

**National Taiwan University College of Public Health
Global Health Program
General Description of the Directives for the Student Off-
Campus Internships**

To safeguard the quality, safety, and rights of students participating in off-campus internships, the Global Health Program has formulated the National Taiwan University College of Public Health Global Health Program *Directives for the Student Off-Campus Internships* (hereinafter referred to as “these Directives”), in accordance with Article 4 of the *National Taiwan University Regulations for the Student Off-Campus Internships*. The key points are summarized as follows:

1. The legal basis and purpose of these Directives. (Point 1)
2. The establishment of the Student Off-Campus Internship Committee of the Program. (Point 2)
3. The responsibilities of the Student Off-Campus Internship Committee of the Program. (Point 3)
4. Planning of internship courses. (Point 4)
5. Evaluation of internship organizations. (Point 5)
6. Internship operational procedures. (Point 6)
7. Formulation of internship agreements. (Point 7)
8. Arrangements for student insurance during the internship period. (Point 8)
9. Counseling and reassignment procedures for students experiencing difficulties adapting to the internship. (Point 9)
10. Coordination and handling of internship disputes and complaints. (Point 10)
11. Follow-up supervision of internships and handling of results. (Point 11)
12. Principles for handling matters not covered in these Directives. (Point 12)
13. Procedures for adoption and the effective date of these Directives. (Point 13)

**National Taiwan University College of Public Health
Global Health Program
Directives for the Student Off-Campus Internships**

Approved at the 8th Program Meeting of the 114th Academic Year on February 10, 2026
Approved at the 3rd College Affairs Meeting of the 114th Academic Year on March 6, 2026
Promulgated on March 12, 2026

Article 1

The Global Health Program (hereinafter referred to as “the Program”) of the College of Public Health (hereinafter referred to as “the College”), National Taiwan University (hereinafter referred to as “the University”), establishes the *National Taiwan University College of Public Health Global Health Program Directives for the Student Off-Campus Internships* (hereinafter referred to as “these Directives”) in accordance with Article 4 of the *National Taiwan University Regulations for the Student Off-Campus Internships*, in order to safeguard the quality, safety, and rights of students participating in off-campus internships.

Article 2

The Program shall establish a Student Off-Campus Internship Committee (hereinafter referred to as “the Committee”). Matters related to student off-campus internships as stipulated in these Directives shall be coordinated and administered by the Committee in accordance with its establishment regulations.

Article 3 Internship Course Planning

To cultivate students’ professional experience in global health research and practice, the Program provides students with opportunities to integrate knowledge and skills learned in coursework and apply them in practical settings and related work environments. Accordingly, the Program offers a two-credit elective course entitled “Global Health Internship.” The course arrangements are as follows:

1. Course Nature: The internship is conducted during the summer period, and the course is offered in the first semester of the following academic year. It is not considered a summer-session course.
2. Teaching Hours: Regardless of the number of students supervised, the internship advisor shall be credited with one teaching hour.

Specific application procedures, forms, and operational requirements shall be further specified in the *Handbook for Internship and Practicum in Global Health* issued separately by the Program.

Article 4 Evaluation and Selection of Internship Institutions

The evaluation and selection of internship institutions shall comply with the conditions listed in Article 6-2 of the *Implementation Regulations for Industry–Academia Collaboration of Junior Colleges and Above*. The recommending faculty member shall conduct an on-site evaluation of the partner institution, or use other appropriate evaluation methods, focusing on the professional relevance of practical learning content, protection of student internship rights, and the safety of the internship environment. An Internship Institution Evaluation Form shall be submitted and approved by the Program’s Off-Campus Internship Committee before internship arrangements may proceed.

Article 5 Internship Operational Procedures

1. Students shall complete the following items within the deadline announced by the Program:
 - (1) Review the internship operational regulations.
 - (2) Select an internship institution (by choosing from the NTU Overseas Internship Program announced by the Office of International Affairs or GHP, or by contacting institutions independently).
 - (3) Submit application materials for the selected internship institution and obtain consent from a faculty member of the College to serve as the internship advisor.

