



國立高雄餐旅大學
National Kaohsiung University of
Hospitality and Tourism

114 學年度（2025-2026）海外研修暨實習方案手冊
114 Academic Year (2025-2026)
Study Abroad Program Handbook

2025 年 5 月
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國立高雄餐旅大學 114 學年度 (2025-2026) 海外研修暨實習 114 Academic Year (2025-2026) NKUHT Study Abroad Program

I. 年度方案說明 About 2025-2026 Study Abroad Programs

(1) 海外研修暨實習原則上採「先研修、再實習」方式進行。依據各方案協議，部份回到國內實習。國內實習部份，請依研發處國內實習規定辦理。

- ◆ 日本方案研修與實習同時進行。

(2) 各系所參與期程：

- ◆ 四技：三上、三下或四上、四下

- ◆ 五專：專四上、下。

II. 相關規定及評分 Regulation & Assessment

1. 臺灣同學出國前至外交部領事事務局網站 (www.boca.gov.tw) 完成「出國登錄」。倘發生重災變或有其他緊急事故時，外館可依據登錄資料，即時聯繫國人或其親友，提供必要協助。

2. 學生於海外研修暨實習期間如發生意外突發事件，請依序連繫：(1)姊妹校窗口或實習業者窗口；(2)導師、系主任、家長；(3)國際處分區承辦人（國際處主管由承辦人通報）。「學生海外研修暨實習意外突發事故處理作業標準作業流程」如【附錄一】。

3. 全部學生須於抵達姊妹校後兩週內繳回「抵達國外報到通知單」【附表 A】；返國後兩週內繳回「返抵國內報到通知單」【附表 B】。

4. 依據本校「海外實習及研習輔導補充規定」第三條規定如【附錄二】，實習產業必須為觀光餐旅相關產業或相關高等教育機構。

5. 海外實習的同學，請於實習單位確定後填寫「實習單位資料表」【附表 C】。國際處承辦人將依各方案期程通知。

6. 評分規定

(1) 國際處於各學期末（約 12 月、6 月）發信給學生，請學生於本校 17 週指定日期前繳回當學期之研修成績單、實習評分表【附表 D】。

(2) 導師請依依本校「海外實習及研習輔導補充規定」評分：

- ◆ 研習期間，實習成績佔 40%、駐點老師或輔導老師佔 60%。

- ◆ 實習期間，實習單位佔 60%、駐點老師或輔導老師佔 40%。

(3) 日本及義大利方案，配合夥伴學校學習或行政作業，成績提供日期晚於本校規定上傳成績日期，需請老師視情形註記、補登。

7. 職場性騷擾

學生如於校外實習遭遇性騷擾謹記以下事項：

(1) **明確地說「不」**：用堅定的語氣拒絕性騷擾行為，正面的表達自己的感受，直接說出你的不悅。例如：「請不要這樣」、「你的行為讓我覺得不舒服」，這是一種口頭警示的作用，也要對方立即停止性騷擾行為。



- (2) **尋求親友支持：**立即告知信任的親友或同儕，內容包括事件發生的事實陳述，受害人對於這件事的感受，以做為未來提起申訴時的間接證據。
 - (3) **保全證據：**(a)以文字或錄音告知行為人，受害人對於這件事的感受，並備份對話紀錄。(b)如有監視器畫面，儘可能取得錄影檔案。(c)如果是性侵事件，不要洗澡、不要換衣，立即報警或就醫。
 - (4) **事後行動：**實習期間如遇性騷擾或疑似性騷擾事件，請立即告知導師並轉介校方相關人員。導師收獲訊息後，請務必立即通報本校軍訓室校安中心 07-8034727，以啟動校內程序；同時副知國際處人員，以向研修學校窗口人員理解事件並適時啟動海外實習意外突發事故處理流程。必要時由國際與研修學校協商安排實習單位轉置。本校校外實習性別平等事件處理流程如【附錄三】。
8. 獎學金受獎生須配合規定，在「出國前」、「抵達國外後」、「返國後」等階段，依規定完成相關通報並繳齊文件，以免影響受獎權益。細節請另參閱獎學金相關通知。
 9. 役男請注意出國停留時間，並於出國前完成相關通報手續。
請依據內政部「役男出境處理辦法」，請務必提早辦理。
<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=D0040006>
 10. 由國際處辦理線上實習輔導，每學期以一次為原則。



