

臺北醫學大學學生實習辦法

Taipei Medical University Internship Regulations*

83年9月5日教務會議通過

Passed on September 5, 1994, by the Academic Affairs Meeting

90年2月15日教務會議修訂通過

Passed and amended on February 15, 2001, by the Academic Affairs Meeting

90年12月12日教務會議修訂通過

Passed and amended on December 12, 2001, by the Academic Affairs Meeting

93年5月14日教務會議修訂通過

Passed and amended on May 14, 2004, by the Academic Affairs Meeting

93年6月2日校長核定

Approved by the President on June 2, 2004

100年7月7日教務會議修訂通過

Passed and amended on July 7, 2011, by the Academic Affairs Meeting

100年7月22日北醫校教字第1000002333號令

Amended on July 22, 2011, TMU decree 1000002333

103年12月11日教務會議修正通過

Passed and amended on December 11, 2014, by the Academic Affairs Meeting

103年12月31日北醫校教字第1030004375號令修正，全文11條

Amended with 11 articles on December 31, 2014, TMU decree 1030004375

第一條 本校為辦理各系所學位學程學生專業課程實習相關作業，特依據本校學則及有關規定，制訂「臺北醫學大學學生實習辦法」（以下簡稱本辦法）。

Article 1 These regulations govern the operation of internships for all undergraduate programs.

第二條 為統籌辦理本校學生實習相關事宜之規劃與審議，以利實習特色與制度之發展，設有「學生實習委員會」，組織

* The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

成員及工作職掌如下：

一、組織成員：

(一)由教務長、副教務長、各學院院長、管發中心主任、附屬醫院教學副院長及課務組組長為當然委員，並由教務長推薦學生代表、學界、產業界代表及法學專家等十七至廿一人共同組成。任期二年，連選得連任，呈請校長同意聘任之。

(二)由教務長擔任主任委員，統籌會務；課務組組長兼任執行秘書，協助主任委員辦理會務。

二、工作職掌：

(一)審議、監督各系所學位學程之學生實習計畫之執行及學生實習成效之評估。

(二)核備系所學位學程實習實施辦法。

(三)協調解決本校學生在實習期間所發生之相關事宜。

(四)其他實習相關事宜。

本委員會為合議制，其決議應有委員二分之一以上(含)之委員出席及出席委員二分之一以上(含)同意；每學期至少開一次會，由主任委員召集之，必要時主任委員得召開臨時會議，開會時並得邀請校內相關單位派員列席報告說明。

Article 2 TMU established the Student Internship Committee to plan policies, requirements and examinations as follows:

1. Membership

- a. Members include the dean and associate dean of Academic Affairs, the deans of each department, the Center for Management and Development chief, the Superintendent of TMU Hospital, the Curriculum Section director, and recommended student, academic and

industrial representatives and law experts, with a total of 17-21 members. These committee members serve for two-year terms and can be re-elected after nomination and acceptance by the president.

- b. The Academic Affairs dean will lead the committee, and the Curriculum Section director will be Executive Secretary to help lead the committee.

2. Responsibilities

- a. Plan and supervise internships and evaluate their effectiveness
- b. Verify the departmental internship regulations
- c. Compensate the related affairs for TMU students during their internships
- d. Other internship affairs

The committee should operate on a collegiate system. Each resolution should be accepted if fewer than half of the total committee members are absent and if approved by more than half of the attending committee members. At least one meeting should be convened each semester, with extra meetings held as necessary. The committee can invite related department members to report at meetings.

第三條 本校各系所學位學程學生之實習，應依本辦法訂定實習實施辦法，並送本校學生實習委員會核備。

Article 3 TMU undergraduate internship programs should be implemented according to these regulations. Departments and institutes should report their own rules to the Student Internship Committee for future reference.

第四條 各系所學位學程學生實習分發由各系所學位學程徵求或函商所擬實習機構同意後，方得分發學生前往實習，實習結束需將實習成績送教務處註冊組登錄。

Article 4 Students will only be assigned to internships after each department has an agreement with the institute. When the internship is over, students are required to submit their internship transcripts to the Registration Office of the Office of Academic Affairs.

第五條 各系所學位學程實習分發作業完成後應與各實習機構簽訂合約書或發函實習分發公函，須載明實習系所、學生系級、實習期間，並將實習合約或實習分發公函及相關資料(含實習名冊)送本校學生實習委員會備查。

Article 5 A contract must be signed with the internship department and an official letter must be sent after the internship assignments of all undergraduate programs are completed. The contract must state the school and department where the internship will take place, the student's current year and program, the name of the internship course and the required hours. This contract and other relevant information (including the name list) must be sent to the Student Internship Committee for future reference.

第六條 參加實習學生經分發後，不得再另行接洽或申請更改，如有不可抗力之因素經系所學位學程主管核定得重新分發或撤回實習，由系所主管簽請院長同意後送教務長核定後辦理。

Article 6 After internships are assigned, students may not apply for changes. If there are unforeseen reasons, the program manager may decide whether a student may be reassigned or withdraw from the internship. Relevant details should be sent to the Academic Affairs Office for evaluation after the department chair and dean approve the change or withdrawal.

第七條 學生分配到各實習機構實習時，應確實遵守下列規定：

- 一、 遵從所隸院、廠、機構之規範，並在其指導下虛心學習。
- 二、 未經許可不得洩漏實習機構之機密資料。
- 三、 實習期間，因事或因病必需請假時，應依規定向實習機構／校方辦理請假手續，若請假時數超過實習規定時數三分之一時，視為學習不完整，則需重修。
- 四、 服裝儀容、行為舉止應符合其專業形象。
- 五、 交通、膳宿、工作服及器材補償費等均由實習學生

自理，若實習機構另有規定，則從其規定。

六、學生在各實習機構實習期間之工作或生活表現情形特殊者，依本校學生獎懲規定，予以適切之之獎懲。

Article 7 After students join their internship department, they should abide by the rules listed below:

1. Students should obey rules and learn under the guidance of the hospital, factory or department.
2. It is prohibited to leak confidential information about any internship institute.
3. Students needing to take a leave during internship periods should ask the internship department or TMU for such leave in accordance with regulations. If the total leave hours are more than one-third of the required hours of the internship, the internship program will be considered incomplete and students will be required to retake the course.
4. Clothing, grooming and behavior should reflect a professional image.
5. Students will pay for costs associated with transportation, accommodation, uniforms and equipment fees, following departmental rules.
6. Students who show outstanding or deficient performance during internships shall be treated according to the rules for student rewards and punishments.

第八條 各系所學位學程之臨床或專業實習，遵照各系所學位學程必選修科目表之規定，按實際實習學分及時數規定辦理。

Article 8 Clinical or professional internships should follow the regulations set by each program that determine how credit hours shall be earned.

第九條 辦理校外實習應投保實習保險、支付實習費用，若實習機構另有規定，則從其規定。

Article 9 Students should apply for insurance and pay fees during their internship. They also must follow all departmental regulations.

第十條 本辦法未盡事宜，悉依照本校學則或教育部有關規定辦理。

Article 10 Matters not covered in these regulations are governed by other TMU regulations or relevant Ministry of Education regulations.

第十一條 本辦法經教務會議通過後公告施行；修正時亦同。

Article 11 These regulations are implemented after approval by the Academic Affairs Meeting. All amendments shall follow the same procedure.