**高雄醫學大學學生實習辦法**

**Kaohsiung Medical University**

**Student Internship Regulations**

95.02.27 高醫校法字第0950100006號函公布

February 27, 2006 Promulgated via the KMU official letter Hsiao Fa Tzu No. 0950100006

95.08.22 95學年度第3次教務會議通過

August 22, 2006 passed by the 3rd Academic Affairs Meeting of the

Academic Year 2006

95.09.04 95學年度第1次法規委員會通過

September 4, 2006 passed by the 1st

meeting of the Regulations Committee of the Academic Year 2006

95.09.11 高醫校法字第0950100035號函公布

September 11, 2006 Promulgated via the KMU official letter Hsiao Fa Tzu No. 0950100035

103.11.26 103學年度第2次教務會議通過

November 26, 2014 passed by the 2nd Academic Affairs Meeting of the

Academic Year 2014

103.12.27 高醫校法字第1031104205號函公布

December 27, 2014 Promulgated via the KMU official letter Hsiao Fa Tzu No. 1031104205

106.02.13 105學年度第4次教務會議通過

February 13, 2017 passed by the 4th Academic Affairs Meeting of the

Academic Year 2016

106.12.22 106學年度第2次教務會議通過

December 22, 2017 passed by the 2nd Academic Affairs Meeting of the

Academic Year 2017

107.07.26 106學年度第7次教務會議通過

July 26, 2018 passed by the 7th Academic Affairs Meeting of the

Academic Year 2017

110.02.04 109 學年度第2次教務會議通過

February 4, 2021 passed by the 2nd Academic Affairs Meeting of the

Academic Year 2020

110.03.08 高醫教字第1101100656號函公布

March 8, 2021 Promulgated via the KMU official letter Chiao Tzu No. 1101100656

|  |  |
| --- | --- |
| 第1條  Article 1 | 本校為辦理各學院系所及學位學程學生實習分發作業，特依據本校學則及相關規定訂定本辦法。  Kaohsiung Medical University (KMU or “the University”) formulates the KMU Student Internship Regulations (“the Regulations”) in accordance with the KMU Academic Regulations and relevant regulations to conduct internship assignments for students of all colleges, departments, graduate institutes, and degree programs. |
| 第2條  Article 2 | 學生實習之分發作業依各學院系所及學位學程規定辦理，應與各實習機構簽訂實習合約，並依合約辦理相關事宜，且將實習合約副本及相關資料送交本校學生實習委員會備查。  Student internship assignments shall be handled in accordance with the regulations of respective colleges, departments, graduate institutes, and degree programs. These units shall sign an internship agreement with each internship institution and handle relevant matters in accordance with the agreement. A copy of the agreement and relevant information shall be submitted to the University’s Student Internship Committee for future reference. |
| 第3條  Article 3 | 參加實習學生經分發後，不得任意變更，若確實有更改實習單位之需求者，經系實習委員會協調後，由系主任簽請院長同意後送教務長核定後辦理。  Students participating in internships shall not arbitrarily change the internship institutions to which they have been assigned. If a change is genuinely needed, it shall be coordinated by the departmental internship committee and approved by the department chair, who will then seek the consent of the dean. The request shall then be submitted to the Vice President for Academic Affairs for final approval and processing. |
| 第4條  Article 4 | 本校需給予醫學系、學士後醫學系實習醫學生及牙醫學系實習牙醫學生與其他系所及學位學程實習生投保實習團體保險，各學院系所及學位學程應給予學生校外實習之本校指導教師投保意外保險。  The University shall arrange group insurance for medical interns from the School of Medicine and School of Post-Baccalaureate Medicine, dental interns from the School of Dentistry, and interns from other departments, graduate institutes, and degree programs. Colleges, departments, graduate institutes, and degree programs shall arrange accident insurance for the University’s supervising teachers who oversee students participating in off-campus internships. |
| 第5條  Article 5 | 學生實習前各學院系所及學位學程應進行實習機構篩選及評估，評估項目包括：實習內容、實習權益保障及實習安全等項目，並輔導學生通過本校性別平等教育相關測驗方可實習。  Colleges, departments, graduate institutes, and degree programs shall screen and evaluate internship institutions based on criteria such as the content of the internship, the protection of interns’ rights and benefits, and internship safety before students begin their internships. They shall also ensure that students complete the University’s gender equity education tests prior to starting their internships. |
| 第6條  Article 6 | 學生實習期間各學院系所及學位學程應對實習生及實習機構進行訪視，訪視內容需包含學生權益事項之確認，每學期至少2次以上為原則，以了解學生實習情況。  Colleges, departments, graduate institutes, and degree programs shall visit interns and their internship institutions at least twice for each semester during the internship period to confirm the interns’ rights and benefits and to understand their status. |
| 第7條  Article 7 | 實習結束後，各學院系所及學位學程應彙整各實習機構評定之學生實習成績，並輸入至本校校務資訊系統，送交教務處備查。  Colleges, departments, graduate institutes, and degree programs shall compile students’ internship performance evaluations provided by the internship institutions by the end of the internship period and enter the information into the University’s school administration information system for future reference by the Office of Academic Affairs. |
| 第8條  Article 8 | 各學院系所及學位學程得依本辦法，訂定學生實習要點，經系所、學位學程會議及院務會議審議通過，送教務處檢核後實施。  Colleges, departments, graduate institutes, and degree programs may formulate their own student internship directives in accordance with the Regulations. These directives shall be reviewed and approved at department, institute, degree program, and college affairs meetings before being submitted to the Office of Academic Affairs for final approval and implementation.  各學院系所及學位學程訂定之學生實習要點，應規範學生實習條件、分發、輔導、保險、合約、實習前健康檢查、實習期間學生、教師、實習單位之權利義務、實習成績及其他實習相關事宜。  The student internship directives formulated by colleges, departments, graduate institutes, and degree programs shall cover matters such as internship conditions; assignments; guidance; insurance; agreements; pre-internship health examinations; the rights and responsibilities of students, teachers, and internship institutions during the internship period; and internship performance.  各學院系所及學位學程學生實習，悉依所屬學生實習要點規定辦理。  Matters related to student internships at colleges, departments, graduate institutes, and degree programs shall be handled with their respective student internship directives. |
| 第9條  Article 9 | 本辦法未盡事宜，悉依本校學則或其他相關法令規定辦理。  Matters not specified in the Regulations will be conducted in accordance with the KMU Academic Regulations and other relevant regulations. |
| 第10條  Article10 | 本辦法經教務會議通過後實施。  The Regulations shall be passed by the Academic Affairs Meeting and then implemented on the date of promulgation. |