III. 時間表 Timeline

時間 Time	項目 Items	相關人員
出國前	完成出國準備，繳齊相關文件	學生
抵達姊妹校	兩週內繳交「抵達國外報到通知單」	學生
實習單位確定後	繳交「實習單位資料表」	學生
線上實習輔導	由國際處辦理(每學期以一次為原則)	學生
第一學期結束後	繳交「研修成績單」(日本方案需加實習評分表)	學生、導師
第二學期結束後	繳交「實習評分表」(日本方案需加研修成績單)	學生、導師
返國後	兩週內繳交「返抵國內報到通知單」	學生
	獎學金生繳交返國資料及成果報告	獎學金生

IV. 國際處聯絡人 IAO Contact Person

姓名 Name	公務信箱 Email	分機 Extension	負責區域 Areas	獎學金 Scholarship
柯利姿	harley@mail.nkuht.edu.tw studyabroad@live.nkuht.edu.tw	17101	付費方案 Tuition-Paid Programs : 加拿大、義大利、瑞士、荷蘭、澳洲、新加坡	學海飛颺 學海惜珠 MOE Scholarships
吳孟璇	s1130603@mail.nkuht.edu.tw studyabroad@live.nkuht.edu.tw	17102	付費方案 Tuition-Paid Programs : 英國 學費減免方案 Tuition-Waiver Programs : 法國、芬蘭、日本、韓國、泰國、菲律賓、澳門、香港	「探索之航獎學金：發現新天地」 NKUHT Scholarship



V. 附表及附錄 Appendix

附表 A. 抵達國外報到通知單 Notice of Arrival Abroad

抵達國外報到通知單 Notice of Arrival Abroad

- 請於抵達留學國後 14 天內將以下 4 項資料拍照或掃描檔回傳國際處：(1)抵達國外報到單(須簽名)、(2)去程登機證票根、(3)研修國之入境戳章護照頁拍照、(4)本學期選課資料。
Please submit the photocopy or scan following within 14 days after arriving: (1)Form of “Notice of Arrival Abroad” (with signature), (2)boarding pass, (3)Passport page of entry stamp of the country, (4)list of course taken.
- 國外通訊地址如有變更，應即以 email 通知更新。
If your overseas correspondence address changes, please update it immediately via email.

I. 個人資料 Personal Information			
中文姓名 Chinese Name		高餐學號 NKUHT Student ID No.	
英文姓名(與護照同) English Name (As shown on passport)		系所/年級/班級 Dept./ Year / Class	
英文小名 English Nickname		國籍 Nationality	
出生年月日 Date of Birth (yyyy/mm/dd)		性別 Sex	☐ 男 Male ☐ 女 Female
電子信箱 Email Address			
研修學校 School	名稱 Name		
	地址 Address		
出國日期 Date of Departure		預計返國日期 Estimated Date of Return	
		(yyyy/mm/dd)	(yyyy/mm/dd)
實習地點 Internship		☐ 海外實習 Overseas Internship ☐ 國內實習 Domestic Internship	

II. 赴外期間連絡資訊 Contact Information While Overseas					
國外重要 關係人 Contact Person Abroad	姓名 Name		國內緊急 連絡人 Contact Person in Taiwan	姓名 Name	
	稱謂(關係) Title			稱謂(關係) Title	
	手機或電話 Mobile/Phone			手機或電話 Mobile/Phone	
	Email			Email	
導師 Class Advisor	姓名 Name		學生本人 在國外 Student Overseas	手機或電話 Mobile/Phone	
	Email			通訊地址 Address	
簽名/日期： Signature/Date					



附表 B. 返抵國內報到通知單 Notice of Returning to Taiwan

返抵國內報到通知單 Notice of Returning to Taiwan

請於返國後 14 天內將以下 4 項資料拍照或掃描檔回傳國際處，報到返國報到手續。

(1) 返抵國內報到通知單、(2) 回程登機證票根、(3) 研修國之出境戳章護照頁拍照、(4) 入境臺灣之戳章護照頁拍照。

Please submit the photocopy or scan following within 14 days after being back to Taiwan: (1) Form of “Notice of Returning” (with signature), (2) Boarding pass, (3) Passport page of departure stamp of the country, (4) Passport entry stamp of Taiwan.

