

Kai Nan University
Department of International Logistics and Transportation Management

Implementation Regulations for Student Internships

Approved at the 2nd Departmental Meeting of the 107th Academic Year on October 16, 107

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Article 1

In order to combine theoretical and practical aspects in teaching, assist students in gaining practical experience, enhance the effectiveness of internships, and improve students' practical skills, the Department of International Logistics and Transportation Management at Nan Kai University hereby establishes the "Implementation Regulations for Student Internships" (referred to as these regulations).

Article 2

The selection of internship organizations should primarily be based on agreements signed by the department. If students arrange internships on their own without prior approval from the Internship Committee, the internship will not be recognized.

Article 3

Students applying for internship placements should choose from organizations arranged by the department. Placements are allocated based on student preferences.

Article 4

Internship periods occur during the students' enrollment at the department, typically during the senior year or summer and winter breaks. The maximum number of hours for each credit of internship should not exceed 80 hours. Internships that meet the assessment criteria can be recognized as either "Graduation Internship Part I" (3 credits), "Graduation Internship Part II" (3 credits), or "Workplace Experience" (3 credits) based on the academic year of enrollment.

Article 5

Internship compensation is determined by the nature of the internship and is subject to the regulations of the internship organization or other relevant provisions.

Article 6

The content and nature of the internship should be negotiated in advance between the department and the internship organization based on the needs of the students and the practical situation of the internship organization. An internship briefing should be provided to students, explaining relevant regulations and precautions to ensure that students have a clear understanding of the internship before starting.

Article 7

Students must submit a "Parental Consent Form" within two weeks before the start of the internship. Students who arrange internships on their own must also obtain the "Nan Kai University Student Internship Implementation Regulations" and related documents.

Article 8

During the internship period, students should adhere to the rules and guidance of the internship organization. If there are discrepancies in job nature or adverse working conditions, students should contact the department within two weeks of starting the internship for coordination. If the situation is not improved after one week of coordination, students may request permission from the department to resign. Otherwise, they must complete the internship without resigning. Violation of this article will result in non-recognition of internship hours. Students who resign can apply for a change in internship once, or reapply for an internship in the following semester.

Article 9

During the internship period, students should abide by the university's regulations. Violations will be handled in accordance with the "Nan Kai University Student Rewards and Penalties Regulations."

Article 10

During the student's internship period, the academic advisor should maintain contact with the internship organization to monitor the student's progress. At the end of the internship, the internship supervisor at the organization should complete the "Internship Evaluation Form" and send it directly to the academic advisor.

Article 11

The evaluation criteria for internship grades are as follows: The overall assessment score from the internship organization (determined by the internship supervisor) accounts for 70% of the total grade, and the internship reflection report accounts for 30% of the total grade.

Article 12

During the internship period, the internship organization should provide insurance coverage for the student, following the regulations in the "Nan Kai University Student Internship Implementation Regulations." If this is not done, the matter should be reported to the Internship Committee for discussion.

Article 13

For matters not covered in these regulations, follow the "Nan Kai University Student Internship Implementation Regulations," the three-party cooperation agreement for student internships, and relevant government regulations, and refer to the personnel regulations of the internship organization.

Article 14

These regulations take effect after being approved at the departmental and college meetings, and any amendments are subject to the same approval process.