2. Pre-Internship Procedures
 - (1) After internship placement is confirmed, if the internship institution requires official documentation, the Program office shall assist with the administrative process.
 - (2) Students shall discuss internship content with the internship institution and the internship advisor.
 - (3) The Program office shall arrange student internship insurance and contract signing.
 - (4) The Program office shall notify students of reporting procedures, and students shall complete the required pre-departure preparations accordingly.
 - (5) Prior to the internship, the Program and the internship institution shall provide appropriate guidance and safety support, such as pre-departure briefings, safety training sessions, or other suitable forms of guidance.

3. Internship Implementation and Management
 - (1) Students shall carry out the internship according to the approved internship period and shall not arbitrarily change internship content. If students are unable to attend due to unforeseen circumstances, they must request leave from both the

internship supervisor and the internship advisor in advance, except in emergencies. In emergencies, students shall notify both parties immediately.

- (2) During the internship period, students shall complete midterm and final internship records and submit them to the Program office and the internship advisor for review so that the advisor may monitor student progress and provide timely feedback. Within four weeks after the internship ends, students shall submit a written internship report to the Program office, which will compile and forward the materials to the internship advisor for evaluation.
- (3) During the internship supervision period, the internship advisor shall maintain communication with both the internship institution and the student and shall conduct at least one site visit or interview.

4. Internship Outcome Evaluation

- (1) Upon completion of the internship, the internship institution shall complete an evaluation form, seal it, and provide it to the student for submission (or mail it directly) to the Program office.
- (2) The internship advisor shall evaluate the student's internship performance based on the institution evaluation form (50%) and the internship records and written report (50%), and conduct an overall assessment of internship outcomes.

Article 6 Internship Agreement

The Program shall sign an internship agreement with the off-campus internship institution. Both parties shall implement the agreement faithfully to ensure adequate protection of student rights and interests.

Article 7 Insurance

The Program shall arrange and pay for insurance coverage for students participating in internships. If internship students provide labor or perform work beyond learning or training activities, the cooperating institution shall handle labor insurance, occupational accident insurance, employment insurance, national health insurance, and labor pension contributions in accordance with applicable laws and regulations.

Article 8 Assistance for Student Adaptation Difficulties

If students encounter adaptation difficulties or unexpected incidents during the internship, the Committee shall provide necessary assistance depending on the situation. Such assistance may include follow-up counseling, termination of the internship, or transfer to another cooperating institution.

Article 9 Internship Disputes and Complaints

If disputes arise or complaints are filed by students, internship advisors, or cooperating institutions regarding internship matters, a written complaint may be submitted to the Committee. The Committee shall coordinate and handle the matter and may convene a meeting for deliberation if necessary.

Article 10 Internship Supervision and Follow-up

The Program may conduct internship interviews, outcome reviews, or feedback collection during or after the internship period.

The results of such follow-up may serve as references for student internship evaluation, renewal of cooperation agreements with institutions, or improvements to the internship system.

Article 11

Matters not covered in these Directives shall be handled in accordance with relevant regulations of the Ministry of Education and National Taiwan University.

Article 12

These Directives shall take effect upon approval by the Program Meeting and the College-level Meeting and shall be implemented from the date of promulgation.

國立臺灣大學公共衛生學院全球衛生學位學程 學生校外實習作業要點總說明

本學程為維護學生參與校外實習之品質、安全與權益，依國立臺灣大學學生校外實習辦法第四條規定，訂定國立臺灣大學公共衛生學院全球衛生學位學程校外實習作業要點(下稱本要點)，訂定重點說明如下：

- 一、本要點訂定依據及目的。(第一點)
- 二、本學程學生校外實習委員會之設置。(第二點)
- 三、本學程學生校外實習委員會之執掌。(第三點)
- 四、實習課程規劃(第四點)
- 五、實習單位之評估。(第五點)
- 六、實習作業流程。(第六點)
- 七、實習合約之訂定。(第七點)
- 八、學生實習期間之保險辦理方式。(第八點)
- 九、學生不適應情形之輔導及轉換處理。(第九點)
- 十、實習爭議、申訴之協調及處理。(第十點)
- 十一、實習輔導追蹤及結果處理。(第十一點)
- 十二、未盡事宜之處理原則。(第十二點)
- 十三、本辦法訂定程序及施行日。(第十三點)