I. 個人資料 Personal Information			
中文姓名 Chinses Name		高餐學號 NKUHT Student ID No.	
英文姓名(與護照同) English Name (As shown on passport)		系所/年級/班級 Dept./ Year / Class	
英文小名 English Nickname		國籍 Nationality	
出生年月日 Date of Birth (yyyy/mm/dd)	/ /	性別 Sex	☐ 男 Male ☐ 女 Female
電子信箱 Email Address			
研修學校 School	名稱 Name 地址 Address		
出國日期 Date of Departure	/ / (yyyy/mm/dd)	預計返國日期 Date of Return	/ / (yyyy/mm/dd)
課程或實習實際結束日期 (yyyy/mm/dd) Ended Date of the course or internship.	/ /		

II. 返國後連絡資訊 Contact Information After Returning	
返國後通訊 Contact info after returning	研修結束後我直接回到台灣 I went back to Taiwan after the end of the program. ☐ 國際生回到母國 I am an international student. Before going back to Taiwan, I went back to my home country after the end of the program.
	通訊地址 Address
	手機或電話 Mobile/Phone
	Email
領取獎學金 Scholarship	☐ 我沒有領取任何獎學金。I did not receive any scholarship. ☐ 我領取____年教育部學海飛颺獎學金。I received the MOE Feiyang Scholarship of year ____. ☐ 我領取____年教育部學海惜珠獎學金。I received the MOE XiZhu Scholarship of year ____. ☐ 我領取____年高餐出國研修獎學金。I received the NKUHT Scholarship of year _____.
簽名/日期： Signature/Date	



附表 C. 實習單位資料表 INTERNSHIP INFORMATION FORM

實習單位資料表 INTERNSHIP INFORMATION FORM

I. 個人資料 Personal Information			
中文姓名 Chinses Name		高餐學號 NKUHT Student ID No.	
英文姓名(與護照同) English Name As shown on passport		系所/年級/班級 Dept./ Year / Class	
英文小名 English Nickname		國籍 Nationality	
電子信箱 Email Address			
研修學校/國家 School / Country	學校 School Name : 國家 Country : 城市 City :		

II. 實習單位 Internship Information		
A. 實習單位資訊 Organization Information	集團或公司名 Name of the Organization	
	部門 Department	
	地址 Address	
	電話 Telephone	(+)
	實習單位網址 Website	
	實習單位簡介 Organization Description	
	實習職務簡述 Job Description	
	實習期間 Period (yyyy/mm/dd)	自 From ____/____/____起 至 To ____/____/____止



II. 實習單位 Internship Information		
B. 薪資與福利 Salary & Welfares	薪資 Salary	☐ 有 Paid ☐ 無 Unpaid ☐ 無薪，但有津貼 Unpaid, but with allowances.
	支薪方式（請換算美金） Pay Rates (convert to USD)	☐ 週薪 Weekly pay: USD _____ per week ☐ 月薪 Monthly pay: USD _____ per month ☐ 其他，請說明 Others _____
	平均工作時數 Average working hours.	_____ hours per week.
	排班方式說明 Types of work shifts	
	膳宿條件 Accommodation and Meals	☐ 供宿 Accommodation offered ☐ 供膳 Meals offered ☐ 膳宿皆無 None of the both.
	工作保險 Employment Insurance	☐ 有 Yes ☐ 無 No
	其他（如有） Others (if any)	
C. 實習督導 Supervisor		姓名 Name of Supervisor : Mr./Ms. 部門 Department : 職稱 Job Title :



附表 D. 實習評分表 INTERNSHIP EVALUATION FORM

實習評分表 INTERNSHIP EVALUATION FORM

I. 個人資料 Personal Information			
中文姓名 Chinses Name		高餐學號 NKUHT Student ID No.	
英文姓名(與護照相同) English Name (as shown on passport)		系所/年級/班級 Dept./ Year / Class	
英文小名 English Nickname		國籍 Nationality	
電子信箱 Email Address			
研修學校/國家 School / Country	學校 School Name : 國家 Country : 城市 City :		
實習期間 Period (yyyy/mm/dd)	自 From ____/____/____ 起 至 To ____/____/____ 止		

II. 實習表現評量 Performance Evaluation					
評定量表 Rating Scale	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvements	Unsatisfactory
分數 Score	10	8-9	6-7	4-5	1-3

評分項目 Assessment Criteria		分數 Score	評語 Comments
1	展現專業知識的能力 Ability to demonstrate professional knowledge.		
2	可信賴性、值得交付性 Reliability and dependability.		
3	對工作熱情並展現積極態度 Enthusiasm for the work and a proactive manner.		
4	準時 Punctuality.		
5	對交付任務負責的能力 Ability to take responsibility for tasks assigned.		
6	與他人合作的能力 Ability to work cooperatively with others.		



