

Tzu Chi University of Science and Technology

Student Regulations for Off-Campus Internships

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Article 1. The Tzu Chi University of Science and Technology (hereinafter “the University”) Student Regulations for Off-Campus Internships (hereinafter “the Regulations”) are established for the University to cultivate students in becoming professionals of both theoretical and practical knowledge; to improve their skills in the field of their profession; to foster university–industry cooperation in technical and vocational education; to integrate industry and university resources; and to provide avenues of career exploration and early professional experiences in the workplace.

Article 2. The University’s Off-campus Internships have the following goals:

1. To cultivate dedicated, sociable, diligent, and humble behaviors.
2. To learn from working and acquiring professional techniques and practical experiences.
3. To hone social skills and foster the spirit of teamwork and professional ethics.
4. To inspire students’ willingness to learn and be adaptable.
5. To teach students how to discover problems and solutions.
6. To nurture innovation skills.

Article 3.

All departments of the University and cooperative internship institutes should abide by the Regulations in student internship-related matters.

Article 4.

Students of the University who are required by their faculty (department) to complete a mandatory off-campus internship must receive passing grades for all phases of the internship before graduation.

Article 5. Pre-internship procedures are regulated as follows:

1. Each department (or program) shall confirm the contents and placement quota of the internship with the host institution 1 month before the internship commences.
2. Each department (or program) shall be responsible for the placement quota and matching of each cohort with respective host institutions. Relevant records must be retained for auditing purposes.
3. Each department or institute (or program) should arrange for academic instructors from the University to conduct on-site evaluations at the respective host institutions to assess the internship work content, internship rights and guarantees, and internship safety measures. Furthermore, each department or institute (or program) should submit the Off-Campus Internship Host Institution Evaluation Form as part of the host institution selection process. Relevant records are to be retained for auditing purposes.
4. Students shall agree to and sign the internship cooperation contract with the host institution before they report to said institution. Agreements other than the University-issued universal internship agreement shall be reviewed by the respective department or institute (or program) and the legal office of the University, attached with additional remarks, before use.

5. Each department or institute (or program) shall submit the Student Intern List and Student Intern Plans to the relevant departments of the host institution before students report to said institution.
6. A specific time for students to report to the host institution shall be agreed jointly by each department or institute (or program) with the host institution.
7. Each department or institute (or program) shall host internship information sessions before students report to their host institutions. Host institutions shall arrange briefing sessions for students to introduce their respective areas of work and the workplace environment.

Article 6. Host institutions receiving student interns from the University shall cooperate and complete the following items:

1. Complete the Off-Campus Host Institution Information Form.
2. Provide training to students so that they attain sufficient proficiency in practical operations to prevent accidents occurring during the course of the internship.
3. Off-campus host institutions and the University's departments or institutes (or programs) shall, prior to the commencement of the internship, jointly engage in internship program planning and provide individualized internship plans to students, including the internship contents at each stage of the internship, to serve as the basis for the course of the internship. Relevant documents and data shall be preserved for auditing purposes.
4. Host institutions shall coordinate with student interns regarding their assigned undertakings, as well as perform reviews on the outcomes of the internship.
5. Host institutions shall assign students individual grades and comments upon the conclusion of the students' internship period. Furthermore, prior to calculating the internship grades for the semester, host institutions shall submit such information to the respective departments or institutes (or programs) of the University.

Article 7. If student interns are unable to fully participate in the off-campus internship program, each department or institute (or program) shall establish the following rules:

1. During the internship period, attendance shall be included in the evaluation of the internship grade, but for instances where documentation of official leaves of absence are provided, no deductions shall be made to the internship grade.
2. Respective departments and institutes (and programs) shall set guidelines for leaves of absence during the internship period. Students who request leaves of absence from their departments or institutes (or programs) and host institutions shall compensate for hours missed following such regulations.
3. Students who are unable to complete their off-campus internship programs at their initial host institutions during the internship process shall be provided with remedial mechanisms of transferal or referral to the degree that each department or institute (or program) is able, thereby guiding them to fulfill the internship requirements.
4. Students who cannot, because of illness or other reasons, continue their respective off-campus internship programs, shall be provided with remedial mechanisms of withdrawal or supplementary measures to the degree that each department or institute (or program) is able.

