

# 財務金融學系實習辦法

民國 112 年 09 月 13 日 112 學年度第 1 學期第 2 次系務會議通過

## 第一條 目的

本系為培養學生務實致用的觀念與能力，促使學生及早體驗職場工作，增加學生於職場的適應力與競爭力，蓄積成為企業家之能量，特訂定本辦法。

## 第二條 實施對象

本系學生修習專業課程至相當程度，得依其專業規定參加實務實習。

## 第三條 推動組織

本系為推動學生校外實習相關工作，檢討實習及研究成效，得成立學生校外實習委員會。委員會置召集人一人，委員若干人。一學年至少開會一次。討論並決議本系學生實習相關辦法。

## 第四條 實習機會之安排與推介

學生於選擇實習機會期間，得視實際需要，透過系上教師赴校外實習合作單位瞭解實習工作環境及實習訓練計畫內容，校外實習合作單位亦可遴選實習學生。

## 第五條 實習行前說明

系單位主管或實習輔導老師須向參與實習學生作行前輔導，針對實習規定及生活作息等注意事項詳細說明，俾讓實習學生瞭解遵循。由實習輔導老師對所屬輔導學生另訂學習、專題訂定、報告寫作、或閱讀等指導。

## 第六條 實習報到

- 一、實習報到時間依校外實習合作單位需要，學生於徵得同意後，得彈性提早報到或延後結束，俾便實習工作順利進行。
- 二、實習報到前，本系應確認已辦理學生平安保險及意外保險。

## 第七條 實習期間考勤

- 一、校外實習若授予學分，原則上實習期間曠職視同曠課，曠職連續三天以上者或累計達七天者得由校外實習合作單位予以辭退，校外實習成績不予核計。若校外實習合作單位或系所已有規範者，以其規定為優

先。

二、出勤記錄列入實習成績評核項目。

#### 第八條 實習輔導

- 一、學生實習期間，對每位學生施以實習輔導，並得由實習輔導老師及實習單位主管共同執行。
- 三、實習輔導老師應依排定時間赴校外實習合作單位拜訪主管及了解學生實習與生活狀況，以落實專業要求。

#### 第九條 實習輔導老師之職責

- 一、對實習學生實施職前教育，規劃實習內容並說明實習計畫。
- 二、規劃及訂定學生實習作業及實習成績評定標準。
- 三、評閱學生實習作業或報告及實習成績。

#### 第十條 實習單位之職責

- 一、給予實習學生所擔任職務之必要訓練。
- 二、協助實習輔導老師瞭解實習學生實習狀況。
- 三、指導並協助評量實習學生之實習成績。

#### 第十一條 學生實習成績評核

- 一、實習成績得由實習輔導老師及實習單位主管共同評定，其比例以各半為原則，但得依各系所實習輔導小組或課程委員會決議辦理。
- 二、學生應依計畫完成校外實習報告，未繳交實習報告者，該階段之實習成績不予核計。

#### 第十二條 實習終止

- 一、凡經醫師診斷或其他經本系實習會議決議不適合實習之身心狀況者，未痊癒前須終止各實習階段。
- 二、請假、缺勤超過公司規定。
- 三、發生重大事件經實習輔導老師通報且本系系務會議決議終止實習者。
- 四、經實習機構或本系實習輔導小組評估無法勝任實習工作者。

#### 第十三條 實施與修訂

本辦法經系實習委員會審議通過後公布實施，修訂時亦同。

# **Internship Regulations for the Department of Finance**

Passed by the 2nd Departmental Meeting of the 2nd Semester of Academic Year 112 on September 13, 2023

## **Article 1: Purpose**

The purpose of these regulations is to cultivate students' practical concepts and abilities, encourage them to gain early experience in the workplace, increase their adaptability and competitiveness in the workplace, and accumulate the energy to become entrepreneurs.

## **Article 2: Implementation Objects**

Students in the Department who have completed a certain level of professional courses may participate in practical internships according to their professional requirements.

## **Article 3: Promotion Organization**

In order to promote off-campus internships for students, review internship and research results, the Department may establish a Student Off-campus Internship Committee. The committee shall have one chairperson and several members. The committee shall meet at least once a year to discuss and decide on matters related to off-campus internships for students in the Department.

## **Article 4: Arrangement and Recommendation of Internship Opportunities**

During the period of selecting internship opportunities, students may, as needed, understand the internship work environment and internship training program content through the visit of teachers in the Department to off-campus internship cooperating units. Off-campus internship cooperating units may also select internship students.

## **Article 5: Pre-internship Briefing**

The head of the Department or the internship supervisor shall conduct pre-internship briefing for the participating internship students, and explain in detail the internship regulations, daily life precautions, etc., so that the internship students can understand and follow them. The internship supervisor shall make separate arrangements for the students he/she supervises for learning, topic setting, report writing, or reading guidance.

## **Article 6: Internship Check-in**

1. The internship check-in time shall be flexible according to the needs of the off-campus internship cooperating unit. Students may flexibly arrive early or delay the end of the internship after obtaining consent, so as to facilitate the smooth progress of the internship work.
2. Before the internship check-in, the Department shall confirm that the students have purchased student accident insurance.

## **Article 7: Attendance During Internship**

1. If off-campus internships are granted credits, absences during the internship period shall be considered as absences from classes. Students who are absent for three consecutive days or more or a total of seven days may be dismissed by the off-campus internship cooperating unit, and their off-campus internship grades shall not be counted. If the off-campus internship cooperating unit or the department has its own regulations, the regulations of the off-campus internship cooperating unit or the department shall prevail.
2. Attendance records shall be included in the internship performance evaluation items.

## **Article 8: Internship Guidance**

1. Internship guidance shall be provided to each student during the internship period, and may be jointly conducted by the internship supervisor and the internship unit supervisor.
2. The internship supervisor shall visit the supervisor of the off-campus internship cooperating unit at the scheduled time to understand the internship and living conditions of the students, so as to implement the professional requirements.

## **Article 9: Responsibilities of Internship Supervisors**

1. To conduct pre-job training for internship students, plan internship content, and explain internship plans.
2. To plan and set internship assignments for students and internship performance evaluation standards.
3. To review students' internship assignments or reports and internship grades.

## **Article 10: Responsibilities of Internship Units**

1. To provide internship students with the necessary training for their positions.
2. To assist internship supervisors in understanding the internship status of internship students.

3. To guide and assist in evaluating the internship performance of internship students.

### **Article 11: Evaluation of Internship Performance**

1. Internship performance may be jointly evaluated by the internship supervisor and the internship unit supervisor. The proportion shall be half and half in principle, but may be handled in accordance with the decisions of the internship guidance team or curriculum committee of each department.
2. Students shall complete the off-campus internship report according to the plan. If they do not submit the internship report, the internship grade for that period shall not be counted.

### **Article 12: Termination of Internship**

1. Students who are diagnosed by a doctor or are otherwise determined by the Department's internship meeting to be unfit for internship due to physical or mental conditions must terminate each internship stage before they recover.
2. Please for leave, absenteeism exceeds the company's regulations.
3. Major events occurred and were reported by the internship supervisor, and the internship was terminated by the Department's department affairs meeting.
4. Students who are evaluated by the internship institution or the Department's internship guidance team to be unable to complete the internship work.

### **Article 13: Implementation and Revision**

These regulations shall be implemented upon approval by the Department's Internship Committee, and the same shall apply to revisions.