評分項目 Assessment Criteria		分數 Score	評語 Comments
7	展現團隊工作技巧的能力 Ability to demonstrate teamwork skills.		
8	與同事及客戶溝通的能力 Ability to communicate effectively with coworkers and customers.		
9	承擔新任務並提出建設性解決辦法的能力 Ability undertake new tasks and provide constructive solutions to problems		
10	發掘問題並採取適當行動的能力 Ability to recognize problems and take appropriate actions		
總分 Total			

III. 意見回饋 Feedback
1. 學生在以下領域表現出卓越技能： The student exhibited exceptional skills in the following areas:
2. 學生需要繼續發展以下領域的技能： The student needs to continue developing their skills in the following areas:
3. 當您考慮僱用同等職位時，該學生是否會被視為可僱用且適合您的公司？若無，請說明。 When considering hiring for an equivalent position, would the student be considered hireable and a good fit for your company? If not, please explain.
4. 若對於本校海外研修暨實習方案有任何意見或建議，歡迎讓我們知道。 Please feel free to share any comments or suggestions regarding NKUHT's Study Abroad Program.

實習督導簽名 Signature of Supervisor: _____

日期 Date: ____/____/____ (yyyy/mm/dd)

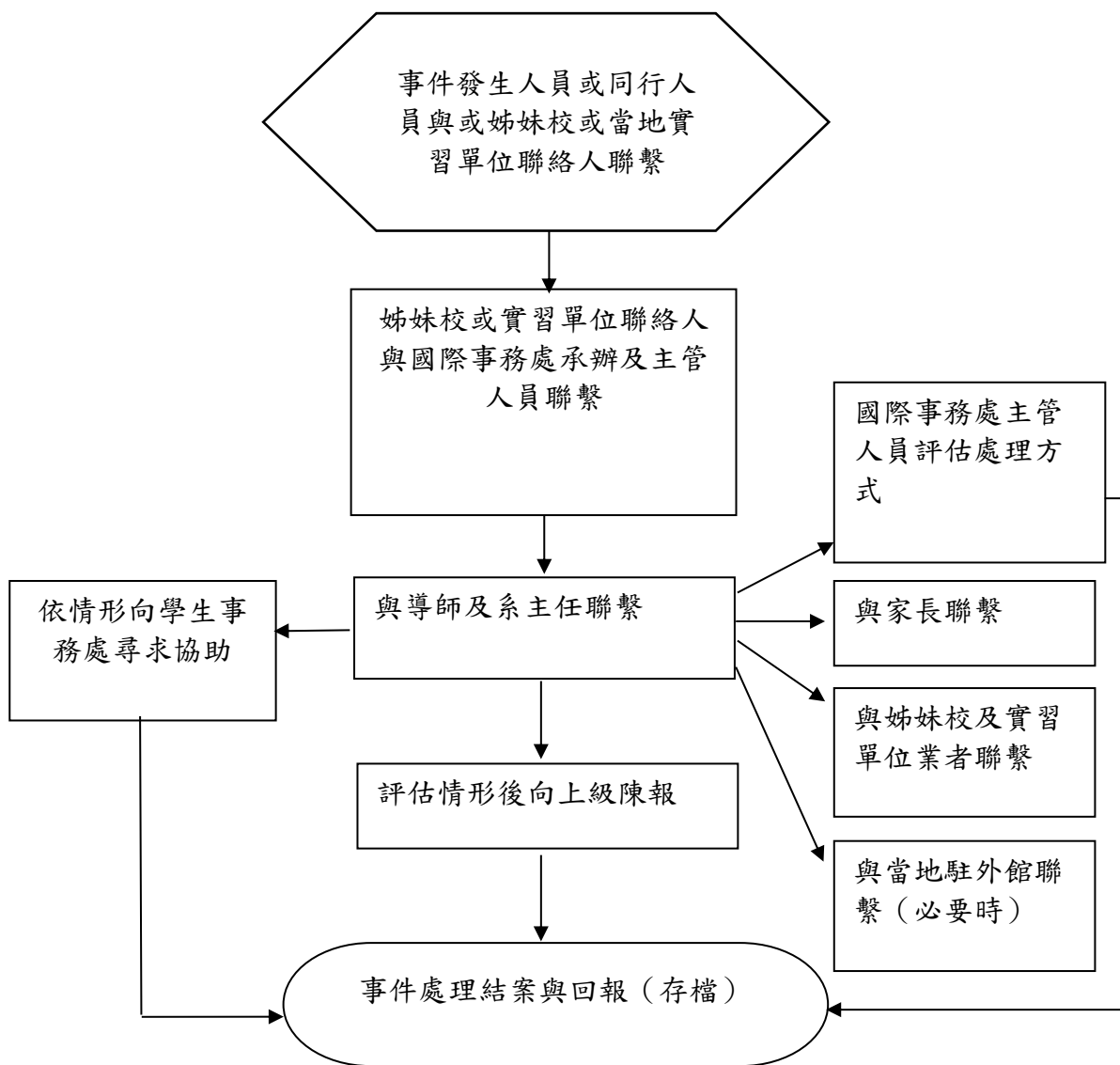


附錄一、學生海外研修暨實習意外突發事故處理作業標準作業流程

項目編號	06-01-06
項目名稱	學生海外研修暨實習意外突發事故處理作業
承辦單位	國際合作組