Article 8. The regulations for internship evaluations are as follows:

1. The academic counselor and host institution shall jointly assign internship grades. The specific assessment criteria should comply with the guidelines provided by each department or institute (or program) of the University.
2. The host institution should conduct internship grading evaluations, and shall, prior to calculating internship grades for the semester, submit such information to the respective departments and institutes (or programs) of the University.
3. Students should submit their internship experience report, internship outcome report, or relevant assignments according to the guidelines of their respective departments or institutes (or programs).
4. Student interns should complete and submit an internship feedback form after they complete their internship. If the form is not completed, the grade for that specific phase of the internship will not be counted.
5. Representatives of the host institution and the academic counselors should complete internship feedback forms upon the conclusion of the internship period under their charge, and, prior to calculating the internship grades for the semester, submit the forms to the respective departments or institutes (or programs).

Article 9. Maintenance of the quality of the internship is regulated as follows:

1. Academic counselors assigned for the internship shall, following the internship course planning of each department or institute (or program), conduct a minimum of two on-site counseling visits to communicate and maintain contact with the host institution, confirm the rights and privileges of the student interns, and remain informed of the students' circumstances during the internship. They shall complete the Internship Counseling and Visitation Log, and retain such information for auditing purposes.
2. Host institutions and the University shall coordinate and review various aspects of the internship to improve the off-campus internship curriculum.
3. Host institutions and the University's academic counselor shall host and record an internship review session prior to the conclusion of the internship, and retain such records for auditing purposes.
4. University-level administration in charge of the internship program shall call an external internship committee every academic year.
5. Issues of students' safety and security during the off-campus internship period (including overseas internships) should be carefully planned. Students should, prior to commencing their internships at their respective host institutions, have made proper arrangements for accident insurance.

Article 10. Regulations for students terminating, retaking, or compensating internships are as follows:

1. Student interns who have been diagnosed by medical authorities or have been determined by their department, institute, or program internship committees as being physically or mentally unfit for their respective internships, shall terminate their internship at any stage before recovery.

2. Students who have been involved in significant incidents reported by the academic counselor and confirmed by their department, institute, or program internship committees shall have their internships terminated.
3. Students who have been evaluated by the host institution and by their department, institute, or program internship authorities as being incapable of fulfilling the requirements of their internship must terminate the internship.
4. Students who are unable to continue their internship at the initial host institution for a specific reason, despite having received counseling, shall be assisted by the respective departments, institutes, or programs to relocate and match with a new host institution. This is with the proviso that the students in question complete stipulated internship hours to obtain grades for the respective internship phase.
5. Students with a failing internship grade or who have not completed their internship because of other causes should take further action according to the Tzu Chi University of Science and Technology Guidelines for Students Retaking/Fulfilling Off-Campus Internships, or other guidelines governing student internships published by the respective departments, institutes, or programs.

Article 11. Special Circumstances

Instances in which students have special-status (such as those with disabilities enrolled in dual-degree programs, or are international students,) or students are prevented from undertaking their off-campus internship for other reasons, they may be reviewed by the Off-Campus Internship Committee convened by the respective departments, institutes, or programs; furthermore, upon approval by the university-level Off-Campus Internship Committee, substitute courses relevant to the individuals' majors may be offered by the respective departments, institutes, or programs as replacements. The instructors of such courses shall perform evaluations and grading.

Article 12. Whether force majeure events (such as typhoons) during the course of the internship that could lead to the suspension of classes and internship activities shall be determined by the authorities of the respective county or city of the host institution.

Article 13. Students of the University who have been disciplined as a result of their actions associated with their off-campus internship experiences may petition the Student Petition Review Committee according to the University's guidelines governing student petitions if they consider the discipline to be illegal or improper and to have harmed their rights and privileges. Students participating in a professional curriculum or off-campus internships involving industry–university cooperation may also petition the Committee if they consider the managerial actions or handling of situations by the host institution to have harmed their rights and privileges related to their internship.

Article 14. These regulations have been ratified in a University Administrative Meeting and enacted following the review and approval of the President of the University; all amendments shall be made according to the same procedure.