

龍華科技大學新南向產學合作國際專班學生校外實習要點

107.12.12 第 10705 次行政會議通過

108.11.13 第 10804 次行政會議通過

一、龍華科技大學（以下簡稱本校）為配合教育部新南向政策，辦理「新南向產學合作國際專班」（以下簡稱本專班）。為養成專班學生所需技術實作能力，落實實務教學與職場倫理，實施校外實習（以下簡稱實習）。故依據教育部「補助技專校院辦理產學合作國際專班申請及審查作業要點」、「新南向產學合作國際專班規範」、「新南向產學合作國際專班學生實習及工讀規範」及本校「學生校外實習要點」，特訂定「龍華科技大學新南向產學合作國際專班學生校外實習要點」（以下簡稱本要點）。

二、參加校外實習對象為本專班（四技學制）二年級以上學生。

三、校外實習課程至多 36 學分，108 學年度以後開班者，校外實習課程學分數中至多二分之一可列為必修，其餘為選修學分。各系不得強制學生修讀選修之校外實習課程。各系整體課程架構安排須確保學生若不修習選修實習課程，亦可修習其他選修課程取得足夠畢業學分。

校外實習課程每學分為期 18 週，至多以八十小時計算。每週課程（包含理論課及校外實習課）均應於週一至週五之日間排課為限。實習課程除以校外實習方式推動之外，必要時亦得以校內實習實施。

四、學生參與實習機構之校外實習，每學期應訂定三方之「龍華科技大學新南向產學合作國際專班學生校外實習合約書」（範本如附件一），合約內容應規範學校、學生及實習機構之間權利義務及其他相關事項，且須敘明實習課程規劃（含課程及相對應能力培育目標）與學分數，且實習課程規劃應符合相關院、系之專業發展及教學目標（如附件一之附表）。

五、學生於同一廠商從事校外實習課程及工讀活動，每週總時數不得逾 40 小時。學生校外實習津貼及工讀薪資皆應分類入帳，直接匯入學生專屬帳戶，不得有代扣代辦費或代扣學雜費之情形。

六、實習生離退或轉換實習機構之輔導

（一）學生遭實習機構辭退：實習機構認有學生實習表現不良，應提出具體行為事實予輔導教師，經輔導教師輔導後，仍未改善，而遭實習機構辭退者，輔導教師需將

該案提報系級實習委員會備查，並由輔導教師及系上相關教師或研發處協助遭辭退學生媒合轉換實習機構。

遭辭退學生接受轉換實習機構之面試以 2 次為限，另遭辭退學生轉換實習機構以 1 次為限。

- (二) 學生非因個人不可抗拒因素須轉換實習機構：實習學生非因個人不可抗拒因素須轉換實習機構，須提前告知實習機構及輔導教師，提出實習機構轉換申請，輔導教師需將該案提報系級實習委員會備查，並由輔導教師及系上相關教師或研發處協助遭辭退學生媒合轉換實習機構。

請求轉換實習機構學生接受轉換實習機構之面試以 2 次為限，另學生轉換實習機構以 1 次為限。

- (三) 學生因個人不可抗拒因素須中止實習：實習學生因個人不可抗拒因素須中止實習機構，須及時告知實習機構及輔導教師，提出實習中止申請，輔導教師需將該案提報系級實習委員會備查，並進行適當之輔導。該學生於不可抗拒之因素消失時，應盡速通知輔導教師，請求恢復實習，並由輔導教師及系上相關教師或研發處協助，回原實習機構實習或媒合轉換實習機構。

- (四) 若因實習機構因素，導致實習學生須轉換其他實習機構：實習機構因重大事故，無法配合完成提供學生實習，須提前一個月通知本校及實習學生，輔導教師應即提報系所實習委員會，媒合其他實習機會，並得請業管單位協助提供之。