作業程序說明	1、 事故分類： (1) 一般意外事件。 (2) 緊急重大意外事件。 2、 聯繫順序： (1) 姊妹校窗口及實習業者窗口。 (2) 導師、系主任及家長。 (3) 國際事務處承辦人員及主管。 3、 國際事務處業務： (1) 評估事件向上級陳報。 (2) 聯繫並了解狀況。 (3) 視情況通報校安中心 (4) 視緊急及嚴重狀況程度及必要性與當地駐外館人員聯絡。 4、 存檔。
控制重點	1、 一般意外事件： (1) 當事人或同行人員初步處理（報警、送醫等）後向姊妹校或實習聯絡人聯繫。 (2) 若與姊妹校或當地聯絡人溝通有歧異，當事人或同行人員請聯絡本校該生導師及系主任、國際事務處承辦及主管人員。 (3) 以導師及系主任為主，國際合作組為輔。 2、 緊急重大意外事件： (1) 當事人或同行人員初步處理（報警、送醫等）後向姊妹校或當地實習單位聯絡人聯繫，姊妹校或當地實習單位需主動回報國際事務處。 (2) 當事人或姊妹校請與國際事務處人員、導師及系主任聯繫。 (3) 由導師及系主任聯繫學生家長。 (4) 國際事務處承辦及主管人員評估事件後向上級陳報。 (5) 國際事務處承辦及主管人員依情形向學生事務處尋求協助。 (6) 與家長、導師、系主任及相關師長聯繫。 (7) 以上事件各承辦單位評估結果並處理後結案存檔。 (8) 依情形（如嚴重天災人禍、有關生命安危緊急情況等）可向台灣駐當地外交辦事處聯繫，尋求協助。
法令依據	
使用表單	1、 轉換實習單位申請表(學生) https://rd.nkuht.edu.tw/p/412-1009-5447.php?Lang=zh-tw 2、 轉換實習單位輔導表(導師) https://rd.nkuht.edu.tw/p/412-1009-5448.php?Lang=zh-tw



學生海外研修暨實習意外突發事故處理作業標準作業流程圖





附錄二、國立高雄餐旅大學海外實習及研習輔導補充規定

國立高雄餐旅大學學生海外實習及研習輔導補充規定

99 年 3 月 4 日第 100 次實習輔導委員會審議通過
99 年 4 月 8 日第 219 次行政會議審議通過
102 年 3 月 28 日第 125 次實習輔導委員會修正通過
103 年 7 月 30 日第 309 次行政會議修正通過
104 年 2 月 26 日第 141 次實習輔導委員會修正通過
104 年 3 月 12 日第 323 次行政會議修正通過
105 年 10 月 20 日第 153 次實習輔導委員會修正通過
107 年 5 月 10 日第 397 次行政會議修正通過
108 年 3 月 14 日第 169 次實習輔導委員會修正通過
108 年 9 月 19 日第 427 次行政會議修正通過

