

# **Organizational Rules for the Student Off-Campus Internship**

## **Committee, Department of Law, National Chung Hsing University**

Passed in the 123rd Department Affairs Meeting on September 30, 2020  
(Approved and filed for reference by the University Student Off-Campus Internship Committee on October 14, 2020)

1. To facilitate off-campus internships for students, enabling them to integrate professional theoretical knowledge with practical experience, the Department of Law at National Chung Hsing University (hereinafter referred to as 'the Department') formulates the 'Off-Campus Internship Committee of the Department of Law, National Chung Hsing University' (hereinafter referred to as 'the Committee') in accordance with Article 7 of the 'Directives for Off-Campus Internships of Students at National Chung Hsing University,' and hereby enacts these Regulations.
2. The composition of the Committee is as follows:
  - (1) The Committee shall consist of at least five members. The Chair of the Department shall serve as the convener. Faculty members teaching internship courses in the current academic year shall be ex officio members. The Committee shall also include one full-time faculty member, one student representative, and one representative from a cooperating institution. The term of office for committee members shall be one year, and members may be reappointed.
  - (2) In addition to proposing recommendations, the Committee shall assist in implementing resolutions or tasks approved by the Department Affairs Meeting.
  - (3) The Committee meeting shall be convened only with the attendance of more than half of its members. Resolutions shall be adopted by a majority vote of those present."
3. The duties of the Committee are as follows:
  - (1) To comprehensively plan and promote off-campus internship programs.
  - (2) To review and confirm the evaluation results of cooperating institutions and select suitable ones.
  - (3) To draft written contracts and individual internship plans for students.
  - (4) To coordinate and handle student complaints, disputes, and incidents.
  - (5) To address the early termination of internships before completion.
  - (6) To monitor, manage, and review the outcomes of internship counseling and supervision visits.
  - (7) To handle other matters related to safeguarding students' rights and interests."
4. These Regulations shall take effect after being passed by the Department Affairs Meeting and shall be submitted to the University's Student Off-Campus Internship Committee for reference. The same procedure shall apply to any amendments

**In case of any dispute, the explanation should be based on the Chinese version.**