- (五) 前述各款學生於等待轉換實習機構期間或未能順利轉換實習機構之學生，須於每週一至週五至少 4 日回校，由系主任或輔導教師安排參加轉銜機制(如：課堂學習、校內實習或準備專業證照考試...等)，上課時數每週至少 16 小時，未回校參加轉銜機制者以缺課論處，並依相關規定辦理。轉銜後學生成績由實習企業及轉銜機制考核分數依時數加權計算之，學生於轉銜中所上課程是否能替代實習學分，需經系、院、校課程委員會及教務會議審議通過。

七、實習糾紛或爭議處理機制

- (一) 學生實習時，若發生爭議，應由學校與實習機構共同商議爭議改善方案，如未獲改善，學校須召開校外實習委員會針對爭議進行協商與處理。
- (二) 實習機構及學生應依決議進行調整及改善，如有任一方不同意決議結果，則由學校協助學生申請轉換實習機構或中止實習。

(三) 實習機構明確違反合約書或相關法令之規定，學校應協助學生採取相關法律途徑。

(四) 實習機構不得給予學生差別對待或其他不利之處分。

八、本校為確保學生權益，學生於執行校外實習課程期間，為其投保「大專校院校外實習學生團體保險」。

九、本要點未盡事宜，依本校「學生校外實習要點」辦理。

本要點經行政會議通過，陳請校長核定後施行，修正時亦同。

龍華科技大學新南向產學合作國際專班學生校外實習合約書(範 本)

Lunghwa University of Science and Technology New South Bound International Student Industry-Academia Cooperation Programs In-site Internship Contract (Template)

立合約書人：○○○○○○○ (以下簡稱甲方)
龍華科技大學 (以下簡稱乙方)
○○○○○○○ (以下簡稱丙方)

為期技職教育與產業結合，培訓新南向產學合作國際專班學生成為產業所需人才，基於學校與企業合作辦理校外實習與實務訓練（以下簡稱校外實習）之原則，三方協議訂定下列事項，共同遵循。

Contract holder: ○○○○○○○ (hereinafter referred to as Party A)
Lunghwa University of Science and Technology (hereinafter referred to as Party B)
○○○○○○○ (hereinafter referred to as Party C)

In order to combine the vocational education with the industry, Party A and Party B collaborate to train the international students of the New South-bound Industry-Academia Cooperation acquiring the talents required by the industry. Based on the principle of cooperation between Party A and Party B for off-campus internships and practical training (hereinafter referred to as the in-site internship), the tripartite agreement sets the following matters to obey together.

一、校外實習合作職掌：

I. In-site internship cooperation:

1. 甲方負責實習單位分配、報到、訓練及實習事務。

1. Party A is responsible for the assignment, registration, training and internship of the internship unit.

2. 乙方負責聯繫協調實習有關事項及安排分發丙方至實習單位，並指派實習輔導老師偕同熟悉學生來源國語言之專責輔導人員，負責指導丙方專業實務實習。

2. Party B is responsible for contacting and coordinating the internship related matters and arranging the distribution of Party C to the internship unit, and assigning the internship tutor to a special counselor who is familiar with the language of the student, and is responsible for guiding the professional practice internship of Party C.

3. 丙方負責依合約規範於實習期間至甲方實習。

3. Party C is responsible for internships with Party A during the internship period in accordance with the contract specifications.

二、實習期限與實習地點：

II. Internship period and internship location:

1. 實習期限：自 _____ 年 _____ 月 _____ 日起至 _____ 年 _____ 月 _____ 日止。

1. Internship period is from _____ to _____.

2. 實習地點：_____

2. Internship address: _____

三、甲方提供乙方 _____ 系（所）學生 _____（學號：_____）
即丙方校外實習與實務訓練。

III. Party A provides the in-site internship and practical instruction of Party B's student name _____
(ID no. _____), Department of _____

四、校外實習培訓內容：

IV. In-site internship training content:

1. 由甲方與乙方共同合作規劃與安排實習主題及其相關之內容綱要及輔導培訓內容。（如附表一），實習主要培育目標能力，應與實習丙方在校所學專長領域相關或有助於所屬專長領域學習。

1. Party A and Party B work together to plan and arrange the internship subject, outline related content, and to counsel training content (As in Annex 1). The internship cultivates the training ability which should be related to the internship Party C's studying field in the school or contribute to Party C's learning in the field of expertise.