- 1、本校為落實國際化與三民主義教學，實施海外實習及研習，使學生經由養成教育階段，培養專業以及語言能力，將理論與實務密切結合，順利成為國際觀光餐旅界青睞之人力資源，依本校校外實習輔導實施要點，特訂定本規定。
- 2、學生海外實習及研習之實施如下：
 - (1) 海外實習：四技部（含進修部）、五專部、二專部(含產攜專班)之學生以十二個月為原則，二技部學生以六個月為原則，每週工作時數以四十小時為準。
 - (2) 海外研修加實習：海外研修加實習以十二個月為原則，研修或實習學分必須分別對應該學年任一學期必修十學分，且實習安排不得少於四個月或六百四十小時。其研修學分計算依照以下狀況擇一規範：
 1. 姊妹校二學期(Semesters)或三學期(TriSemester)制，選擇研修一學期者：每學期必須滿足海外姊妹學校最低修習學分數且不得少於十學分。
 2. 姊妹校採三學期(TriSemesters)制，選擇研修二學期者：每學期必須滿足海外當地學校最低修習學分數且二學期上課總學分不得少於十學分。
 3. 姊妹校採四學期(Quarters)制，限制必須選擇研修至少二學期：每學期必須滿足海外當地學校最低修習學分數且二學期上課總學分不得少於十學分。
 4. 姊妹校採二學期或三學期或四學期制，選擇全年研修者：每學期必須滿足海外當地學校最低修習學分數且全年上課總學分不得少於二十學分。
 5. 選擇一學期在海外姊妹校研修學分者，經校級實習輔導委會通過，可在國內實習，實習期程由實習輔導委員會認定。
- 3、由學術單位選定國外知名飯店、餐廳、旅行社、航空公司、主題樂園等相關觀光餐旅產業或相關高等教育機構，經協商簽約後，分發學生前往實習或研習。
- 4、為協助學生海外實習或研習之順利，欲前往海外實習或研習之同學均應參加「海外實習薪火相傳」之活動，因故不克參加者，應洽辦理單位補正。海外實習或研習同學返校後，有義務出席該學年度的「海外實習檢討會」，並於下屆薪火相傳活動時提供經驗分



享。

- 5、學生海外實習及研習之分發，應本公平、公正、公開原則，依國外業者或教育單位要求之徵才條件召開「海外實習或研習單位甄選說明會」。學生須依規定參加實習或研習單位面試或甄選考試。
- 6、海外實習或研習場所分發確定後，由國際事務處及研究發展處於學生前往海外實習或研習前，辦理海外實習或研習學生行前說明會，且簽訂並繳交實習學生家長同意具結書。
- 7、本校學生前往海外實習或研習前，除應辦理學生平安保險外，並依學生意願加辦海外意外保險，海外實習或研習學生須出席校內辦理之相關教育訓練課程及行前座談會，海外實習或研習學生除了應遵守實習規定及有關注意事項之外，並須參加國外實習或研習單位所辦之職前訓練。
- 8、學生海外實習及研習期間之安全問題，應事前妥善詳盡規劃，並要求國外業者或教育單位提供宿舍，供學生住宿。若無法提供住宿，則請對方協助學生解決住宿及安全問題。
- 9、實習或研習學生分發至海外各單位後，除接受校外實習輔導委員會輔導外，並接受實習或研習單位主管之指揮監督，並遵照實習或研習單位既定的政策及工作規則辦理。若需請假離開實習或研習國家或地區時，須按照任職單位及國際事務處所規定之程序辦理請假手續。
- 10、為加強對學生之國外實習或研習輔導，且即時協助學生處理生活、學習環境及工作適應問題，除各應屆班導師、系主任及國際事務處等專職人員外，俟當地實習狀況經評估後得聘海外駐點輔導人員若干人，實施海外實習輔導平台，並配合國際事務處及研究發展處進行國外實習及研習訪視與輔導。實習或研習期間，由業界或駐點輔導人員定期與學校及學生家長保持聯絡，詳述學生工作及出勤狀況。
- 11、「海外實習及研習訪視」作業由本校國際事務處及研究發展處依權責規劃，各地區之訪視以一年一次為原則，並由各系主任或導師及國際事務處人員及研究發展處進行海外訪視工作，必要時得遴聘相關部門主管、業界人事部門或校外代表共同擔任。
- 12、海外實習及研習成績考核之評定方式：
 - (1) 實習期間，實習單位佔百分之六十、駐點老師或輔導老師佔百分之四十。
 - (2) 研習期間，實習成績佔百分之四十、駐點老師或輔導老師佔百分之六十。海外實習及研習成績繳交時間為每年十二月底及六月底各一次。
- 13、海外實習及研習學生獎懲辦法依校內之相關獎懲辦法規定辦理，其他則依實習或研習單位相關規定辦理。
- 14、辦理學生海外實習或研習績優之業者、教育單位及相關指導人員，經校外實習輔導委員會推薦，由學校獎勵之。
- 15、為強化海外實習或研習機制，依本校第 309 次行政會議決議，特訂定下列輔助措施：
 - (1) 參加海外實習或研習，並申請教育部學海系列獎(補)助金之學生，須符合教育部



