

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
Approved by Academic Affairs Meeting on September 5th, 1994
90年2月15日教務會議修訂通過
Amended and approved by Academic Affairs Meeting on February 15th, 2001
90年12月12日教務會議修訂通過
Amended and approved by Academic Affairs Meeting on December 12th, 2001
93年5月14日教務會議修訂通過
Amended and approved by the Academic Affairs Meeting on May 14th, 2004
93年6月2日校長核定
Ratified by the University President on June 2ed, 2004
100年7月7日教務會議修訂通過
Amended and approved by the Academic Affairs Meeting on July 7th, 2011
103年12月11日教務會議修正通過
Amended and approved by the Academic Affairs Meeting on December 11th, 2014
112年5月17日教務會議修正通過
Amended and approved by the Academic Affairs Meeting on May 17th, 2023
112年7月6日北醫校教字第1120010570號令修正，全文11條
Amended by document No.1120010570 TMU Xiao Jiao Tze on July 6th, 2023 with 11 articles in total

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、學生會會長及學系實習生代表、課務組組長為當然委員，並由教務長推薦學界、產業界代表及法學專家等十九至廿三人共同組成。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

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行秘書，協助主任委員辦理會務。

二、工作職掌：

- (一)核備系所學位學程實習實施辦法。
- (二)督導校外實習機構之評估及選定。
- (三)督導學生實習計畫之訂定。
- (四)審議校外實習合作契約。
- (五)評估全校實習成效。
- (六)督導學生爭議及意外事件之處理。
- (七)督導學生實習期滿前終止實習之處理。
- (八)督導實習輔導訪視之落實。
- (九)其他學生實習權益保障相關事項。

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 director of Students' Association, student representative, the Curriculum Section director, and recommended academic and industrial representatives and law experts, with a total of 19-23 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. Verify the departmental internship regulations

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- b. Supervise the evaluation and selection of off-campus internship institutions.
- c. Supervise the planning of student internship.
- d. Review off-campus internship contract.
- e. Supervise internships and evaluate their effectiveness.
- f. Supervise the handling of student disputes and accidents.
- g. Supervise the termination of students' internship before the end of the internship period.
- h. Supervise the implementation of internship guidance visits.
- i. Other affairs related to students' internship rights and interests.

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，應依本辦法訂定二級實習委員會實習實施辦法，並送本校學生實習委員會核備，其工作職掌如下：

- 一、確認校外實習機構之評估及選定。
- 二、擬訂學生實習計畫及校外實習合作契約。
- 三、協調、處理學生實習爭議及意外事件。
- 四、處理學生實習期滿前之終止實習。
- 五、追蹤處理及檢討學生實習輔導訪視結果。
- 六、其他學生實習權益保障相關事項。

Article 3 All academic units shall formulate the second-level internship committee regulation in accordance with this Regulation, and the regulation shall be sent to the Student Internship Committee for approval. Their work functions shall be as follows:

- 1. Confirm the evaluation and selection of off-campus internship institutions.
- 2. Formulate student internship plans and off-campus internship cooperation contracts.
- 3. Coordinate and handle student internship disputes and accidents.
- 4. Terminate the internship before the expiry of the student's internship

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period.

5. Follow up and review the results of students' internship counseling visits.
6. Other matters related to the protection of students' internship rights and interests.

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於學生實習前與各實習機構簽訂合約書或契約事項之書面，其內容應載明下列事項：

- 一、雙方負責事項。
- 二、實習期間。
- 三、實習場所。
- 四、每日實習期間、休息時間及請假規定。
- 五、實習給付及相關福利事項。
- 六、保險。
- 七、實習不適應之輔導轉換方式。
- 八、實習爭議協調及處理方式。
- 九、實習成績評核及實習證明發給。
- 十、契約生效、終止與解除之條件及其他有關雙方權利、義務事項。

各系所學位學程應將實習合約書、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 be signed before internship and state matters as follows:

1. Matters both Parties shall be responsible for.

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2. Period for internship
3. Internship venues.
4. Daily internship hours, rest time and leave regulations.
5. Payment and related welfare matters.
6. Insurance.
7. Counseling or transferring in case of maladaptation.
8. Coordination and handling of internship disputes.
9. Internship performance assessment and internship certificate to be issued.
10. The validity, termination and rescission of the contract, and other matters related to the rights and obligations of both parties.

This contract and other relevant information (including the name list) must be sent to the Student Internship Committee for future reference by departments.

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。

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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.

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