

**National Taiwan University College of Public Health
Global Health Program
General Description of the Regulations for the Establishment
of the Student Off-Campus Internship Committee**

To manage student off-campus internships and ensure the quality of internships as well as the protection of student rights and interests, the Global Health Program has formulated the National Taiwan University College of Public Health

Global Health Program *Regulations for the Establishment of the Student Off-Campus Internship Committee* (hereinafter referred to as “these Regulations”), in accordance with Article 6 and Article 8 of the *National Taiwan University Regulations for the Establishment of the Student Off-Campus Internship Committees*. The key points are summarized as follows:

1. The legal basis and purpose of these Regulations. (Article 1)
2. The responsibilities of the Committee. (Article 2)
3. The composition and term of office of the Student Off-Campus Internship Committee (hereinafter referred to as “the Committee”). (Article 3)
4. The convener of the Committee, meeting schedule, attendance, and voting requirements. (Article 4)
5. Principles for handling matters not covered in these Regulations. (Article 5)
6. The procedures for adoption and the effective date of these Regulations. (Article 6)

**National Taiwan University College of Public Health
Global Health Program
Regulations for the Establishment of the Student Off-Campus
Internship Committee**

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 these Regulations in accordance with Article 6 and Article 8 of the *National Taiwan University Regulations for the Establishment of the Student Off-Campus Internship Committees* in order to manage student off-campus internships and ensure internship quality as well as safeguard students’ rights and interests.

Article 2

The Program shall establish a Student Off-Campus Internship Committee (hereinafter referred to as “the Committee”) to supervise matters related to student off-campus internships. Its responsibilities are as follows:

1. Planning and promoting off-campus internship courses.
2. Evaluating and selecting partner organizations.
3. Drafting written agreements (including cooperation agreements, memoranda of understanding, or other appropriate documents) and student internship plans.
4. Coordinating and handling student complaints, disputes, and unexpected incidents.
5. Managing procedures related to the termination of student internships prior to the completion of the internship period.
6. Tracking, addressing, and reviewing the results of internship supervision visits or interviews.
7. Evaluating internship outcomes and effectiveness.
8. Handling other matters related to safeguarding student internship rights and interests.

Article 3

The Committee shall consist of eight members, composed as follows:

1. Four ex officio members: the Program Director and three Associate Program Directors.
2. Three faculty members of the Program: one recommended by each academic group and appointed by the convener specified in Article 4.
3. One student representative: nominated by the master's or doctoral students of the Program.

Members shall serve a one-year term and may be reappointed. If a non-ex officio member position becomes vacant, a replacement shall be appointed or nominated in accordance with the original procedure, and the replacement shall serve the remainder of the original member's term. If a committee member is involved in internship matters concerning their own supervised students or has a conflict of interest, the member shall recuse themselves.

Article 4

The Program Director shall serve as the convener of the Committee. The Committee shall convene at least once per academic year, additional meetings may be held when necessary. A meeting shall require the attendance of more than half of the Committee members to proceed. Resolutions shall be adopted with the approval of more than half of the members present. If a member is unable to attend, they shall designate a proxy to attend the meeting.

Article 5

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

Article 6

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

國立臺灣大學公共衛生學院全球衛生學位學程 學生校外實習委員會設置辦法總說明

本學程為管理學生校外實習，確保實習品質及學生權益，依國立臺灣大學學生校外實習委員會設置辦法第六條及第八條規定，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委員會設置辦法(以下簡稱本辦法)，訂定重點說明如下：

- 一、本辦法訂定依據及目的。(第一條)
- 二、本委員會之執掌。(第二條)
- 三、本學程學生校外實習委員會(下稱本委員會)之組成及委員任期。(第三條)
- 四、本委員會召集人、召開時間、出席及決議人數。(第四條)
- 五、未盡事宜之處理原則。(第五條)
- 六、本辦法訂定程序及施行日。(第六條)

國立臺灣大學公共衛生學院全球衛生學位學程 學生校外實習委員會設置辦法

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

第一條 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）為管理學生校外實習，確保實習品質及學生權益，依國立臺灣大學學生校外實習委員會設置辦法第六條及第八條規定，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委員會設置辦法（以下簡稱本辦法）。

第二條 本學程設學生校外實習委員會（下稱本委員會），督導本學程學生校外實習事項，其職掌如下：

- 一、規劃及推動校外實習課程。
- 二、確認合作機構之評估及選定。
- 三、擬訂書面契約（含合作協議、意向書或其他合適之合作文書等）及學生實習計畫。
- 四、協調、處理學生申訴、爭議及意外事件。
- 五、辦理學生實習期滿前終止實習之相關程序。
- 六、追蹤處理及檢討學生實習輔導訪視（或訪談）結果。
- 七、評估實習成效。
- 八、其他學生實習權益保障相關事項。

第三條 本委員會置委員八人，其組成如下：

- 一、當然委員四人，由學程主任、三位學程副主任擔任。
- 二、學程老師三人，各學群推派一人，由本要點第四條召集人聘任。
- 三、本學程碩士生或博士生推派學生代表一人。

委員任期一年，得連任。非當然委員出缺時，應依原聘任或推派方式遞補，其任期至原委員任期屆滿之日止。委員涉及與其指導學生或有利害關係之實習事項時，應自行迴避。

第四條 本委員會由學程主任擔任召集人，每學年至少召開會議一次，必要時得召開臨時會議。

本委員會應有委員過半數出席始得開議，出席委員過半數同意始得決議；

委員如不克出席應指派代理人與會。

第五條 本辦法未盡事宜，依教育部及本校相關法規辦理。

第六條 本辦法經學程會議及院級會議通過後，自發布日施行。