

Guidelines for Off-campus Student Internships, Wenzao Ursuline University of Languages

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- I. Wenzao Ursuline University of Languages (hereinafter referred to as the University) has established the “Guidelines for Off-campus Student Internships, Wenzao Ursuline University of Languages” (hereinafter referred to as the Guidelines) to ensure that students can become talents with academic and practical experience, to enhance students’ ability to adapt and compete in the job market and to facilitate interaction between the University and enterprises so students cultivated at the University can meet industry demands.
- II. Students of all academic programs, including students of the Day Division and Continuing Education Division, can all participate in off-campus internship programs.
- III. Institutions that offer students internship through collaboration with departments (graduate institute) or center of the University shall pass the evaluation of the departments (graduate institute) or center and shall sign internship collaboration contracts with departments (graduate institute) or center of the University.
- IV. The off-campus internship course both in domestic and abroad referred to herein can be a required or elective course offered by departments (graduate schools) in any of the following ways:
 - (I) A summer internship course:

Internship lasts 4 consecutive weeks or more at an organization and requires participation in regular symposiums and workshops held by the responsible department (graduate institute) or center.

 1. A minimum of 160 internship hours are required for a 2-credit external internship course.
 2. A minimum of 320 internship hours are required for a 4-credit external internship course.
 - (II) A semester internship course:

An off-campus internship course with more than 9 credits, with a maximum of 15 credits, shall last 4.5 months. During the internship, with exception of the time spent returning to campus for seminars and training activities held by the departments (graduate

institute) or center, the student shall work as a full-time intern in the collaborating institution).

(III) A year internship course:

An off-campus internship course with more than 18 credits, with a maximum of 30 credits shall last 9 months. During the internship, with exception of the time spent returning to campus for seminars and training activities held by the departments (graduate institute) or center, the student shall work as a full-time intern in the collaborating institution).

(IV) Overseas internship course:

An internship course with more than 1 credit, in principle, the total number of working hours for the internship shall be 2 times the number of credits and priority shall be given to international sister schools or enterprises, or institutions (including branch companies) in overseas areas with development potential.

(V) Workplace experiential training:

An internship course with more than 1 credit, in principle, the total number of working hours for the internship shall be 2 times the number of credits and priority shall be given to domestic enterprises or institutions (including branch companies) with development potential.

No semester/year-long internship course will exceed **one** academic year.

V. Waiving credits for internship course

(I) Students who participate in off-campus internship for an entire semester shall apply for a credit waiver or transfer according to the “Regulations Governing Credit Waiver and Credit Transfer” of the University. Courses that can be waived include common compulsory courses, compulsory professional courses and professional elective courses. The number of credits to be waived shall be limited to the number of credits acquired from the off-campus internship course. At the end of the internship, the student’s department (graduate school) shall waive the courses after approving the student’s application.

(II) Physically challenged students, overseas Chinese/foreign students, students from Hong Kong, Macau and China and students with other special circumstances can apply to the responsible departments (graduate institutes) for credit transfer.

VI. Apart from credits that can be waived with the off-campus internship, students can follow relevant regulations of the University to choose courses offered in the Continuing Education Division or take courses from other colleges/universities according to relevant regulations on inter-university course selection.

VII. The grades of students who fail an off-campus semester internship will not be included in semester grade averages or graduation grades.

VIII. Any matters not stipulated herein, including course offering, course selection, calculation of credits and evaluation of internship courses, shall be conducted in accordance with relevant laws and regulations, and relevant academic

regulations of the University.

- IX. Calculation of hourly fees for off-campus internship mentors:
 - (I) For one individual student, a mentor will receive 0.1 hourly fees.
 - (II) A teacher shall be the mentor for a maximum of 20 students for each off-campus internship course.
 - (III) Each teacher can only counsel 20 students at most.
 - (IV) Hourly payment of an internship program is not subject to restrictions of overtime teaching hours.
- X. Students who take off-campus internship courses shall follow regulations to pay all the tuition and four-fifths of incidental fees; delayed graduation students who have selected less than 10 credits shall pay the credit fees. Under special circumstances, an application shall be submitted and handled according to the approved content.
- XI. Transportation fees required for teachers to visit off-campus internship students and internship institutions can be reimbursed. A mentor shall visit the same internship institution only once. Prior applications for the visit shall be approved by the departments offering the course and the source of funding shall be indicated on the application form. Upon approval, mentors can apply to take an official leave. If otherwise specified by another project, regulations for the project shall be followed.
- XII. The budget for transportation fees reimbursed according to the Guidelines shall be allocated from MOE Subsidy and other funds.
- XIII. The Guidelines become effective after they are approved by the Executive Committee and ratified by the President. Revisions must follow the same procedures.