

文藻外語大學申請轉換校外實習機構及中止實習課程實施細則

Enforcement Rules for Change of Corporate Sponsor and Termination of Internship Course of Wenzao Ursuline University of Languages

105年9月13日校外實習委員會議通過

Approved by the Off-Campus Internship Committee 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

第一條 依據「文藻外語大學學生校外實習暨輔導辦法」規定，特訂定「文藻外語大學申請轉換校外實習機構及中止實習課程實施細則」(以下簡稱本細則)。

Article 1 The Enforcement Rules for Change of Corporate Sponsor and Termination of Internship Course (hereinafter referred to as “the Rules”) were formulated in accordance with the Off-Campus Internship and Guidance Regulations of Wenzao Ursuline University of Languages.

第二條 為保障學生校外實習權益，避免實習不適應情況，學生得申請轉換實習機構或中止實習。

Article 2 Any student may apply to change his/her corporate sponsor or terminate his/her internship in order to protect his/her off-campus internship rights and avoid adaption failures.

第三條 校外實習申請轉換實習單位或停止實習課程之程序：

- 一、由實習學生或輔導教師提出轉換實習單位或停止實習課程之需求。
- 二、由實習輔導教師進行瞭解及輔導。
- 三、由各科系(所)主任或實習輔導教師與實習機構單位主管聯絡，瞭解相關狀況。
- 四、在取得實習機構同意後，得調離原來工作至其他部門工作或離開原實習機構。

Article 3 The procedure for changing a corporate sponsor or terminating an internship:

1. A student or faculty supervisor applies for changing a corporate sponsor or terminating an internship.
2. The faculty supervisor in charge will obtain more information and provide support.
3. The department/graduate institute in charge or the faculty supervisor communicates with the supervisor at the internship site to learn more details.
4. The student is allowed to be transferred to another division or company with the approval of the current corporate sponsor.

第四條 檢附資料與權責單位：

Article 4 Application documents and authorities:

- 一、需由實習機構同意並開具「停止校外實習課程實習機構同意書」，申請學生填寫「校外實習課程轉換實習機構或停止實習申請表」，家長填寫「轉換校外實習機構或停止實習課程家長同意書」。
1. The current corporate sponsor shall give consent to the applicant, along with the Corporate Sponsor Consent Form for Termination of Off-Campus Internship. The applicant shall fill in the Application Form for Change or Termination of Off-

Campus Internship, and his/her parent shall complete the Parent Consent Form for Change or Termination of Off-Campus Internship.

二、中止實習課程者，應檢附相關資料至生涯發展中心辦理退出、退保相關事宜。

2. For terminating an internship, necessary documents shall be submitted to the Career Development Center for termination and insurance discontinuance.

三、轉換至其他實習機構者，應檢附相關資料至生涯發展中心辦理加入、加保相關事宜並與新實習機構重新簽訂合約。

3. For transferring to another corporate sponsor, necessary documents shall be submitted to the Career Development Center for internship continuance and insurance arrangement. The applicant also needs to sign a new contract with the new corporate sponsor.

四、若未依照程序申請者，經校外實習委員會議審議後依相關辦法辦理。

4. If an applicant does not comply with the procedure, his/her case should be handled in accordance with the relevant regulations after being resolved at the Off-Campus Internship Committee Meeting.

第五條 申請要件：

一、實習期間，申請轉換單位以一次為原則。

二、所有相關證明文件以正本 PDF 檔為主。

三、依規定之申請流程辦理，應於申請提出後二星期內完成作業，繳交至學務處生涯發展中心。

Article 5 Eligibility:

1. An applicant can only make an application for changing his/her corporate sponsor during his/her internship.

2. All relevant documents shall be submitted in original PDF format.

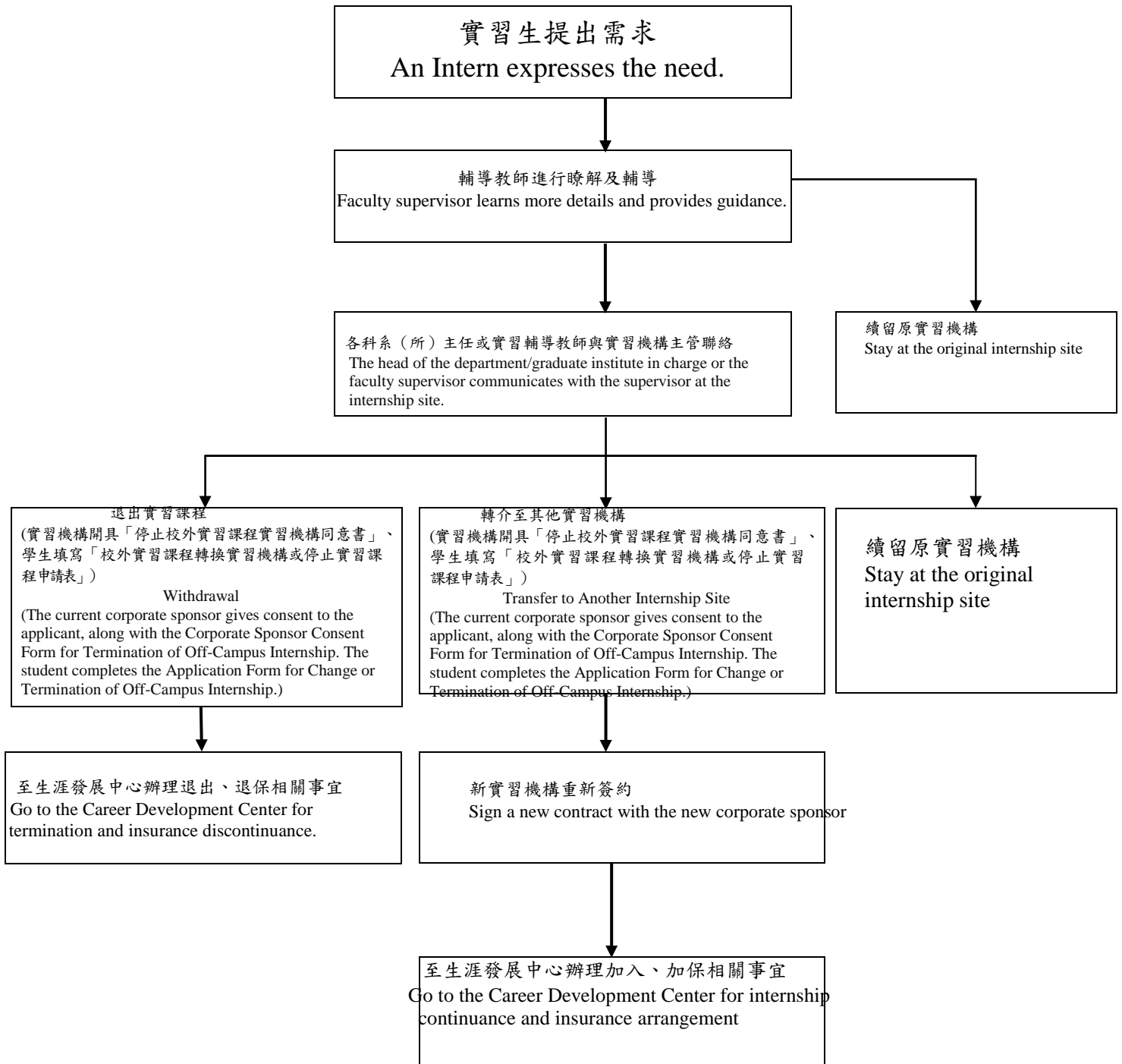
3. The application procedure shall be followed. All documents have to be submitted to the Career Development Center under the Office of Student Affairs, in order to complete the procedure within 2 weeks after an application is made.

第六條 本細則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。

Article 6 The Rules 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.

申請轉換校外實習機構及停止實習課程作業流程圖

Flow Chart for Applying to Change Corporate Sponsor or Terminate Internship



文藻外語大學
Wenzao Ursuline University of Languages
校外實習課程轉換實習機構或停止實習申請表
Application Form for Change or Termination of Off-Campus
Internship

填表日期 (Date):
Date of Filling In:

申請人資料 Applicant's Information				
姓名 Name	系別班級 Dept./Class	學號 Student Number	聯絡電話 Phone Number	電子郵件 E-Mail
實習課程類別 Type of Internship Course	<input type="checkbox"/> 暑期實習 Summer Break - 課程名稱 Course: _____ <input type="checkbox"/> 學期實習 One Semester - 課程名稱 Course: _____ <input type="checkbox"/> 其他實習 Others - 課程名稱 Course: _____			
預計申請 Application Preference	<input type="checkbox"/> 轉換實習機構 Change Corporate Sponsor <input type="checkbox"/> 停止實習 Terminate Internship			
轉換實習機構 或停止實習原因 Reason for the change or termination				
學生簽名： Student's Signature:			家長簽名： Parent's Signature:	
輔導教師意見 Faculty Supervisor's Opinion	實習輔導教師簽名 Faculty Supervisor's Signature:			
系(所)主任簽章 Seal of Department/Grad uate Institute Chair			生涯發展中心簽章 Seal of Career Development Center	

本表申請流程：實習學生 → 實習輔導教師 → 所屬系所主任 → 學務處生涯發展中心

Application Process: Intern → Faculty Supervisor → Department/Graduate Institute Chair → Career Development Center

文藻外語大學停止校外實習課程
實習機構同意書
Wenzao Ursuline University of Languages
Corporate Sponsor Consent Form for Termination
of Off-Campus Internship

茲同意_____同學自即日起基於下列原因退出本公司所
進行之校外實習課程。
We hereby agree that the off-campus internship of Student _____ is terminated
as of today for the following reason.

- 個人適應不良
- 違反公司規定：_____
- 其他原因：_____
- Personal adaption issue
- Violation of company rules: _____
- Other reason: _____

此致
To: Wenzao Ursuline University of Languages

公司名稱： Company Name:		實習單位簽章： (請加蓋公司章或 單位用章) Signature and Seal of Internship Site: (Please use official seal of the company or the department in charge)	
部門主管： Department Head:			
部門主管電話： Department Head's Phone:			
人事部門主管： Personnel Head:			

學生姓名：_____

科系所：_____

學 號：_____

Student Name: _____

Department: _____

Student Number: _____

中華民國 年 月 日
YYYY/MM/DD