2. 校外實習如同學校理論課程需在週一到週五日間進行，且固定時間，如實習課表（附表二）。甲方不得利用丙方留置到夜間加班、輪班，或從事無關專業能力表現之事情。

2. In-site internship is considered as a course and is only arranged in day time from Monday to Friday with a fixed time, such as an internship schedule (As in Annex 2). Party A shall not use Party C to work overtime or shift work in the night or engage in unrelated professional performance.

五、實習安全：

V. Internship safety:

1. 甲方於丙方報到時，應即給予實習前教育訓練，包含實習內容、安全衛生、防災逃生等，並派專人指導。

1. After Party C reports for duty, Party A shall immediately provide on-the-job education training, including internship content, safety and health, disaster prevention and escape, etc., and send special personnel to instruct Party C.

2. 甲方不得令丙方從事危險、違法之實習活動。

2. Party A shall not cause Party C to engage in dangerous and illegal internship activities.

3. 甲方負責丙方於實習場所之安全防護。

3. Party A is responsible for the safety protection of Party C in-site internship.

4. 甲方應依性騷擾防治法、性別工作平等法及性別平等教育法對丙方具有保護義務，確保實習環境之安全。丙方於實習期間遭受性侵害、性騷擾、性霸凌，爰向甲方、乙方申訴時，甲方和乙方應依法採取立即有效之糾正及補救措施。

4. Party A shall have a protection obligation against Party C according to the Sexual Harassment Prevention Law, the Gender Work Equality Law and the Gender Equality Education Law to ensure the safety of the internship environment. Party C suffers sexual assault, sexual harassment and sexual bullying during the internship. When complaining to Party A and Party B, Party A and Party B shall take immediate and effective corrective and remedial measures according to law.

5. 丙方於實習期間遭受性侵害、性騷擾、性霸凌時，甲方應立即通知乙方，使乙方得依校安維護通報系統向主管機關通報。
5. Party A shall immediately notify Party B when Party C suffers sexual assault, sexual harassment and sexual bullying during the internship period, so that Party B can notify the competent authority in accordance with the school security maintenance notification system.
6. 實習訓練期間，如有發生性侵害、性騷擾、性霸凌之情事時，經審查後，乙方依性別平等教育法提請調查時，得請甲方推派代表參與調查會；若由甲方依性別工作平等法進行調查時，亦須邀請乙方代表共同參與調查。
6. If it happens sexual assault, sexual harassment or sexual bullying during the period of internship training, after reviewing, Party B may invite Party A to send representatives to participate in the investigation when it is submitted for investigation according to the Gender Equality Education Law; When Party A conducts an investigation based on the Gender Equality Law, representatives of Party B must also be invited to participate in the investigation.

六、住宿與生活管理：

VI. Accommodation and living management:

甲方得於丙方校外實習期間，提供膳宿並安排專人管理及協助丙方。

Party A may provide accommodation and meals; and arrange special personnel to manage and assist Party C during the internship period.

七、保險：

VII. Insurance:

乙方協助辦理學生（丙方）校外實習學生團體保險，向教育部當年度大專校院校外實習學生團體保險共同供應契約採購得標保險公司辦理，傷害保險(殘廢或死亡)每人最高理賠金額依採購契約規定。

Party B shall assist the student (Party C) to cope with group insurance for in-site internship students and purchase the maximum amount of compensation for each injury insurance (disability or death) according to the procurement contract from the jointly contracted insurance company with the Ministry of Education for the annual college internship students' group insurance.

