

Guidelines for Establishing the Student Internship Committee of the International Honors Bachelor's Degree Program, Kainan University

Passed by the 5th Program Meeting of the 2024 Academic Year on March 19, 2025

Passed by the 5th College Affairs Meeting of the 2024 Academic Year on April 17, 2025

Article 1

The International Honors Bachelor's Degree Program of the College of Business, Kainan University (hereinafter referred to as "the Program") has established the Student Internship Committee (hereinafter referred to as "the Committee") to promote student internship-related work, and has formulated these guidelines.

Article 2

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

1. Overall planning and promotion of off-campus internship courses.
2. Confirmation of the evaluation results and selection of cooperating institutions.
3. Drafting written contracts and individual student internship plans.
4. Coordination and handling of student complaints, disputes, and incidents.
5. Handling the termination of internships before the completion of the student internship period.
6. Tracking, handling, and reviewing the results of student internship counseling visits.
7. Other matters related to the protection of student rights and interests.

Article 3

The Committee consists of all full-time faculty members, representatives from cooperating institutions, student representatives, and external legal scholars and experts. The Program Director serves as the chairperson.

Article 4

Committee members serve for a term of one academic year and receive no compensation.

Article 5

The Committee shall, in principle, meet once per semester, with additional meetings convened as necessary.

Article 6

Matters not stipulated in these guidelines shall be handled in accordance with relevant University regulations.

Article 7

These guidelines shall be implemented after being passed by the Program Meeting and reviewed by the College Affairs Meeting; the same applies to amendments.