國立臺灣大學公共衛生學院全球衛生學位學程 學生校外實習作業要點

115.02.10 114 學年度第 8 次學程會議通過

115.03.06 114 學年度第 3 次院務會議通過

115.03.12 發布

一、國立臺灣大學（下稱本校）公共衛生學院（下稱本院）全球衛生學位學程（下稱本學程）為維護學生參與校外實習之品質、安全與權益，依國立臺灣大學學生校外實習辦法第四條規定，訂定國立臺灣大學公共衛生學院全球衛生學位學程學生校外實習作業要點（以下簡稱本要點）。

二、本學程設學生校外實習委員會（下稱本委員會），本要點所定之學生校外實習相關事項，由本學程學生校外實習委員會依其設置辦法統籌辦理。

三、實習課程規劃

本學程為培養學生以全球衛生研究及實務為發展方向之職場經驗，提供學生整合課堂學習之知識與技能，並將其應用於實務環境與相關工作之機會，規劃「全球衛生實習課程」2 學分選修課，規劃內容如下：

（一）課程性質：本課程於暑期進行，並於次學年第一學期開課，非屬暑修性質課程。

（二）授課時數：實習指導老師無論指導幾位實習學生，授課時數皆以 1 小時核計。

具體申請流程、表單及操作規範，由本學程另訂實習手冊規範之。

四、實習機構之評估及選定，應符合專科以上學校產學合作實施辦法第六條之二所列條件，就實務學習內容專業性、學生實習權益及實習場所安全性，由推薦教師至合作機構現場評估或以其他合適方式進行評估後，提供實習單位評估表經本學程校外實習委員會同意備查後始得辦理實習事宜。

五、實習作業流程

（一）學生應依學程公告期限內完成下列事項：

1. 瞭解實習作業規範。
2. 選定實習單位（依學程或國際處之「國際引路人計畫」公告選填或自行接洽）。
3. 提交實習單位申請資料並徵得本院教師同意擔任實習指導教師。

（二）實習行前作業

1. 完成實習媒合後，如實習單位需正式公文，由學程辦公室協助作業。
2. 學生與實習單位及實習指導教師討論實習內容。
3. 學程辦公室辦理學生實習保險及簽約事宜。
4. 學程辦公室通知報到注意事項，學生應依規定完成行前準備。
5. 本學程與實習機構應於行前提供適當輔導及安全維護，如行前說明會、安全講習會或以其他合適方式進行輔導。

(三)實習執行與管理

1. 學生應依核定之實習期間執行實習，不得任意更動實習內容。如因故無法前往，除緊急狀況外，應事前向實習單位主管及實習指導教師請假；若為緊急事件，應即時告知實習單位主管及實習指導教師。
2. 實習期間學生應依規定填寫實務實習期中、期末紀錄交予學程辦公室及實習指導教師，以供瞭解學生實習情形，並及時提供建議和回饋；實習結束後四週內，學生應提交實習書面報告至學程辦公室，經彙整後交予實習指導教師評閱。
3. 實習指導期間，實習指導教師應與實習單位及學生保持聯繫，並進行至少一次訪視或訪談。

(四)實習成效評估

1. 實習單位應於實習完成後填寫考核表，彌封後交予學生轉交(或寄回)至學程辦公室。
2. 實習指導教師依實習單位考核表(佔50%)、實習紀錄及實習書面報告(佔50%)，進行學生實習資料統計及成效評估。

六、實習合約

本學程應與校外實習單位簽訂實習合約，雙方應確實依合約執行，以完善對實習學生之權益保障。

七、本學程應為實習學生投保保險並負擔保險費用。實習學生如有從事學習訓練以外之勞務提供或工作事實者，合作機構應依法辦理勞工保險、勞工職業災害保險、就業保險、全民健康保險及提繳勞工退休金等。

八、學生於實習過程如遇適應困難或突發事件，本委員會應視情況提供必要之協助。

前項協助，包含追蹤輔導、終止實習或轉換合作機構等方式。

九、學生、實習輔導教師或合作機構對實習相關事項發生爭議或提出申訴時，得向

【115.03.12 發布】

本委員會提出書面申訴。本委員會應進行協調與處理，必要時得召開會議審議。

十、實習輔導追蹤及結果處理

本學程得於實習期間或實習結束後，進行實習訪談、成果檢核或意見回饋蒐集。

前項追蹤結果，得作為學生實習成績評量、合作機構續約或實習制度檢討改進之參考。

十一、 本要點未盡事宜，依教育部及本校相關法規辦理。

十二、 本要點經學程會議及院級會議審查通過後，自發布日施行。