八、實習輔導：

VIII. Internship counseling:

1. 實習期間，由甲方實習單位主管擔任丙方之業界指導老師（業師），督導其校外實習工作及培訓之實施，並協助學校（乙方）實習輔導老師進行輔導訪視。
1. During the internship period, the supervisor of internship unit in Party A shall be Party C's instructor (industry tutor) to supervise the implementation of Party C's internship work and training, and assist the school (Party B) internship tutor to conduct counseling visits.
2. 實習期間，乙方於知會甲方後，安排輔導老師並得由熟悉學生來源國語言之專責輔導人員陪同，每學期至少兩次赴甲方訪視丙方，負責丙方之校外實習輔導、溝通、聯繫工作，請甲方予以配合辦理。
2. During the internship period, Party B shall arrange for the tutor to be accompanied by a

dedicated counselor who is familiar with Party C's language, and shall go to Party A to visit Party C at least twice per semester and be responsible for the internship counseling, communication and contact work of Party C. Party A should cooperate with it.

3. 實習期間，甲、乙雙方協同對丙方給予指導，使丙方遵守甲方所安排之實習工作及培訓作息規定。
3. During the internship period, Party A and Party B shall jointly provide guidance to Party C to enable Party C to abide by the internship work and training schedules arranged by Party A.
4. 甲方認為丙方實習表現不良者，應正式通知乙方並共同輔導之，經輔導而未改善時，得由丙方所屬「系級學生校外實習委員會」處理。
4. If Party A dissatisfies Party C's internship performance, Party A should formally notify Party B and jointly counsel Party C. If there is no improvement through counseling, it may be handled by Party C's "Department In-site Internship Committee".
5. 甲方因重大事故，提前解除校外實習與實務訓練合作關係約定時，須提早於一個月前通知乙方及丙方。
5. Party A shall notify Party B and Party C as early as one month prior to the termination of the in-site internship and practice training cooperation agreement.
6. 丙方於實習期間表現不佳者，依乙方相關法規處置。若因不當行為之情節重大者，將送交乙方之「學生校外實習委員會」處理。經乙方輔導後，仍未改善，而遭甲方辭退者，乙方得媒合丙方轉換其他實習機構以1次為限，如轉換實習機構後，仍因表現不佳而遭辭退者，將由乙方輔導教師以不適應學習提案乙方「系級實習委員會」審議確定後，做成紀錄，並依乙方之「新南向產學合作國際專班學生校外實習要點」，進入轉銜機制之規範。
6. Party C's poor performance during the internship period shall be handled in accordance with Party B's school relevant rules. If the circumstances of the misconduct are significant, they will be sent to the student's off-campus internship committee of Party B. After the counseling by Party B, it has not improved. If Party A is dismissed, Party B will be able to convert the other parties to the internship organization for one time. If the applicant is transferred after the conversion of the internship organization, it will be dismissed due to poor performance. After the tutor is deprecated and determined by the internship committee of the Party B level, it shall be made into a record and signed and approved, and in accordance with the provisions of the Ministry of Education's "Off-campus Internship specifications for International Students of the New South-bound Industry-University Cooperation Program" entered the specification of the transfer mechanism.
7. 丙方於校外實習期間，不得無故曠職，如有類似情形，甲方應儘速通知乙方協同處理。
7. Party C shall not be derelict for no reason during the internship period. If there is a similar situation, Party A shall notify Party B as soon as possible to cooperate.

