

International Honors Bachelor's Degree Program Student Internship Regulations, College of Business, 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 March 19, 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 these regulations to integrate theory with practice in teaching, assist students in gaining practical experience, enhance the teaching effectiveness of graduation projects, and improve students' practical skills.

Article 2

These regulations include on-campus project work and practical internships. Students may choose one method of implementation as group units.

Article 3

The selection of internship units shall primarily be from those with which the Program has signed agreements. If students arrange their own internship units without prior approval from the Student Internship Committee (hereinafter referred to as "the Committee"), the internship will not be recognized.

Article 4

When students apply for internship placement arrangements, they shall select preferences from the units arranged by the department. If the number of applicants exceeds the quota limit of the internship unit, the order shall be determined by corporate interviews or drawing lots. Once accepted for internship after an interview, students should not make changes.

Article 5

The Program's internship course "Graduation Project Internship" is a required 3-credit course. Students shall conduct internships during their senior year. For each credit, students may complete up to 80 hours of internship, with a maximum of 3 credits for internships.

Article 6

The Program's internship contracts shall be handled in accordance with the "Regulations for Industry-Academia Cooperation Implementation in Colleges and Universities" as stipulated by the Ministry of Education. A "Student Internship Cooperation Tripartite Agreement" must be signed by the internship student, the internship institution, and the University. The agreement has two versions - with or without stipend - which shall be adopted according to the arrangements agreed upon by the internship institution and the student. The internship course title, credit hours, internship hours, termination conditions, and handling procedures shall be clearly stated in the internship agreement. Domestic internship agreements shall comply with the laws and regulations of Taiwan, while overseas internship agreements shall comply with the laws and regulations of the host country.

Article 7

The content and nature of the internship shall be pre-arranged by the Program based on student needs and the actual circumstances of the internship unit. A pre-departure orientation meeting shall be held to explain relevant regulations and important matters so that students can understand the internship situation before starting.

Article 8

Students must return the "Parent Consent Form" before beginning their internship; those who arrange their own internship units must simultaneously obtain the relevant documents required for the internship.

Article 9

During the internship period, if students are unable to perform their internship work due to physical or mental conditions, adaptation difficulties, insufficient professional competence, or other legitimate reasons, the internship organization shall notify the department, and the Program shall provide counseling and evaluation for the student.

Article 10

During the internship period, conduct must comply with school regulations. Any violations will be handled in accordance with the "Kainan University Student Guidance and Reward and Punishment Regulations."

Article 11

During the internship period, the supervising teacher shall maintain contact with the internship unit to monitor the student's internship situation. At the end of the internship, the supervisor of the internship unit shall complete the "Student Internship Unit Evaluation Form" and send it directly to the Program office.

Article 12

The standard for evaluating internship performance is as follows: the total score assessed by the internship unit supervisor accounts for 60% of the total internship grade, and the internship achievement report accounts for 40% of the total internship grade.

Article 13

Before reporting to the internship institution, internship students shall arrange student accident insurance and confirm that the internship institution has arranged labor insurance for the internship student (but insurance for overseas students shall be handled according to the regulations of the competent authority) and health insurance. However, if the internship period does not exceed three months, according to Article 20 of the Implementation Rules of the National Health Insurance Act, internship students' health insurance may continue under their original insurance status. Student internships arranged due to special needs of the University may be handled according to the regulations of the internship institution.

Article 14

Students who take the on-campus "Graduation Project Internship" course need to undergo project production training to integrate theory with practice, and through the discussion process, cultivate students' teamwork, coordination, and communication abilities. Graduation project production regulations shall be handled with reference to the "Kainan University International Honors Bachelor's Degree Program Graduation Project Implementation Guidelines."

Article 15

During the internship period, students shall undergo the following attendance monitoring:

1. The internship supervisor may visit the internship institution at scheduled times to understand the student's internship and living conditions. After the site visit, the "Kainan University Student Internship Counseling Visit Record Form" should be completed. If necessary, this may be done by telephone or video conference.
2. Internship students shall complete the "Internship Student Satisfaction Survey Form for Internship Courses" and "Kainan University Student Internship Report" before the internship is about to end, and submit them to the course offering unit; otherwise, the internship grade may not be calculated.
3. The internship institution shall provide the University with the internship student's performance and evaluation data and complete the "Kainan University Student Internship Company Evaluation Form" within one month after the student completes the internship, which shall be included as supporting evidence for the University's evaluation of the internship institution.

Article 16

Regarding safety issues during student internships, the operational guidelines for handling emergency incidents during student internships shall be separately established to reduce safety concerns for student internships.

Article 17

Students who have been approved for the bachelor's-master's integrated program, selected for overseas exchange programs, admitted to the Reserve Officers' Training Corps (ROTC), special education students who have passed the Ministry of Education's special education student identification, and students who are unable to participate in off-campus internships due to special factors shall apply to the department before the internship selection process and, upon approval by the Committee, may be arranged for on-campus internships or assisted with other appropriate arrangements by the department.

Article 18

Matters not covered by these regulations shall be handled in accordance with the University's Student Internship Implementation Regulations, the Student Internship Cooperation Tripartite Agreement, and relevant government laws and regulations.

Article 19

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