國立高雄餐旅大學校外實習請假及獎懲要點

97 年 3 月 20 日第 176 次行政會議審議通過
98 年 1 月 8 日第 193 次行政會議修正通過
99 年 9 月 16 日第 228 次擴大行政會議修正通過
99 年 11 月 4 日 99 學年度第 1 學期第 2 次臨時校務會議修正通過（授權統一修正校名）
103 年 10 月 23 日第 315 次行政會議修正通過
113 年 11 月 20 日第 540 次行政會議修正通過

一、為使本校學生於校外實習期間學生作息正常，並遵守實習單位相關規範，特訂定本要點。

二、本校學生前往各單位實習，請假及到勤規定須依實習單位規定，除公傷假外，其餘假別於事後以一比一補足所缺實習時間。

三、依本校學則第三十七條及本校校外實習輔導實施要點第八點規定，請假時間達三分之一者，其實習成績以零分計算。

四、於校外實習期間仍為學生身分，各項行為規範需遵守學校相關規定。

五、獎勵：獎勵事項依本校學生獎懲辦法。

六、懲罰

懲罰事項除依本校學生獎懲辦法外，同時依下列規定：

（一）學生有下列情形之一者，予以記小過處分：

1. 未經核准，於勤務時間不假外出者。
2. 無故遲到、早退者。
3. 重複答應二家以上實習單位者。
4. 私自轉換實習單位者。
5. 藉職務之便獲取個人利益者。
6. 有其他相當於上列情形者。

（二）學生有下列情形之一者，予以記大過處分：

1. 私自轉換實習單位，未經學校核准同意，情節重大者。
2. 擅自重複答應二家以上實習單位，違反誠信影響校譽，情節重大者。
3. 於社群網站刊登文字、照片或影片以致損及實習單位、顧客、同仁形象利益或隱私者。
4. 違反個資法行為者。
5. 藉職務之便獲取個人利益者，情節重大者。
6. 有其他相當於上列情形者。

（三）學生有下列情形之一者，予以退學處分：

1. 訛詐、辱罵、威脅、暴力、誹謗，或散佈謠言損及職場相關人事名譽者。
2. 煽動他人違反實習單位規定或製造勞工糾紛者。
3. 連續曠職三天(含)以上，或累計達七天(含)者。
4. 未依規定在原登記校外實習單位實習，有欺瞞行為者。
5. 被實習單位退訓處分。

6. 有其他相當於上列情形者。

七、校外實習生記大功(含)、大過(含)以上者，經各系(科)學程實習輔導小組及院級實習委員會討論後，送校級實習輔導委員會審查，審查結果移學生獎懲委員會決議，陳請校長核准後公布之。

八、本要點經實習輔導委員會議及行政會議審議通過，陳請校長核定後實施，修訂時亦同。

本規章負責單位：研究發展處實習輔導組

National Kaohsiung University of Hospitality and Tourism

Guidelines Governing Leave of Absence and Rewards and Disciplinary Actions for Off-Campus Internships

Approved at the 176th Administrative Meeting on March 20, 2008
Amended at the 193rd Administrative Meeting on January 8, 2009
Amended at the 228th Expanded Administrative Meeting on September 16, 2010
Amended at the 2nd Extraordinary University Affairs Meeting of the 1st Semester, Academic Year 2010 on November 4, 2010 (authorized unified revision of the University name)
Amended at the 315th Administrative Meeting on October 23, 2014
Amended at the 540th Administrative Meeting on November 20, 2024

1. These Guidelines are established to ensure that students of the University maintain a regular daily routine during their off-campus internship period and comply with the relevant regulations of the internship host institutions.

2. Students undertaking internships at external institutions shall comply with the leave and attendance regulations of the respective internship host institutions. Except for leave due to occupational injury, all other types of leave shall require a one-to-one make-up of the missed internship hours after the fact.

3. Pursuant to Article 37 of the University Academic Regulations and Point 8 of the Guidelines for the Implementation of Off-Campus Internship Supervision, if the total leave time reaches one-third of the internship period, the internship score shall be recorded as zero.

4. During the off-campus internship period, students retain their student status and shall comply with all relevant University regulations governing student conduct.

5. Rewards: Matters concerning rewards shall be handled in accordance with the University's Regulations Governing Student Rewards and Disciplinary Actions.

6. Disciplinary Actions

   Disciplinary matters shall be handled in accordance with the University's Regulations Governing Student Rewards and Disciplinary Actions and shall also be subject to the following provisions:

   (1) A student who commits any of the following acts shall be given a minor demerit:
      a. Leaving the workplace during assigned working hours without prior approval.
      b. Being late or leaving early without a legitimate reason.
      c. Simultaneously accepting internship placements with two or more internship host institutions.
      d. Changing the internship host institution without authorization.
      e. Using one's position or duties to obtain personal benefits.

f. Engaging in any other conduct comparable to the foregoing acts.

(2) A student who commits any of the following acts shall be given a major demerit:

a. Changing the internship host institution without authorization or without the approval of the University, where the circumstances are serious.

b. Unauthorized acceptance of internship placements with two or more internship host institutions, resulting in a breach of integrity and damage to the University's reputation, where the circumstances are serious.

c. Posting text, photographs, or videos on social media platforms that harm the image, interests, or privacy of the internship host institution, its clients, or colleagues.

d. Violating the Personal Data Protection Act.

e. Using one's position or duties to obtain personal benefits, where the circumstances are serious.

f. Engaging in any other conduct comparable to the foregoing acts.

(3) A student who commits any of the following acts shall be dismissed from the University:

a. Engaging in fraud, verbal abuse, threats, violence, defamation, or the dissemination of rumors that damage the reputation of personnel related to the workplace.

b. Inciting others to violate the regulations of the internship host institution or causing labor disputes.

c. Being absent from work without authorization for three consecutive days (inclusive) or for a cumulative total of seven days (inclusive).

d. Failing to undertake the internship at the originally registered off-campus internship host institution as required, involving deceptive conduct.

e. Being expelled or dismissed from the internship program by the internship host institution.

f. Engaging in any other conduct comparable to the foregoing acts.

7. Where an off-campus intern receives a major merit (inclusive) or a major demerit (inclusive) or above, the case shall, after deliberation by the internship guidance group of the relevant department (or program) and the college-level internship committee, be submitted to the University-level Internship Committee for review. The review outcome shall then be referred to the Student Rewards and Disciplinary Committee for resolution and, upon approval by the President, shall be publicly announced.

8. These Guidelines shall be implemented upon approval by the Internship Committee and the Administrative Meeting and upon ratification by the President. The same procedure shall apply to any amendments hereto.

Responsible Unit: Internship Section, Research and Development Office