

National Taiwan Normal University

Regulations for Student Off-Campus Internship

Last Amended on May 21, 2025

- Article 1. National Taiwan Normal University (“NTNU”) has formulated the Regulations for Student Off-Campus Internship (the “Regulations”) in accordance with Article 12 of the Ministry of Education’s Technical and Vocational Education Act, and Articles 6 and 6-1 of the Implementation Regulations Governing Industry-Academia Collaboration for Junior Colleges and Institutions of Higher Education, and the Methods for Evaluating the Performance of Internship Courses Junior Colleges and Institutions of Higher Education. The purpose of formulating these Regulations is to strengthen students’ professional and practical competencies, cultivating talent with both academic knowledge and hands-on experience.
- Article 2. Off-campus internships, as defined in these Regulations, refer to practical, industry-based learning experiences aligned with students’ professional competencies. This excludes laboratory courses, practical training courses, teaching practicums recognized under NTNU’s pre-service teacher education program, and practical education training stipulated in the Teacher Education Act. Internship types are as follows:
1. Formal curriculum-based off-campus internship: Refers to internships conducted over a full academic year, a single semester, during the academic term, or during winter or summer breaks, and are a prerequisite for earning credits or graduation. If not a mandatory condition for credit or graduation, the internship shall, in principle, involve at least 160 cumulative hours.
 2. Professional growth off-campus internship: Refers to internships undertaken by students who participate in non-curricular internships under faculty guidance. These internships shall, in principle, involve at least 160 cumulative hours.
 3. Industry-academia collaboration off-campus internship: Refers to internships conducted as part of industry-academia collaboration projects under faculty guidance. These internships shall be carried out in accordance with NTNU’s Regulations for Implementing Industry-Academia Collaboration.
 4. Overseas internship: Conducted in accordance with NTNU’s relevant regulations governing overseas internships.
- Article 3. A Student Off-Campus Internship Committee shall be established to supervise a college, department, graduate institute, or degree program in the promotion of student off-campus internship initiatives, and the chairperson and members shall be governed by the NTNU Regulations for the Establishment of Student Off-Campus Internship Committee, which are formulated separately.

Article 4. Colleges, departments, graduate institutes, or degree programs that collaborate with cooperative organizations (including government agencies, enterprises, non-governmental organizations, and academic research institutions) to manage off-campus internship initiatives shall establish their own Student Off-Campus Internship Committee, which may be incorporated into their existing meetings. Its responsibilities include:

1. Plan and promote off-campus internship programs.
2. Review and approve the evaluation outcomes and selection of cooperative organizations.
3. Draft written agreements and individualized internship plans for students.
4. Coordinate and handle student appeals, disputes, and incidents.
5. Manage the premature termination of student internships.
6. Track, handle, and review the outcomes of student internship advising.
7. Address other matters related to the protection of student rights.

Article 5. Colleges, departments, graduate institutes, or degree programs offering formal off-campus internship programs shall formulate Directives for Student Off-campus Internships. These Directives shall define the internship objectives, duration, participants, program content, credits and hours, evaluation methods, credit transfer, and other relevant details, and be conducted in accordance with NTNU course-related regulations.

Professional growth off-campus internships, industry-academia collaboration internships, and overseas internships conducted by colleges, departments, graduate institutes, or degree programs may be planned and implemented with reference to the Directives for Student Off-campus Internships formulated by the respective units mentioned in the preceding paragraph.

Article 6. Prior to implementation, colleges, departments, graduate institutes, or degree programs shall enter into a written agreement with the cooperative organization addressing the following matters:

1. The cooperative organization shall provide students with practical training per their individualized internship plans and collaborate with the NTNU-designated advising faculty to jointly guide the students.
2. The cooperative organization shall be responsible for conducting pre-internship safety briefings, ensuring the proper arrangement of safety equipment at the internship sites, and planning relevant occupational safety and health measures.
3. Provide appropriate insurance coverage for intern students.
4. Specify the internship hours (including daily hours, leave, and holiday policies), agreement term, scope of internship work, payment of internship scholarships or salaries, meal provisions, accommodation, transportation, and performance evaluation criteria.

5. Define procedures for coordination and resolution in the event of disputes between the cooperative organization and the internship student.
6. Stipulate the conditions and procedures for premature termination or cancellation of student internships.
7. Specify the ownership of intellectual property rights created by students during the internship as a result of their service, along with related authorization methods.

During the student internship period, if students perform labor or work beyond the scope of learning and training at the cooperative organization, the written agreement shall be executed in accordance with the provisions of the Labor Standards Act.

Article 7. To ensure student safety during the internship period, colleges, departments, graduate institutes, or degree programs shall manage off-campus internships in accordance with the following provisions:

1. The cooperative organization shall be legally registered and approved by the government. Screening and selection shall be based on criteria such as the professional relevance of the internship work, protection of student rights, and the safety of the internship environment. The cooperative organization shall enter into a written agreement with NTNU and designate a dedicated mentor to provide guidance.
2. A pre-internship orientation session shall be conducted, covering topics such as occupational safety and health, labor laws, and internship-related regulations. It must also be confirmed that students are enrolled in labor insurance or accident insurance prior to the start of the internship.
3. An internship advisor shall be assigned to track and guide the student throughout the internship period, providing support in resolving issues related to professional knowledge and workplace adaptation.
4. If an internship advisor determines that a student is experiencing difficulty adapting to the internship, they shall identify the underlying reasons and attempt to resolve the issue. If resolution is not feasible, the advisor shall assist the student in transferring to another cooperative organization or in terminating the internship.
5. The effectiveness of the internship shall be evaluated, and a presentation of internship outcomes may be organized upon completion. Students are required to submit internship reports. Relevant guidelines shall be established by each respective college, department, graduate institute, or degree program.
6. In the event of a dispute between a student and the cooperative organization, the student shall immediately report the matter to their internship advisor. The college, department, graduate institute, or degree program shall then work collaboratively with the cooperative organization to develop a resolution plan.
7. If a student does not agree with the proposed resolution plan, they may file an appeal in accordance with NTNU Directives for Student Off-Campus Internship Appeals and Dispute Resolution, which are formulated separately.

8. If a student has a dispute with the college, department, graduate institute, or degree program and believes that disciplinary actions or other internship-related measures have infringed upon their rights or interests, they may file an appeal in accordance with NTNU Regulations Governing Student Appeals.

9. Expenses incurred from students' off-campus internships may be covered by relevant funds allocated to the respective college, department, graduate institute, or degree program, or through applications for internship-related subsidy programs.

Article 8. To encourage faculty members to serve as internship advisors, the following provisions regarding teaching hours and subsidies shall apply:

1. For formal curriculum-based off-campus internships, teaching hours shall be calculated in accordance with NTNU Directives for the Calculation of Instructor Teaching Hours.

2. Faculty members providing guidance at domestic cooperative organizations may apply for travel expense reimbursements in accordance with relevant subsidy programs.

Article 9. The responsibilities of internship advisors are as follows:

1. Assist student interns in developing individualized internship plans.

2. Serve as a communication liaison between the student intern, NTNU, and the cooperative organization.

3. Establish a regular check-in and guidance mechanism for monitoring the internship progress of student interns. As a general principle, provide at least two advising sessions, including a minimum of one on-site visit to the cooperative organization, and complete the corresponding visit and advising records.

4. Develop internship evaluation methods and assess the student intern's performance accordingly.

5. Perform other advising responsibilities related to student internships.

6. Compile relevant information on the student intern and the cooperative organization.

Article 10. These Regulations and any amendments thereto shall become effective upon approval by the University Council.