學海系列獎(補)助金申請標準，且一年級上、下學期操行成績須達捌拾貳分以上。

(2) 國際事務處及研究發展處加強海外實習行前說明會、導師說明會、語文及生活應對等加強課程、聯合訪視計畫等輔導措施，並增加平日與姊妹校或業者及導師或系主任間三方聯繫溝通，以隨時掌握學生動態、落實海外實習輔導機制。

(3) 海外實習同學之獎懲規定，比照本校國內實習規定及依本規定第十三條辦理。

16、 本規定經本校實習輔導委員會及行政會議審議通過，陳請校長核定後實施，修正時亦同。

本規章負責單位：國際事務處國際合作組



Supplementary Regulations on Overseas Internship and Study Counseling for Students of National Kaohsiung University of Hospitality and Tourism

Reviewed and adopted by the 100th Internship Counseling Committee on March 4, 2010

Reviewed and adopted by the 219th Administrative Meeting on April 8, 2010

Amended and adopted by the 125th Internship Counseling Committee on March 28, 2013

Amended and adopted by the 309th Administrative Meeting on July 30, 2014

Amended and adopted by the 141st Internship Counseling Committee on February 26, 2015

Amended and adopted by the 323rd Administrative Meeting on March 12, 2015

Amended and adopted by the 153rd Internship Counseling Committee on October 20, 2016

Amended and adopted by the 397th Administrative Meeting on May 10, 2018

Amended and adopted by the 169th Internship Counseling Committee on March 14, 2019

Amended and adopted by the 427th Administrative Meeting on September 19, 2019

1. In order to implement internationalization and teaching of sandwich course, our university implements overseas internships and studies, so that students can develop professional and language skills through the development education stage, closely integrate theory with practice, and successfully become a human resource favored by the international hospitality and tourism industry. These regulations are hereby formulated based on the Implementation Directions for the Off-Campus Internship Counseling of this university.
2. The implementation of overseas internship and study for students is as follows:
 - (1) Overseas internship: The principle for students of the four-year technical school (including the Division of Continuing Studies), the five-year junior college, and the two-year junior college (including the industry-academia cooperative education program) is twelve months, and six months for the students of the two-year technical school. As to the number of working hours per week, forty hours shall prevail.
 - (2) Overseas study plus internship: The principle of overseas study plus internship is twelve months. The study or internship credits must correspond to the ten compulsory credits in any semester of the academic year, and the internship arrangement must not be less than four months or six hundred and forty hours. The calculation of study credits shall be based on one of the following conditions:
 - A. Students who choose to study for one semester in a partner university's two-semester or tri-semester system: In each semester, students must meet the minimum number of credits required by the overseas partner university and must take no less than ten credits.
 - B. Students who choose to study for two semesters in a partner university that adopts a tri-semester system: In each semester, students must meet the minimum number of credits required by the overseas local university and must take no less than ten credits in total in the two semesters.
 - C. The partner university adopts a four-quarter system, and students must choose to study for at least two quarters: In each quarter, students must meet the minimum number of credits required by the overseas local university and must take no less than ten credits in total in the two quarters.
 - D. Students who choose to study throughout the year in a partner university that adopts a two-semester, tri-semester or four-quarter system: In each semester, students must meet the minimum number of credits required by the overseas local university and must take no less than 20 credits in total throughout the year.



