

東海大學因應嚴重特殊傳染性肺炎校外實習課程處理原則

一、本校為因應嚴重特殊傳染性肺炎配合防疫措施，特訂定實習課程處理原則，以維護學生健康及學習權益。

二、實習地點受疫情影響之地區：

(一) 取消原訂實習後的處理措施如下：

1. 於第 2 學期返校修課，須於加退選期間進行選課作業。
2. 仍想進行校外實習者，請系、所、學位學程協助找尋合適企業，惟至遲須於開學後第 3 週前（2020 年 3 月 20 日前）完成實習相關作業(如:廠商簽約、學生意外險投保)，並加選實習課程。

(二) 實習地點如為學生原居住地，可依學生意願取消或繼續進行實習。

三、實習地點非受疫情影響之地區，則可繼續實習，實習起訖時間不受延後開學影響，依原訂時間或各實習廠商規定辦理。

四、受疫情影響限制入境而無法實習：

(一) 實習課程屬性為必修：系、所、學位學程於學生所處當地另尋實習廠商，如無合適實習廠商，由系、所、學位學程擬定替代課程方案。

(二) 實習課程屬性為選修：系、所、學位學程於學生所處當地另尋實習廠商，如無合適實習廠商，則取消實習。

五、實習學分認定：

(一) 實習期間如因感染病毒就醫、隔離措施、公司停工等原因而致實習時數不足者，不受 1 學分至少實習 60 小時之規範，僅需於實習時數證明後加附系、所、學位學程說明佐證。

(二) 實習期間如因感染病毒、相關政策等因素致無法繼續實習者，其實習學分認定，由系、所、學位學程依照實習時數比例給予相當之學分數。

六、本學期如有至醫院實習之學生，請系、所、學位學程注意實習醫院是否確實將實習生比照一般醫療人員所需之防疫物資配備辦理，並回報教務處註冊課務組。

七、如疫情升級且中央流行疫情指揮中心或教育部公告限制標準，從其規定。

Policies for THU Off-campus Internship in Response to Novel Coronavirus

- I. In order to cope with Novel Coronavirus and to safeguard students' health, the following policies are regulated as preventive measures to handle matters regarding off-campus internships.
- II. Areas affected by the epidemic:
 1. The measures for canceling the original internship are as follows:
 - 1.1 Returning to the school in the second semester and register for a course during course registration time.
 - 1.2 Students still insisting on off-campus internships should ask the department, institute or degree program to help secure suitable companies, but all the internship-related tasks (such as the contract with the manufacturer and accident insurance) and course registration should be completed no later than 3 weeks after the start of the school (before March 20, 2020).
 2. If the internship location is the hometown of the student, the internship may be canceled or continued at the student's will.
- III. If the internship location is not affected by the epidemic, the student may continue the internship. The start and ending time of the internship shall be in accordance with the length agreed upon by the internship institute and will not be affected by the delayed start of the school.
- IV. Restricted entry due to the impact of the epidemic and unable to do internships:
 1. If the internship is required as compulsory, the department (institute/degree program) may seek another internship site where the student is located; if no alternative site is available, the department (institute/degree program), should develop an alternative course for the student to take.
 2. If the internship is elective, the department (institute/degree program) may seek another internship site where the student is located; if no alternative site is available, the internship should be canceled.
- V. Internship credits acknowledging:
 1. The standard of 1 credit for at least 60 internship hours does not bind the possible hour insufficiency due to virus infection, quarantine, company suspension,...etc. But the department (institute/degree program) should give a special notation next to the certificate of internship hours.
 2. During the internship period, if the internship cannot be continued due to virus infection, quarantine, company suspension,...etc, the internship credits shall be determined in proportion to the actual hours completed by the department (institute/degree program).
- VI. If there is a student internship in the hospital this semester, the department (institute/degree program) should make sure that the intern is given the epidemic prevention equipment just like all the general medical staff, and report it to the Registration and Curriculum Section of the Office Academic Affairs.
- VII. If the epidemic situation escalates and the Central Epidemic Command Center or the Ministry of Education announces other restrictions, their provisions shall prevail.