

## Regulations for Overseas Internship Practices of Students from the Department of Fashion Design, Asia University

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### Article 1: Basis

These regulations are established according to the "Implementation Regulations for Student Practical Learning" and the "Regulations for Overseas Internship Practices of Students from the Department."

### Article 2: Purpose

The purpose is to broaden students' learning horizons, understand the context and execution of fashion design-related industries, facilitate students' entry into external relevant units for internships or following teachers to carry out design-related projects, etc., to deepen theoretical and practical experience and cultivate talents with expertise, ethics, and professionalism.

### Article 3: Requirements for External Internship Institutions

External internship institutions must be registered and approved by the government and have sound systems that match students' expertise, such as companies and factories.

### Article 4: Signing of Contracts

Students' external internships should be conducted under the name of the school, and cooperation or contract agreements should be signed with the internship institution.

## Article 5: Matching Mechanism for External Internships

The following procedures should be followed for the application and distribution of student external internships:

Excellent internship institutions provided by the department, and students choose internship units based on personal expertise, accommodation, transportation, etc. If students choose internship institutions outside their place of residence, they and their parents need to arrange transportation and accommodation safely. During the student internship period, apart from the expenses agreed to be borne by the internship institution, students are responsible for their own expenses.

Internship scope can be in design-related areas or any other areas that contribute to students' professional development, and there must be relevant professionals capable of supervising student internships. If there are other relevant industries, they will be reviewed and confirmed by the department's internship committee.

If students choose internship institutions by themselves, the institution must be evaluated and qualified by the department's "Student Practical Learning Committee" before internship registration can be conducted.

Overseas internship authorization is determined by the project leader according to the selection criteria, but it should comply with the requirements of the internship institution (such as foreign language proficiency standards or having previously studied the language of the internship country). Interns must have the ability to live and act independently, comply with the relevant regulations of the department and the internship unit, and sign the "Administrative Contract" specified by the "Office of Academic Affairs Internship Counseling Group" to demonstrate responsibility. For matters not covered in these regulations, they will be handled according to the selection and subsidy of overseas internships as per the "Ministry of Education Guidelines Encouraging Domestic Colleges and Universities to Send Students for Overseas Study or Foreign Professional Internships" and relevant regulations of the school.

## Article 6: Responsibilities During External Internships

During the internship period, students should abide by the personnel regulations of the internship institution and accept guidance from the institution's supervisor.

## Article 7: Internship Counseling Mechanism

Before going for an external internship, students must attend pre-departure education seminars organized by the department and various ad hoc coordination meetings without absenting themselves without reason.

Before the internship, the department should properly plan the accommodation and safety issues for students during the internship.

During the internship period, the internship supervisor should visit students at the internship institution or communicate with them through correspondence.

In the event of student internship complaints, disputes, or emergencies, an ad hoc practical learning committee meeting should be convened for deliberation, and negotiations should be conducted with the company for resolution.

If a student finds the internship unsuitable, the internship supervisor should assist in communication and provide guidance for changing the internship unit.

If a student cannot complete the internship due to special circumstances, the internship supervisor should provide guidance for alternative arrangements (such as participating in teacher-led industry-academia projects, etc.).

Graduation requirements stipulate the completion of 80 hours of practical learning.

Students should complete the internship before graduation. If they cannot do so due to special circumstances, the advisor should assist in guiding the student to an alternative project internship.

#### Article 8: Implementation Objectives

Students from the second year onwards in the department are eligible for participation.

#### Article 9: Types of Internships

##### External Internships:

All current fashion design-related industries, overall styling design, boutique design, or work-related industries are considered within the scope of student external internships and are approved by the "Student Practical Learning Committee."

(1) "7+1" Internship: A semester-long external internship course. Students participate in external internships, and the internship results are evaluated by school teachers and institution teachers. A score of 60 points is considered pass, and students can earn up to 6 credits per semester for passing.

(2) "3+1" Internship: A year-long external internship course. Students participate in external internships, and the internship results are evaluated by school teachers and institution teachers. A score of 60 points is considered pass, and students can earn 12 credits per academic year, with a limit of 6 credits earned per semester.

##### Project Internships:

Any work such as assisting teachers in research projects related to industry-academia cooperation, design assistance, and fully participating in and completing project projects are considered within the scope of student project internships, and they are

approved by the "Student Practical Learning Committee."

Corporate Site Internship:

Participation in corporate site internships organized by the department, fully completing relevant internship activities, and being approved by the "Student Practical Learning Committee."

Article 10: Implementation Period

External Internships: External internships are conducted during the second to fourth years.

Project Internships and Corporate Site Internships: Based on the project execution period of each teacher and the schedule of corporate site internship activities.

Article 11: Implementation Methods

External Internships:

(1) Distribution and assignment according to student preferences and interests. If students choose appropriate internship units themselves, they must obtain the consent of the company, and after being approved by the internship counseling committee, they can proceed to register for internships.

(2) Upon completion of the internship, the internship institution issues an internship hour certificate.

(3) Students must submit internship experience reports to the counseling teacher for review and assessment within two weeks after the end of the internship.

Project Internships:

Internship students are selected by departmental teachers, and students must fully participate in related industry-academia design cooperation projects initiated by teachers. The project content may include:

(1) Industry-academia cooperation projects.

(2) Teacher's personal research projects.

(3) Activities such as publicity and design assigned by the college or the department.

Internship Application Regulations:

Participation in internship-related meetings:

The department holds a "Internship Information Session" every semester to explain student eligibility for application, internship precautions, relevant regulations and operational requirements, and the matching of internal internship counseling teachers.

Pre-internship briefing: Students who have been accepted by the institution for internship applications must attend the pre-internship briefing session, and arrange matters such as industry supervision teachers, submission of internship experiences, and contact methods with internal internship counseling teachers.

#### Internship Review Procedures:

The department announces internship applications and conducts internship briefings. Students submit applications before the deadline and enter the review process after submitting relevant materials. A dedicated teacher conducts an initial review of student qualifications, and after passing, the information is sent to the internship institution for selection. After passing the selection, it is reported to the department internship committee for reference.

#### Article 12: Internship Assessment

**External Internships:** The internship results are jointly evaluated by the internship institution and the department's internship counseling teacher. The evaluation criteria are 60% for the internship institution and 40% for the internship written report (internship experience report).

**Project Internships:** Project internship results are evaluated by the project leader of each industry-academia cooperation project based on student participation processes.

**Corporate Site Internship:** Corporate site internship results mainly consist of student workplace internship reports, and are evaluated by the leading teacher of the activity.

#### Article 13: Responsibilities of External Internship Units

During the internship period, the internship unit should appropriately request students and give evaluations upon completion; the department head must ensure that department heads evaluate students impartially and objectively.

The internship system does not specify salary agreements. Internship units may give bonuses to internship students based on their performance and workload. The principle of forty hours per week is followed for internship hours. If the working hours exceed the standard or overtime is required, the internship unit should provide appropriate wages to internship students in accordance with labor laws to safeguard the rights and safety of students.

The internship unit should provide a safe and healthy internship program and venue, and should not engage interns in dangerous or illegal internship activities. If a student performs poorly or is unsuitable for internship during the internship period, the internship unit should contact the department for handling as soon as possible.

Article 14: Students should purchase accident insurance during the internship period and comply with the internship unit's regulations and professional ethics.

Article 15: For any matters not covered in these regulations, the relevant regulations of the school's external internship regulations shall apply.

Article 16: These regulations shall be implemented upon approval by the departmental meeting and shall be amended in the same manner when necessary.