

**國立中興大學管理學院運動與健康管理研究所學生校外實習委員會設置辦法**  
**National Chung Hsing University College of Management**  
**Graduate Institute of Sports and Health Management**  
**Regulations for the Establishment of the Student Off-Campus Internship Committee**

中華民國 104 年 1 月 19 日 103 學年度第 1 學期第 3 次所務會議通過  
(Approved by the 3rd Institute Affairs Meeting of the 1st Semester , Academic Year 103 on January 19, 2015)

第1條 依本校學生校外實習要點設置本所學生校外實習委員會(以下簡稱本會)並訂定本辦法。

These Regulations are formulated to establish the Student Off-Campus Internship Committee (hereinafter referred to as the "Committee") of the Institute in accordance with the National Chung Hsing University Regulations for Student Off-Campus Internships.

第2條 本會主要職掌如下：

The main duties and responsibilities of the Committee are as follows:

一、依實際需求召開委員會，討論及瞭解學生實習狀況，以利學校教學與企業實習的配合。

To convene committee meetings based on actual needs to discuss and understand students' internship status, thereby facilitating the coordination between academic instruction and corporate internships.

二、本會任務包括專業課程校外實習與產學合作校外實習之規劃、合作機構之選定、訂定實習合作契約書、訂定合作計畫、學生實習單位分發、學生實習期滿前終止實習後之轉介、評估學生校外實習成效、學生校外實習權益申訴案件協商及其他有關權益保障等事宜。

The tasks of the Committee include the planning of off-campus internships for professional courses and industry-academia cooperation, selection of partner institutions, drafting of internship cooperation agreements, development of cooperation plans, placement of students in internship units, referral of students whose internships are terminated before expiration, evaluation of student off-campus internship outcomes, negotiation of student off-campus internship rights appeal cases, and other matters relating to the protection of rights and interests.

三、指定實習輔導教師負責指導與考核，並研討改進實習訓練課程。

To designate internship counseling faculty members to be responsible for guidance and assessment, and to discuss and improve internship training courses.

四、處理學生實習與生活管理之紛爭事宜。

To handle disputes regarding student internships and daily life management.

五、其他有關實習合作協調事項。

Other matters related to the coordination of internship cooperation.

第3條 本會置委員五人為原則，委員任期一年，得連選得連任。本所專任老師為當然委員，由所長擔任召集人，開會時擔任主席。本會開會時得邀請學生代表及產業界人士各一人列席。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。

The Committee shall, in principle, consist of five members. The term of office for members is one year, and they may be re-elected for consecutive terms. Full-time faculty members of the Institute are ex officio members. The Director of the Institute shall serve as the convener and act as the chairperson during meetings. When the Committee convenes, one student representative and one industry representative may be invited to attend the meeting. Committee membership is an uncompensated position. Non-university members may be paid attendance fees and transportation expenses in accordance with relevant regulations; representatives of internship institutions invited to attend may be paid transportation expenses in accordance with relevant regulations.

第4條 本所辦理學生實習程序如下：

The procedures for the Institute to handle student internships are as follows:

一、由本會遴選國內外具可增進學生實務經驗與技能，且願提供具體訓練計畫之實習企業。

The Committee shall select domestic and foreign internship enterprises that can enhance students' practical experience and skills, and are willing to provide specific training plans.

二、必要時參訪企業，或邀請企業至本校舉行實習企業說明會。

When necessary, visit enterprises or invite enterprises to the University to hold internship enterprise briefing sessions.

三、由本所安排及輔導學生參加實習媒合活動。

The Institute shall arrange and counsel students to participate in internship matchmaking activities.

四、由本所所長與合作實習企業簽訂「合作備忘錄」。

The Director of the Institute and the partner internship enterprise shall sign a "Memorandum of Understanding."

第5條 本會處理本所實習學生爭議規定如下：

The provisions for the Committee to handle disputes involving internship students of the Institute are as follows:

一、實習學生於實習訓練期間，訂約之一方如有違背契約義務情事者，另一方得經由本所所長向本會提請召開會議請求仲裁。本會應邀請實習機構、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。

During the student's internship training period, if either contracting party breaches its contractual obligations, the other party may, through the Director of the Institute, request the Committee to convene a meeting for arbitration. The Committee shall invite the internship institution, the internship student, and relevant units to jointly negotiate a resolution, and submit the negotiated resolution to the Committee for future reference.

二、實習學生於實習期間，若合約執行有任何疑議，應提交本會處理。

本會處理前項糾紛或爭議時，準用民事訴訟法迴避條款之相關規定。

During the internship period, if there are any doubts regarding the execution of the contract, the internship student shall submit them to the Committee for handling.

When handling the aforementioned disputes or controversies, the Committee shall mutatis mutandis apply the relevant provisions on recusal in the Code of Civil Procedure.

第6條 本辦法未規定事項，依本校學生校外實習要點辦理。

Matters not specified in these Regulations shall be handled in accordance with the National Chung Hsing University Directions for Student Off-Campus Internships.

第7條 本設置辦法經所務會議通過，提送院務會議通過，並函送課務組轉本校校外實習委員會備查後實施，修正時亦同。

These Regulations shall be implemented after being approved by the Institute Affairs Meeting, submitted to and approved by the College Affairs Meeting, and forwarded by the Curriculum Division to the University's Student Off-Campus Internship Committee for future reference. The same procedure shall apply to any amendments.

