國立高雄餐旅大學校外實習輔導委員會設置要點

111 年 11 月 23 日第 497 次行政會議審議通過
112 年 10 月 18 日第 517 次行政會議修正通過
115 年 4 月 8 日 114 學年度第 2 學期第 1 次臨時校務會議修正通過

一、國立高雄餐旅大學(以下簡稱本校)為推動學生校外實習業務，依據「國立高雄餐旅大學校外實習輔導實施要點」，設立「校外實習輔導委員會」(以下簡稱本委員會)，並訂定本要點。

二、本委員會之任務如下：

（一）審議合作機構之評估及選定。

（二）審議校外實習合約書。

（三）審議學生實習期滿前終止實習之處理。

（四）督導實習輔導訪視之落實。

（五）校外實習相關法規之修訂。

（六）其他與本校學生校外實習權益保障之相關事宜討論。

三、本委員會設置主任委員一人，由副校長兼任之，委員若干人，由教務長、學務長、研發長、國際長、軍訓室主任、各學院院長、學務處諮商輔導組組長及各系(科)學程主任、合作機構代表、學生代表、校外法律學者專家組成，並由研究發展處研發長兼任執行秘書，處理會務。

四、 本委員會學期間每月召開會議一次，必要時得加開臨時會議。會議應有二分之一以上委員出席始得開會；出席委員二分之一以上同意始得作成決議。

五、 本委員會委員為無給職，校外委員及受邀列席之校外人員得依相關規定支給出席費及交通費，所需經費由本校相關經費支應。

六、 本要點經實習輔導委員會議及校務會議審議通過，陳請校長核定後實施，修正時亦同。

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 for the Establishment of the Off-Campus Internship Guidance Committee

Approved at the 497th Administrative Meeting on November 23, 2022
Amended at the 517th Administrative Meeting on October 18, 2023
Amended at the 1st Extraordinary University Affairs Meeting of the 2nd Semester, Academic Year 2025 on April 8, 2026

1. To promote and administer student off-campus internship affairs, National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as "the University"), in accordance with the Guidelines for the Implementation of Off-Campus Internship Supervision of National Kaohsiung University of Hospitality and Tourism, hereby establishes the Off-Campus Internship Guidance Committee (hereinafter referred to as "the Committee") and formulates these Guidelines.
2. The duties of the Committee are as follows:
   (1) To review and approve the evaluation and selection of internship partner institutions.
   (2) To review and approve off-campus internship agreements.
   (3) To review and handle cases involving the early termination of student internships prior to completion.
   (4) To supervise the implementation of internship guidance and site visits.
   (5) To review and revise regulations related to off-campus internships.
   (6) To deliberate on other matters related to the protection of students' rights and interests in off-campus internships.
3. The Committee shall consist of one Chairperson, who shall be concurrently held by the Vice President of the University, and several members. The members shall include the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of Research and Development, the Dean of International Affairs, the Director of the Military Training Office, the Deans of each college, the Head of the Counseling and Guidance Section of the Student Affairs Office, the Chairpersons (or Program Directors) of each department (or program), representatives of partner institutions, student representatives, and external legal scholars and experts. The Dean of Research and Development shall concurrently serve as the Executive Secretary and shall be responsible for administrative affairs of the Committee.
4. The Committee shall convene meetings once per month during the academic semester. Extraordinary meetings may be convened when necessary. A meeting shall require the

attendance of at least one-half of the Committee members to constitute a quorum, and resolutions shall be adopted upon the approval of a majority of the members present.

5. Members of the Committee shall serve on an unpaid basis. External members and external personnel invited to attend meetings may be provided with attendance fees and transportation expenses in accordance with relevant regulations. The required funding shall be covered by the University's relevant budget.
6. These Guidelines shall be implemented upon approval by the Internship Guidance Committee and University Affairs Meeting and upon ratification by the President. The same procedure shall apply to any amendments hereto.

Responsible Unit: Internship Section, Research and Development Office