

Regulations for the Setting of the Off-Campus Internship Program Committee for Bachelor's Program in Advanced Material Sciences

Approved by the second the Affairs Meeting of Bachelor's Program in Advanced Material Sciences on December 12th, 2018
Approved by the Affairs Meeting of College of Science on March 21st, 2019

Article 1

The Committee were set according to article 7 of Guidelines for the Setting of the Off-Campus Internship Program Committee for Bachelor's Program in Advanced Material Sciences of Tamkang University (Hereinafter referred to as the Committee)

Article 2

The Off-Campus Internship Program Committee for Bachelor's Program in Advanced Material Sciences (Hereinafter referred to as the Program) include the following three categories: professional curriculum internships, industry-academic cooperation internships, and independent internships, of which professional curriculum internships and industry-academic cooperation internships are coordinated and planned by respective faculties (departments, degree programs) in accordance with its educational objectives, course features, and industry-academic planning; independent internships are coordinated by Career and Counseling Center under Office of Student Affairs, where students can find relevant information regarding internship opportunities.

Article 3

The Committee is responsible for the followings:

1. Undertake the guidance of the Program for students of Bachelor's Program in Advanced Material Sciences.
2. Supervise affairs regarding to the Program for students of Bachelor's Program in Advanced Material Sciences.
3. Review affairs regarding the rights and welfares of the Program for students of Bachelor's Program in Advanced Material Sciences.
4. Other affairs regarding the Program for students of Bachelor's Program in Advanced Material Sciences.

Article 4

The Committee is organized by the following persons:

1. Administrative member: the chairman of Program.
2. Selected members includes three faculty above the position of full-time assistant professors from College of Science of Tamkang University, and representative members from one of students and one from the internship institution.

Representative members of students and internship institution are approved by the Administrative member of the Committee. The tenure of the committee members is two years and committee members are eligible for reappointment, with exception for student committee member of which is one year. This meeting is to be convened and chaired by the chairman of Program at least twice every semester Provisional meeting will be held if necessary.

Article 5

The Committee call on an annual meeting. Provisional meeting will be held if necessary and organization and/or personnel related to the Program should be invited to attend meeting for addressment and consultation.

Article 6

There should be half of the members present in the Meeting each time, and the decision can be made only when more than half of the members agree. The proposal concerning the Curriculum should have been approved by the “Curriculum Committee for Bachelor’s Program in Advanced Material Sciences”.

Article 7

The duties of the committee include the overall planning and promotion of Off-Campus Internship curriculums, the confirmation the results of cooperating institutions evaluation and selection, the drafting of contracts and individual student internship projects, the mediation of student grievances, controversies and accidents, the processing of student internship termination before completion of internship period, the tracking and review of Student Internship counselor visit results, as well as other matters regarding Off-Campus Student internships rights and welfares. The Guidelines and its amendments, are approved by the Affairs Meeting of the Bachelor’s Program in Advanced Material Sciences, College of Science College of Science, and promulgated by the Principal shall become effective on the date of its announcement.

Article 8

The Guidelines and its amendments, after being approved by the Affairs Meeting of the Program and College of Science, shall become effective on the date of its announcement.