

文藻外語大學校外實習請假及獎懲要點

Leave Request, Recognition and Discipline Guidelines for Off-Campus Internship of Wenzao Ursuline University of Languages

105年9月13日校外實習委員會會議通過
Approved at the Off-Campus Internship Committee Meeting on September 13, 2016

105年12月06日行政會議通過

Approved at the Administrative Meeting on December 6, 2016

105年12月29日校長核定通過

Ratified by the President on December 29, 2016

一、為使學生在校外實習期間，遵守實習單位工作體制及規定，以養成良好的就業態度，特訂「文藻外語大學校外實習請假及獎懲要點」（以下簡稱本要點）。

1. The Leave Request, Recognition and Discipline Guidelines for Off-Campus Internship of Wenzao Ursuline University of Languages (hereinafter referred to as “the Guidelines”) were formulated to ensure that students comply with workplace requirements and rules during their internships, in order to help them develop a responsible attitude at work.

二、本校學生前往各單位實習，請假須依實習單位請假規定及中華民國勞動基準法規辦理，若各實習單位無明文規定則依本校學生請假規則辦理。

2. An intern is required to take leaves in accordance with his/her corporate sponsor's leave request rules and the Labor Standards Act of R.O.C. If the corporate sponsor does not set out leave request rules, the intern may take leaves in compliance with the leave request regulations of the University.

三、上班規定：

(一) 如實習單位屬性特殊，且因業務需要加班者，除於實習前告知之外，主管要求實習生加班者，須經實習生同意後為之，並依實習單位規定辦理。

(二) 本校學生於上班時間因故外出，須經實習單位部門主管核准。

3 Work Rules:

(1) If an intern needs to work overtime due to the corporate sponsor's special/business needs, the intern shall be informed of overtime work prior to his/her internship; the supervisor has to ask for the intern's consent concerning overtime work before requiring the intern to do so. Overtime work shall be in compliance with the corporate sponsor's regulations.

(2) An intern can only leave the workplace during working hours with the supervisor's permission.

四、各類請假須於事後依規定以一比一補足所缺實習時數，特殊情況由學校另案處理。

4 An intern shall afterwards complete the number of hours of all leaves taken according to regulations. The University will handle special cases separately.

五、請假程序：

請假需向實習單位主管辦理請假手續，並知會實習輔導教師。

5. Leave request procedure:

A leave request shall be submitted to the supervisor at the internship site, and the faculty supervisor shall be notified of the leave.

六、曠職處理方式：

(一) 未按請假規定辦理請假手續，逕自休假者得予曠職處分。

(二) 實習曠職（未請假及請假未准）連續達三天或累計達七天者，依本校相關規定辦理。

6. Absenteeism:

- (1) If an intern takes time off without making a leave request in accordance with relevant regulations, he/she is deemed absent.
- (2) If an intern is absent from work for 3 consecutive days or has accumulated 7 days of absence (no leave request or taking leave without permission), the University will process the case according to relevant regulations.

七、補足實習時數方式：

7. Internship completion:

(一) 特殊狀況無法補完實習時數，經實習單位主管或實習輔導教師確認並同意可免補實習（但所缺時數達實習總時數四分之一者，仍須以一比一補足所缺時數）。

(1) If an intern is unable to complete internship hours required due to special circumstances, the intern does not need to complete the remaining hours upon confirmation from, and the approval of, the supervisor at internship site or the faculty supervisor. (When one-fourth of internship hours are not completed, the intern is required to complete the remaining hours.)

(二) 喪假可免補實習時數，但若超過該實習單位總時數四分之一或以上者，超出部分，須以一比一補足所缺時數。

(2) No hours shall be completed for funeral leave. When one-fourth or more of internship hours are not completed, the intern is required to complete the remaining hours (hours for funeral leave are deducted).

(三) 遲到及曠職除依規定處分外，須以一比二補足所缺時數。

(3) Disciplinary actions will be taken for late arrival and unauthorized absence from work; the remaining hours to be completed shall be doubled.

(四) 應於原實習單位補足所缺時數，惟特殊情況由學校另案處理。

(4) Any intern shall complete the remaining hours at the original internship site. The University will handle special cases separately.

八、獎懲：

(一) 本校學生於校外實習合約期間內，各項行為規範依本校學生獎懲辦法處理。

(二) 因個人疏忽造成實習單位損失，經查屬實者，實習學生應照價賠償。如經實習單位退訓或違規情節重大者，依本校相關辦法處理。

8. Recognition and Discipline:

(1) An intern's behaviors during his/her internship are subject to Guidelines for Student Recognition and Discipline of the University.

(2) For any loss at internship site due to an intern's negligence, he/she shall pay the full price for the loss upon verification. If an intern is dismissed or commits serious violation, disciplinary actions will be taken according to relevant regulations of the University.

九、重大違規處理程序：

學生各項重大違規或退訓，經科系（所）及實習輔導教師以書面告知生涯發展中心，海外實習部分則另行通知國際暨兩岸合作處並依相關程序處理。

9. Disciplinary procedure for serious violations:

If an intern commits serious violation or is dismissed, the department/graduate institute in charge and the faculty supervisor shall notify the Career Development Center in writing.

For an overseas internship, the Office of International and Cross-Strait Cooperation shall also be notified and corresponding procedures shall be followed.

十、本要點經校外實習委員會會議及行政會議審議通過，陳請校長核定後實施，修訂時亦同。

10. The Guidelines become effective after being approved at the Off-Campus Internship Committee Meeting and the Administrative Meeting, and ratified by the President. Amendments must follow the same procedure.