

Ming Chuan University Procedures for Domestic and Overseas Internships

Passed at Regulation Review Committee Meeting on March 25, 2010

Passed at Administrative Council Meeting on April 12, 2010

Passed at Regulation Review Committee Meeting on May 17, 2012

Passed at Administrative Council Meeting on June 4, 2012

Article 1 Implementation Purpose

These procedures were established to assist MCU students in applying professional knowledge, enhancing working skills, cultivating their abilities of critical thinking, coordination and communication through internships.

Article 2 Internship Job Distributions

(1) The “Internship and Placement Committee” is established for planning and revising these procedures, reviewing and approving the qualification of internship institutions, selecting internship students and supervising the implementation of internships to assure effective outcomes.

(2) In order to promote MCU students’ participation in internship programs, MCU has selected some outstanding internship institutions to provide an intern quota for MCU students, and has officially signed Internship Collaboration Contracts to delineate clear rights and obligations of each party.

(3) Each department and school is responsible for communicating and coordinating the relevant affairs and arrangements related to internship, and appointing internship advisors to guide student internships.

(4) The internship institution is in charge of the planning, arrangement, distribution, registration, training and counseling of student interns.

Article 3 Internship Implementation

MCU publically selects internship students based on principles of fairness, and equality. The roster of internship students and institutions will be publically announced. □

(1) Criteria:

a. Students may earn credits for relevant internship courses in their own department or other departments

b. Type of certification

c. Major and interest

d. Area of residence

e. International and Overseas Chinese students must submit a “Working Permit” issued by Council of Labor Affairs.

f. Degree-seeking students from Mainland China rare not allowed to take full- or part-time jobs in accordance with Article 22 of Act Governing Relations between the People of the Taiwan Area and the Mainland Area, Article 25 of University Act and Regulations Regarding Individuals from Mainland China Studying at Institutions of Higher Education in Taiwan (full- or part-time jobs refer to providing labor or working, no matter with or without payment However internship programs and service learning are excluded.).

(2) Internship Quota: The internship quota is decided by the internship institutions.

(3) Parental Agreement Forms: Internship students must submit completed Parental Agreement Forms for Domestic and Overseas Internships to ensure that they will supervise internship students to abide by the relevant internship regulations to complete the internship.

(4) Internship orientation: Internship students must participate in an internship orientation held by MCU. Any absent students will be disqualified.

(5) Expenses during the Internship Period: All the expenses of MCU internship students and advisors are supported by the domestic and overseas internship institutions, including scholarship, transportation fee,

insurance fee, accommodation fee and training fee. If the internship institutions do not provide insurance, MCU will assist internship students in applying for accident insurance, to be paid for by the internship students. However, if the domestic internship institutions have relevant regulations, these should be followed. □

(6) Internship Institution Donation: The domestic and overseas internship institutions can donate scholarship funds for internship students in accordance with Private School Law; the scholarship will be disbursed to specific units in accordance with the donor's wishes. □

(7) Internship Salary: as the Internship is a learning program, internship students must not request salary, with the exception of internship institutions which offer paid employment.

(8) Internship Attendance: Internship period is regarded as taking normal classes; students must submit leave applications to both the internship institution and MCU along with required supporting documents. Those who take leaves or are absent must make up the missed hours.

Article 4 Internship Student Work Discipline

(1) The internship students must report to work on time, not arriving late or leaving early. All leaves must be approved by relevant administrator(s) of the internship institutions.

(2) Students are to dress neatly, not in weird attire, for work.

(3) Interns are to abide by relevant regulations for arranged work and instruction. In principle, no transfer of internship institution / unit or suspension of internship will be accepted. However, any cases with special circumstances approved by the "Internship and Placement Committee" will be dealt with as special cases.

(4) Internship students are required to maintain strict confidentiality, and not to violate the trust of the internship

institution with any third party through any method, nor to allow any third party to obtain any confidential information or right.

(5) Internship students are required to respect the Intellectual Property Rights of the internship institutions.

(6) During the internship period, if any inappropriate behavior on the part of internship students dishonors the internship institution or MCU, the internship students will be asked to improve. If the condition is not improved, MCU and the internship institution can suspend the internship after coordination between the two and agreement is reached. Internship students must accept the resolution without objection.

(7) Any falsified internship working hours or evaluations will be dealt with in accordance with MCU Student Merit and Demerit Procedures.

Article 5 Internship Evaluation

Internship students' scores are evaluated by the internship institutions; the total score is 100 with 60 or above as passing. The internship institutions and MCU internship advisors must provide details for those internship students who earn less than 60 points.

(1) Evaluation items on which the internship institutions are to evaluate internship students' performance:

- a. Learning attitude
- b. Work performance
- c. Attendance

(2) Internship students must submit "Internship Report" and "Internship Satisfaction Survey" within 15 days of the last day of the internship program, and attend the internship workshop held by MCU to share their internship experiences for the reference of MCU to improve teaching.

Article 6 Others

Any matters not covered in the agreement between MCU and internship institutions will be addressed separately. The internship measures will be reviewed as needed to improve the internship program.

Article 7 Approved for Implementation

Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure. In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.