

**慈濟大學
國際暨跨領域學院實習委員會設置辦法**

**Tzu Chi University
International College
Internship Committee Establishment Guidelines**

108 年 03 月 07 日 107 學年度第 2 次院務會議通過
108 年 05 月 03 日 107 學年度第 2 學期校級學生實習委員會會議核備
109 年 05 月 08 日 108 學年度第 2 學期校級學生實習委員會會議修正通過

第一條 國際暨跨領域學院(以下簡稱本院)為培育學術及實務經驗兼備之人才，推動職場實務訓練，以增進學生於職場的適應力與競爭力，依據「慈濟大學學生實習委員會設置辦法」第七條訂定「國際暨跨領域學院實習委員會設置辦法」(以下簡稱本法)。

Article 1 – The International College aims to cultivate individuals whom are well-rounded both academically and practically through internships to improve workplace adaptability and competitiveness.

第二條 本院「學生實習委員會」(以下簡稱本會)，由下列成員組成：

Article 2 – The Internship Committee (hereinafter referred to as ‘the Committee’) shall be organised as follows:

一、當然委員：本院院長、院級主管及各學系、學位學程、研究所、中心(以下簡稱系級)主管。

The approved members shall consist of the following:

- Dean of the International College
- College-level supervisors and the supervisors of each Department
- Bachelor Program, Graduate Institute, Center (called “Department-level” below)

二、遴聘委員：本院所屬開設實習課程之系級單位各推派與實習業務相關之專任一至二人。遴聘委員由本院院長選任，任期為期一年，連選得連任。

Selected (Internship) Committee:

- Each department that offers internship courses are to appoint one to two full-time professionals related to the selected field of work; each member(s) of this Committee is to be elected by the president for a term lasting one (1) year, and shall be eligible for re-election.

第三條 本會由本院院長擔任召集人並擔任主席，每學期至少召開會議一次，並得邀請有關人員列席；必要時得召開臨時會議。

本會須有全體委員二分之一(含)以上出席始得開會，決議以出席委員半數(含)以上同意為通過。委員如不克出席會議，得委託代理出席會議。

Article 3 – Meetings and Decision-making:

The Committee is to hold a minimum of one (1) time meeting per semester;

Committee members whom are unavailable may appoint a proxy.

The College Dean must be present to preside over a meeting or ad hoc meetings of the committee.

Relevant personnel may be invited to attend if deemed necessary.

For a meeting to be valid, the meeting must be attended by a minimum of half (50%) of all Committee members; votes and decisions are passed based on a majority (50%++) as standard.

第四條 本會之職掌如下：

Article 4 – The duties of the Committee are as follows:

一、選定實習機構並審核合作計畫與書面契約之內涵，明確訂定三方權利與義務等規範。

Select the (internship) institution and make the necessary arrangements regarding the content and contract for the internship. The rights and obligations of each of the participating parties shall be clearly defined within the internship contract.

二、監督本院所屬系級單位執行學生實習相關業務。

Supervise and attend all internship-related matters.

三、協調實習指導老師、審查學生實習資格、編輯與更新實習輔導手冊、考核學生實習成績及檢討實習制度等學生實習相關業務。

Coordinate with the instructor(s) regarding the suitability of an applicant for internship, make amendments to student internship guidelines and manuals, and assess and review the intern(s) performance.

四、負責處理學生實習申訴、學生實習期滿前終止實習後之轉介等實習相關事宜。

Attend to any issues which may arise throughout a student's internship duration, such as premature terminations.

五、其他學生實習相關事宜。

Other student internship-related matters.

第五條 本法未盡事宜悉依本校相關規定辦理。

Article 5 – Any matters unaccounted for will be handled according to existing relevant guidelines.

第六條 本法經本院院務會議通過，提送校級實習委員會審議通過後實施，修正時亦同。

Article 6 – All measures and future amendments must be approved unanimously in the College Affairs Meeting and passed by the University-level Internship Committee before final implementation.