

# Tzu Chi University of Science and Technology

## Guidelines for Students Retaking/Fulfilling Off-Campus Internships

Approved at the 41st Administrative Meeting on March 26, 1993

9th revision approved at the 187th Administrative Meeting on January 15, 2019

### Article 1.

Students who failed or are unable to complete their internship, and thus have no course credit for that internship, should retake the internship under the Guidelines unless otherwise indicated.

### Article 2. Retaking the Internship

1. Students whose internship grade is lower than 60, and whose days of absence exceed 3 days, should retake the internship.
2. Students whose cumulative duration of leave (except for official leave) is equal to or exceeds 1/3 of the total required internship hours, and thus have no internship grade, should retake their internship.
3. Students who must retake their internship (apart from graduating full-time and continuing education students, who are permitted to form groups and fulfill the internship requirements) shall complete it with classes of their respective type of program in the following academic year.

### Article 3. Fulfilment of the Internship

Transfer students who are required to fulfill the internship requirement should take the internship with a class of their respective program type unless otherwise indicated.

### Article 4. Compensatory Hours

1. Students with approved leaves of absence (e.g., approved official business, illness, personal reasons, or bereavement) or who exhibit tardiness, leave early, or take unapproved leaves of absence during their internship, should compensate for the hours missed. Compensatory hours should be counted in compliance with the Guidelines on Leaves of Absence for Student Interns. However, a leave of under 4 hours can be compensated for with 4 compensatory hours, and a leave of over 4 hours and under 8 hours can be compensated for with 8 compensatory hours. Students of in-service programs who foresee late-arrivals for their internships on a daily basis because of employment should submit a document beforehand issued by their employer to certify their circumstances and receive the University's approval before their respective internships can commence.
2. The total outstanding compensatory hours and the time and location at which the compensatory hours are to be exercised shall be determined at the end of the academic year. The department will, in principle, arrange for the compensatory hours to be completed at the initial host institution,

unless otherwise indicated. Compensatory internship sessions are 8-hour units held during the day and should continue until all outstanding hours are compensated for. Students with outstanding compensatory hours shall have their degree diploma withheld until all outstanding compensatory hours are completed.

3. The Internship Administrative Team should assign internship supervisors during compensatory hours.

#### Article 5.

All internship rules during internship retaking/compensation shall comply with the Student Internship Program Guidelines.

#### Article 6.

These guidelines shall enter into force and be implemented upon the approval of the University President; the same applies to any amendments to these guidelines.