

Asia University Internship Regulations

July 30, 2014: Approved in the 12th administrative meeting of the academic year 102.

August 26, 2014: Officially released under the confidential letter number 1030010462.

November 26, 2014: Amendments to Articles 5 and 8 were approved in the 4th administrative meeting of the academic year 103.

December 19, 2014: Officially released under the confidential letter number 1030015990.

September 23, 2015: Amendment to Article 2 was approved in the 2nd administrative meeting of the academic year 104.

October 07, 2015: Officially released under the confidential letter number 1040012729.

August 17, 2016: Amendments to Articles 5 and 7 were approved in the 1st administrative meeting of the academic year 105.

September 29, 2016: Officially released under the confidential letter number 1050012380.

September 25, 2017: Addition of Articles 7 and 8, amendments to Articles 2, 3, 4, and 5, and deletion of the original Article 6 were approved in the 2nd administrative meeting of the academic year 106, resulting in changes to the numbering of the original Articles 7 and 8.

October 2, 2017: Officially released under the confidential letter number 1060015454.

November 17, 2017: Addition of Articles 7, 8, and 9, amendments to Articles 2, 3, 4, and 5, and deletion of the original Article 6 were approved in the 3rd administrative meeting of the academic year 106, resulting in changes to the numbering of the original Articles 7 and 8.

November 17, 2017: Officially released under the confidential letter number 1060015874.

September 19, 2018: Amendments to Articles 4 and 10 were approved in the 2nd administrative meeting of the academic year 107.

October 09, 2018: Officially released under the confidential letter number 1070013916.

September 23, 2020: Amendment to Article 4 was approved in the 2nd administrative meeting of the academic year 109.

October 12, 2020: Officially released under the confidential letter number 1090012498.

June 15, 2022: Amendments to Articles 5 and 8 were approved in the 9th administrative meeting of the academic year 110.

June 30, 2022: Officially released under the confidential letter number 1110008979.

September 20, 2023: Amendment to Article 2 was approved in the 2nd administrative meeting of the academic year 112.

September 27, 2023: Officially released under the confidential letter number 1120014445.

October 7, 2024: Amendment to Article 6 was approved in the 2nd administrative meeting of the academic year 113.

October 25, 2024: Officially released under the confidential letter number 1130017125.

December 23, 2024: Amendments to Articles 1, 10, and 11 were approved in the 4th administrative meeting of the academic year 113.

December 25, 2024: Amendments to Articles 1, 10, and 11 were approved in the 2nd university affairs meeting of the academic year 113.

January 22, 2025: Officially released under the confidential letter number 1140001202.

- I. To cultivate professional talents with practical abilities, enhance students' workplace adaptability and competitiveness, and achieve the goal of "employment upon graduation and immediate proficiency upon starting work," Asia University (hereinafter referred to as "the University") has formulated these guidelines in accordance with Article 4 of the "Implementation Guidelines for Industry-Academia Cooperation in Higher Education Institutions."

- II. Practical learning is classified based on location into on-campus and off-campus (including overseas) categories and is further distinguished by course type as follows:
- i. Credit-based Internship Courses (including winter/summer internships, semester-long, or year-long internships).
 - ii. General Courses (including company visits, practical learning related to courses, job shadowing, internships, co-teaching, service-learning courses, and other practical learning projects approved by departmental curriculum committees).
 - iii. Internships under Industry-Academia Collaboration Projects.
 - iv. Internships under government-sponsored programs, such as those supported by the Ministry of Labor.
- III. To ensure the quality of practical learning, the University establishes a three-tiered Student Practical Learning Committee at the university, college, and departmental levels to oversee implementation.
- IV. The University-Level Student Practical Learning Committee comprises 13 members, including the Vice President (appointed by the President as the Chairperson), the Academic Affairs Dean, the Industry-Academia Cooperation Dean, college deans, representatives from partner organizations, student representatives, an external expert, and the Director of the Practical Learning and Student Counseling Section under the Office of Academic Affairs. The committee convenes at least once per academic year, with additional meetings as needed.
- V. The responsibilities of the University-Level Student Practical Learning Committee include:
- i. Supervising the promotion of on-campus and off-campus internship programs.
 - ii. Reviewing the effectiveness of practical learning programs.
- VI. Each college and department establishes its College-Level and Department-Level Student Practical Learning Committees based on their professional domain characteristics to build a comprehensive internship framework.
- Committee members include faculty members (at least three, including the department chair), at least one student representative, and at least one external industry expert or scholar. Meetings require a quorum of more than half of the members. The College-Level Committee is chaired by the college dean, while the Department-Level Committee is chaired by the department head.
- Departmental internship guidelines, once approved by the Department-Level Committee, must be reviewed by the College-Level Committee before being publicly announced and reported to the Office of Academic Affairs.
- In addition to regular meetings, College- and Department-Level Committees must convene emergency meetings when handling student internship grievances, disputes, or urgent cases.
- VII. The College-Level Student Practical Learning Committee is responsible for:
- i. Integrating internship course planning for all affiliated departments.
 - ii. Supervising the promotion of practical learning courses within the college.
 - iii. Evaluating the effectiveness of practical learning programs.
- VIII. The Department-Level Student Practical Learning Committee is responsible for:
- i. Planning and implementing internship courses.
 - ii. Selecting internship partners and opportunities.
 - iii. Identifying brand enterprises for internships.
 - iv. Selecting industry mentors.
 - v. Drafting contracts and individual student internship plans.
 - vi. Assisting students struggling with internship adaptation and arranging transfers.
 - vii. Handling student complaints and disputes.
 - viii. Assessing internship effectiveness.
 - ix. Reviewing and following up on internship supervision reports.

- x. Addressing student emergencies, workplace safety incidents, and labor rights issues.
- xi. Evaluating overseas internship plans and collaboration models.
- xii. Addressing other student rights protection matters.

- IX. For departments that require mandatory off-campus internship courses or semester/year-long internships, program duration, supervision methods, credit recognition, and assessment criteria must be approved through the curriculum review process. Before implementation, program details must be announced and explained to students. Alternative solutions must be provided for students unable to complete internships due to special circumstances.
- X. The Practical Learning and Student Counseling Section under the Office of Academic Affairs is responsible for coordinating and promoting off-campus internship programs, governed by the "Asia University Off-Campus (Overseas) Internship Guidelines," which take effect upon approval by the Administrative Meeting.
- XI. These guidelines take effect upon approval by the University Affairs Meeting and the President. Any amendments follow the same process.