**南臺科技大學外籍生實習規定說明(105.10.11)**

**Internship Regulation for Foreign Students at STUST**

一、實施校外實習目的：

Purposes of Internship

1. 透過校外實習，使學生提早體驗職場、建立正確的工作態度，激發學生學習及進行未來生涯發展規劃，提升學生未來職場適應力與競爭力。

Students get to experience work places, cultivate their healthy working attitude, motivate their learning, and work on their future career plan, in order to increase their competitiveness.

1. 透過校外實務實習，學生可驗證學校所學之理論，並學習職場實務，有效縮短學用落差，增加就業機會，期能達成「畢業即就業、上班即上手」之目標。

Students get to verify the theories they have learned at school, shorten the gap between what they learn and what they are demanded to acquire before employment.

二、各系可依其領域特性，開設不同類型之校外實習課程如下：

Each department provides different internships course based on its fields.

1. 暑期實習課程：各系於暑假開設2學分以上之校外實習課程，學生須在同一機構連續實習8週，且實習時數不得低於320小時。

Summer Internship: The 2-credit summer Internship demands students to work at the same organization /institute for 8 weeks with a requirement of no less than 320 hours.

1. 學期實習課程：各系開設9學分以上，至少為期4.5個月之校外實習課程，修讀實習課程期間，除定期返校座談會或研習活動等外，學生應全職於實習機構實習。學期(其他)實習課程:各系開設2學分以上之校外實習課程，學生須在同一機構進行實習，每日連續實習至少8小時;其累積總時數(不包含校外參訪及實務見習等)，以不得低於320小時為原則。

Semester Internship: This off-campus Internship provides more than 9 credits, lasting at least 4.5 months. Students are required to work full time in the organization/institute, except for seminars held by the university.

1. 學期(其他)實習課程:各系開設2學分以上之校外實習課程，學生須在同一機構進行實習，每日連續實習至少8小時;其累積總時數(不包含校外參訪及實務見習等)，以不得低於320小時為原則。

Semester (others) Internship: This off-campus Internship courses opened by each department at least 2 credits, students are required to work full time at the same organization/institute for at least 8 straight hours. And the accumulated minimum hours are 320 exclude off-campus visits and practical training internship.

三、外籍生(不包括大陸地區學生)之實習規定如下:

Internship Regulations for International Students (exclusive of students from Mainland China)

1. 實習課程實施應符合政府相關法令與規定。

The execution of the internship programs should comply with the relevant orders and regulations of our government.

1. 職涯發展暨校友中心、國際暨兩岸事務處及各系應協助外籍生修讀實習課程。

Career Development of Alumni Center, Office of International Affairs, and all departments shall mutually provide proper assistances to help international students to take the internship programs.

 **(三)外籍生可以在台灣實習，其實習時間除暑假外，每星期最長為20小時。(就業服務法第50條之規定)**

International students are eligible to do the internship in Taiwan for no more than 20 hours per week, expect during the summer vacation, according to the “Employment Service Act”.

 **(四)外籍生在台灣實習，需申請工作證，有效期間最長6個月。 (雇主聘僱外國人許可及管理辦法第34條)**

Before taking the internship in Taiwan, international students are required to apply for working permit in advance and the duration will be no more than 6 months, according to the “Regulations on the Permission and Administration of the Employment of Foreign Workers”.

四、外籍生參與校外實習時，其實習工作性質應與就讀系組相關。

 Whenever international students intern off-campus, the job should be relevant to the fields of their studies.

五、外籍生如選修學期實習課程，該學期應繳之學雜費為學費的100%及雜費的80%；如選修暑期實習課程得免繳學分費。

 If taking semester internship program, international students should pay the 100% tuition and 80% miscellaneous charge. However, if they take summer internship program, no fee will be required.

六、外籍生因故不能繼續於校外實習機構實習時，應於每學期第6週結束前提出終止申請，得退選學期實習課程，並加選其他課程。唯不得要求給予課程成績特別處理，且須繳交全額學雜費。

 When international students, due to any reason, need to drop the internship program in the off-campus institution, they have to apply to withdraw the application before the final date of the initial six weeks of the semester. By doing so, they are allowed to successfully drop the internship course and add another course instead. However, they cannot make any special requests for the grading but have to pay the full tuition fees.

七、外籍生經各系推薦實際於校外實習機構完成學期實習課程且成績及格者，其學期實習選修學分列為專業選修學分，並可抵免專業選修學程課程，但不得抵免必修課程。

 When international students, recommended by the Department, complete and pass semester internship program off-campus, the internship credits can waive any professional elective credits but any required courses.

八、外籍生參與學期實習時，因學分所需，得於實習機構同意下返校(日間部)修課，但每學期以3學分為限。

When taking semester internship program, international students, due to the need of taking the credits, are able to take weekday-program courses (no more than 3 credits) under the permission of supervisor(s) of the internship institution.

九、外籍生參與實習課程時，有關實習機構評估、實習媒合、合約簽訂、實習輔導、成績評定、實習報告撰寫及上傳及其他規定等與本國學生一視同仁，一律依據「南臺科技大學校外實習實施辦法」、「南臺科技大學校外實習實施要點」及「南臺科技大學校外實習作業規範」等法規辦理。

When international students participates in any internship program, all the regulations and operations will be the same as those for local students, in terms of the internship institution evaluation, the internship matching, the contract signing, the consulting, the performance grading, the report writing and uploading.