召開會議一次為原則，必要時得召開臨時會議；並得邀請相關單位或人員列席報告或說明。

V. The Committee shall hold at least one meeting every semester, and when necessary extraordinary meetings shall be convened. The Committee may invite delegates of relevant units to sit in during its meeting to facilitate its discussion of relevant matters.

六、本委員會須有二分之一以上委員出席，始得開議；出席委員二分之一以上同意始得議決。學生事務長、研發長、及各學院院長如不克出席會議時，得委託代理人代理出席會議。

VI. A meeting of the Committee shall not be called without a quorum of more than half of the committee members in attendance. A meeting shall not reach any resolution that fails to pass with a quorum of more than half of attending members. Should the Vice President for Student Affairs, the Vice President for Research and Development, or any college dean fail to attend a committee meeting for any reason, a delegate shall be assigned to attend in their place.

七、推動專業課程校外實習或產學合作校外實習之院、系、所、學位學程應成立學生校外實習委員會，其成員得包含學生代表與產業界人士各一人，並訂定設置要點送本委員會備查。

院、系、所、學位學程學生校外實習委員會之任務如下：

- (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。

VII. All departments, graduate institutes, and specialized degree programs shall establish an extramural internship program committee to facilitate the implementation of extramural internship programs or academic-industrial cooperation programs. The committees at the level of departments, graduate institutes, and specialized programs shall include one student representative and one industrial representative. The regulations for the establishment of such committees shall be submitted to the Committee for reference.

The duties of the extramural internship program committee established by a department, graduate institute, or specialized program are as follows:

- (1) To plan and promote extramural internship programs.
- (2) To confirm the evaluation and selection of cooperating institutions.
- (3) To formulate written contracts and individual student internship plans.
- (4) To coordinate efforts to handle internship-related appeals, disputes, and accidents.
- (5) To supervise the handling of early termination of internship.
- (6) To supervise the implementation of internship site visits.
- (7) To resolve other issues of internship based on the rights and interests of students.

八、院、系、所、學位學程與合作機構進行產學合作校外實習時，應將下列事項納入書面契約後，始得辦理：

- (一)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。
- (二)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。

(三)為實習學生投保相關保險。

(四)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。

(五)合作機構與實習學生發生爭議時之協調及處理方式。

(六)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，所定產學合作書面契約應依勞動基準法規定辦理。

VIII. Colleges, departments, institutes, and degree programs shall not implement internship programs with cooperating institutions before the establishment of a written contract including the following matters:

(1)Cooperating institutions provide students with practical training in accordance with their individual internship plans, and work with NCKU-assigned counselor to provide counseling to student interns.

(2)Cooperating institutions are responsible for the pre-internship orientation for safety, the configuration of safety equipment at the internship site, and the planning of related safety measures.

(3) The contract shall specify an agreement take out an insurance policy for student interns during the period of the internship.

(4) The contract shall specify the internship schedule (regulations for daily study, leave applications or regular days-off), contract period, internship content, payment of internship scholarship or salary, accommodation and transportation, and performance evaluation criteria.

(5) The contract shall specify a coordination mechanism to handle disputes between cooperating institutions and student interns.

(6) The contract shall specify the conditions and procedures for early termination of internship or discharge of student interns from internship before expiry.

If a student intern engages in labor services or work in a cooperating institution other than study and training during the internship period, the written academia-industrial cooperation contract shall be administered in accordance with the Labor Standards Act.

九、本校學生因校外實習所受處分，認為違法或不當，致損害其權益者，得依本校學生申訴評議委員會設置與申訴處理辦法及相關規定，向學生申訴評議委員會提出申訴。若因專業課程校外實習或產學合作校外實習，對於實習機構實習內容之管理措施或處理情形，認為實習權益受有損害者，得向院、系、所、學位學程校外實習委員會提出申訴。院、系、所、學位學程校外實習委員會應邀請實習機構、實習學生及有關單位共同協商解決，並將協商解決方案，送請本委員會備查。

IX. Any NCKU student who is disciplined in relation to an NCKU-designated off-campus internship program and who considers that it is illegal or inappropriate to the extent that it infringes upon his/her rights shall appeal to the Student Appeals Review Committee in accordance with NCKU Regulations Governing the Establishment and Administration of the Student Appeals Review Committee. Any NCKU student who considers his/her rights infringed upon for a measure or a resolution taken with a

course-oriented or academia-industrial cooperation internship program shall appeal to the student internship committee of their department, graduate institute or specialized program. The committee shall invite the appellant and delegates from the institution of the internship and relevant units to meet and reach a resolution, which shall be submitted to the Committee for reference.

十、本委員會委員為無給職，非校內委員得依相關規定支給出席費及交通費；受邀出席之實習機構代表得依相關規定支給交通費。

X. The members of the Committee are appointed without remuneration, while non-NCKU members will receive payments for attendance and travel expenses in accordance with the relevant regulations. Invited delegates from cooperating institutions will receive payments for travel expenses in accordance with the relevant regulations.

十一、本要點經校務會議通過後實施，修正時亦同。

XI. These Directions shall be approved by the University Affairs Council before taking effect. Any amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.