九、實習考核：

IX. Internship assessment:

1. 實習期間，由乙方輔導老師及甲方業界指導老師共同評核丙方之實習成績。(由各系

所自行訂定實習成績考核規定)。

1. During the internship period, Party B's tutors and Party A's instructors will jointly evaluate Party C's internship results. (The regulations for the examination of internships are set by the departments themselves).
2. 甲、乙雙方不定期協調檢討實習各項措施，期使提供丙方之校外實習更臻完善。
2. Both Party A and Party B will coordinate and review the internship measures from time to time, so that the off-campus internship provided by Party C will be more perfect.
3. 實習結束後，由乙方視需要向甲方申請開具丙方「實習證明書」。
3. After the completion of the internship, Party B will apply to Party A for the issuance of Party C's "Internship Certificate" as needed.
4. 學生(丙方)表現或適應欠佳時，轉銜後學生(丙方)成績由前、後實習企業考核分數依時數加權平均之。
4. When the performance of students (Party C) is poor or adaptable, the scores of the students after the transfer (C-Party) will be weighted and averaged by the time of the previous and subsequent internships.

十、保密協定：

X. Confidentiality agreement:

為顧及甲方之業務機密，丙方及其輔導老師偕同熟悉學生來源國語言之專責輔導人員，因參加本校外實習合作，所知悉甲方之業務機密，無論於實習期間或實習終了後，均不得洩漏予任何第三人或自行加以使用；未經甲方同意亦不得將業務機密揭露轉述或公開發表，若洩露則洩漏行為人須負賠償責任。

In order to take into account Party A's business secrets, Party C, tutor and counselor who is familiar with Party C's language are aware of Party A's business secrets during their internships, regardless of the internship period or after the internship, it shall not be leaked to any third party or used by itself. The internship content shall not be disclosed or publicly disclosed without the consent of Party A. If the disclosure is disclosed, the person who leaks shall be liable for compensation.

十一、實習津貼：

XI. Internship allowance:

實習津貼以月薪計：○○○○○元或時薪計：○○○元，並依實際班表計算給予之，直接匯入丙方帳戶。

The internship allowance is based on the monthly salary: ○ ○ ○ NTD or hourly wage: ○ ○ ○ NTD, calculated according to the actual schedule, and directly remitted into the account of Party C.

固定需於實習津貼中扣除之費用項目：○○○○○○○

Fixed items that need to be deducted from the internship allowance: ○○○○○○○

十二、爭議處理：

XII. Dispute resolution:

1. 丙方至甲方實習，若發生爭議，得依據乙方「新南向產學合作國際專班學生校外實習要點」提出申訴。

1. In case of dispute, if the parties fail to reach an agreement through the negotiations of Party A, Party B, and Party C, three parties agree to use the “In-site Internship specifications for International Students of the New South-bound Industry-University Cooperation Program”.
2. 丙方至甲方實習，產生爭議，應由甲方與乙方共同商議爭議改善方案，如未獲改善，乙方須召開校外實習委員會針對爭議進行協商與處理。
2. During the internship period, if there is controversy between Party C and Party A, Party A and Party B should discuss together to solve the dispute. If the problems are not solved, Party B should organize the In-site Internship Committee Meeting to deal with the dispute case.
3. 甲方及丙方應依決議進行調整及改善，如有任一方不同意決議結果，則由乙方協助丙方申請轉換實習機構或終止實習。
3. Party A and Party C shall make adjustments and improvements in accordance with the resolution. If either party disagrees with the outcome of the resolution, Party B shall assist Party C in applying for the conversion of the internship institution or termination of the internship.
4. 因本合約內容涉訟時，甲、乙、丙三方同意以桃園地方法院為本案之第一管轄法院。
4. As the content of this contract is involved in complaint, Party A, Party B and Party C agree to use the Taoyuan District Court as the first court of jurisdiction.

十三、附則

XIII. Supplementary

1. 基於實習之性質，有關津貼、福利、健保、請假管理之規定，依甲方相關規定辦理。
1. Based on the nature of the internship, the provisions on the management of allowances, benefits, health insurance, and leave are handled in accordance with the relevant regulations of Party A.
2. 其他約定事項-相關輔導(含轉銜)機制、成效考核制度、爭議處理、替代方案依乙方相關法規辦理。
2. Other agreed matters - related counseling (including transfer) mechanism, effectiveness evaluation system, dispute handling, and alternatives are handled in accordance with relevant regulations of Party B.
3. 丙方於實習期滿時，應依甲方之離職作業程序辦妥離職手續。
3. Party C shall complete the resignation procedures in accordance with Party A's resignation procedures at the end of the internship period.