- E. Students who choose to take credits for one semester in overseas partner university can practice domestic internships with the approval of the university-level Internship Counseling Committee. The internship duration will be determined by the Internship Counseling Committee.
3. Academic units will select well-known foreign hotels, restaurants, travel agencies, airlines, theme parks and other related hospitality and tourism industries or related higher education institutions, and after negotiation and signing agreement, students will be assigned go there for internship or study.
 4. In order to help students to have a smooth overseas internship or study, students who want to go overseas for internship or study should participate in the "Passing on the Torch in Overseas Internship" activity. Students who are unable to participate for some reason should contact the handling unit to make up. After students of overseas internship or study return to university, they are obliged to attend the "Overseas Internship Review Meeting" of that academic year and provide experience sharing at the next Passing on the Torch activity.
 5. The distribution of students' overseas internships and studies shall be based on the principles of fairness, impartiality and openness, and the "Overseas Internship or Study Unit Selection Explanatory Meeting" shall be held in accordance with the recruitment conditions required by foreign businesses or educational units. Students are required to attend interviews or take screening examinations of internship or study unit in accordance with regulations.
 6. After the allocation of overseas internship or study places is determined, the Office of International Affairs and the Office of Research and Development will conduct a pre-departure briefing for overseas internship or study students before the students go overseas for internship or study, and the parental consent affidavits for the intern students will be signed and submitted.
 7. Before students of our university go overseas for internship or study, in addition to taking out student accident insurance, they should also purchase overseas accident insurance according to the students' wishes. Overseas internship or study students must attend relevant education and training courses and pre-departure symposiums held on campus. In addition to complying with internship regulations and related precautions, overseas internship or study students must also participate in pre-service training provided by foreign internship or study units.
 8. Safety issues during students' overseas internships and studies should be properly and thoroughly planned in advance, and foreign businesses or educational institutions should be required to provide dormitories for students' accommodation. If accommodation cannot be provided, ask the other party to assist the students in solving accommodation and safety issues.
 9. After internship or study students are assigned to overseas units, in addition to receiving guidance from the Off-Campus Internship Counseling Committee, they also accept the command and supervision of the supervisor of the internship or study unit, and follow the established policies and work rules of the internship or study unit. If the students need to take leave to leave the country or region where the students are doing internship or study, the students must go through the leave application procedures in accordance with the process stipulated by the employer and the Office of International Affairs.
 10. In order to strengthen the counseling for students' overseas internships or studies, and to immediately assist students in dealing with life, learning environment and work adaptation issues, in addition to the homeroom teachers of each class, department heads and Office of International Affairs and other full-time staff, after the local internship situation is evaluated, a number of overseas resident counselors will be hired to implement an overseas internship counseling platform, and cooperate with the Office of International Affairs and the Office of Research and Development to conduct overseas internship and study visits and counseling. During the internship or study period, industry or resident counseling staff will maintain regular contact with the university and students' parents to provide detailed information on the students' work and attendance status.



11. The "Overseas Internship and Study Visit" operation is planned by the Office of International Affairs and the Office of Research and Development of the university according to their authority and responsibilities. The visits in each region are based on the principle of once a year, and the heads or homeroom teachers of each department and the staff of the Office of International Affairs and the Office of Research and Development are organized to conduct overseas visits. If necessary, relevant division heads, industry personnel departments or off-campus representatives may be hired to jointly serve in the visits.
12. Assessment methods for overseas internship and study scores:
 - (1) During the internship period, the internship unit accounts for 60%, and the resident teacher or counseling teacher accounts for 40%.
 - (2) During the study period, the internship score accounts for 40%, and the resident teacher or counseling teacher accounts for 60%.

The submission time for overseas internship and study scores is once at the end of December and once at the end of June every year.
13. Rewards and punishments for overseas internship and study students shall be handled in accordance with the relevant regulations on rewards and punishments within the university. Others shall be handled in accordance with the relevant regulations of the internship or study unit.
14. Business operators, educational units and relevant instructors who perform well in overseas internships or studies for students will be rewarded by the university after being recommended by the Off-Campus Internship Counseling Committee.
15. In order to strengthen the overseas internship or study mechanism, in accordance with the resolution of the 309th Administrative Meeting of our university, hereby the following auxiliary measures have been formulated:
 - (1) Students who participate in overseas internships or studies and apply for the Overseas Internship Program Series Scholarship (Subsidy) from the Ministry of Education must meet the application standards for the Overseas Internship Program Series Scholarship (Subsidy) from the Ministry of Education and conduct scores in the first and second semesters of the first grade must reach 82 points or more.
 - (2) The Office of International Affairs and the Office of Research and Development will strengthen counseling measures such as pre-departure briefings, homeroom teacher briefings, enhanced courses on language and life coping, and joint visit plans for overseas internships, and increase the daily three-way communication with the partner university or industry and homeroom teachers or department heads to keep abreast of student developments and implement the overseas internship counseling mechanism.
 - (3) The rewards and punishments for overseas internship students shall be in accordance with the university's domestic internship regulations and in accordance with Article 13 of these regulations.
16. These regulations come into force after reviewed and adopted by the university's Internship Counseling Committee and the Administrative Meeting and approved by the president and the same shall apply to any amendments thereto.



附錄三、校外實習期間性別平等事件處理流程