十四、其他有關實習合作未盡事宜，甲、乙、丙三方得視實際需要協議後，另訂之。

XIV. Other matters related to internship cooperation, A, B, and C may be ordered separately after the actual needs agreement.

十五、本合約書一式三份，由甲方、乙方及丙方各執一份存照，以資信守。合約文字譯文與中文有不符時，應以中文為準。

XV. This contract is in triplicate and shall be held by Party A, Party B and Party C for the purpose of keeping a copy. In the event of a non-conformity between the translation of the contract text

and the Chinese language, the Chinese version shall prevail.

十六、甲、乙雙方聯絡人及丙方相關資料如合約附表三。

XVI. The contact information of Party A, Party B, and the relevant information of Party C are shown as in Annex 3 of the contract.

立合約書人：

Contract holder:

甲 方：○○○○○○○

Party A

負 責 人：○○○ (簽章)

Person in charge

簽約代表人：

Contract representative

地 址：○○○○○○○○○○○○○○○○○○○○

Address

統一編號：○○○○○○○○○

Uniform numbers

乙 方：龍華科技大學

Party B

校 長：葛自祥 (簽章)

President Tzu-Hsiang Ko

地 址：桃園市龜山區萬壽路一段 300 號

Address No. 300, Section 1, Wanshou Road, Guishan District, Taoyuan City

統一編號：45002545

Uniform number: 45002545

丙 方：○○○ (簽章)

Party C

地 址：

Address

護照號碼：○○○○○○○○○

Passport number

在臺居留證號：○○○○○○○○○

Alliance Residence Certificate number

中 華 民 國 ○ ○ ○ 年 ○ 月
Year Month Day R.O.C

附表一 Table I

校外實習課程規劃表

In-site internship curriculum planning

實習職稱 Internship title							
實習課程目標 Internship goal							
每週實習天數/時數 Weekly internship days/hours				本學期實習學分數 Internship scores for this semester		本學期實習學時數 Number of internship hours in this semester	
學分數 Academic score	期程 Period	實習機構培訓資源 Internship training resources		實習內容綱要 Internship content outline	業師姓名 Counselor's name	校內相對應課程 Corresponding course in campus	對應院、系培養學生之專業能力 Corresponding to the department, institution to cultivate students' professional ability
		課程規劃 Curriculum planning	設備資源 Equipment resources				
	第一期程 1st stage (天或月)(day or month)						

	第二期程 2nd stage (天或月) (day or month)						
	第三期程 3rd stage (天或月) (day or month)						
	第四期程 4th stage (天或月) (day or month)						

附表二 Table II

龍華科技大學 ○○○○○○系
Lunghwa University of Science and Technology the Department of ○○○○○○
 新南向國際產學合作專班實習課表
New South-bound International Academia-Industry Cooperation Program
Internship schedule

時間 Time	週一 Mon	週二 Tue	週三 Wed	週四 Thu	週五 Fri	週六 Sat	週日 Sun
上午 Morning 08:00-12:00							
下午 Afternoon 13:00-17:00							

附表三 Table III

龍華科技大學新南向產學合作國際專班學生校外實習聯絡人資料表
Lunghwa University of Science and Technology
New South-bound Academia-Industry Cooperation International Program
Table for Contact Information

甲方(實習企業)校外實習聯絡人 Party A (internship company) in-site internship instructors				
姓名 Name	職稱 Job title	電話 Phone	傳真 Fax	E-Mail
乙方(龍華科技大學)校外實習聯絡人 Party B (Lunghwa University of Science and Technology) in-site internship counselors				
丙方(參與校外實習學生) Party C (participating internship students)				