

**National Taipei University of Business**  
**School of International Marketing**  
**Master's Program in Trade Practice, Law and Negotiation**  
**Off-Campus Internship Regulations**

Approved by the 2nd Program Curriculum and Internship Committee Meeting of the 1st Semester, Academic Year 106, on January 19, 2017

Approved by the 1st Program Meeting of the 2nd Semester, Academic Year 106, on April 16, 2017

Approved by the 2nd College Curriculum Committee Meeting of the 2nd Semester, Academic Year 106, on April 23, 2017

Ratified by the 2nd University Curriculum Committee Meeting of the 2nd Semester, Academic Year 106, on May 4, 2017

Ratified by the 2nd Academic Affairs Meeting of the 2nd Semester, Academic Year 106, on May 15, 2017

Approved by the 1st Program Curriculum Committee Meeting of the 2nd Semester, Academic Year 107, on April 18, 2018

Approved by the 1st Program Meeting of the 2nd Semester, Academic Year 107, on April 18, 2017

Approved by the 1st Internship Committee Meeting of the 1st Semester, Academic Year 108, on January 14, 2019

Approved by the 3rd Program Meeting of the 1st Semester, Academic Year 108, on January 14, 2019

Approved by the 1st Internship Committee Meeting of the 2nd Semester, Academic Year 109, on July 2, 2010

Approved by the 3rd Program Meeting of the 2nd Semester, Academic Year 109, on July 2, 2010

#### Article 1: Legal Basis

The Master's Program on Trade Practice, Law and Negotiation (hereinafter referred to as "the Program"), National Taipei University of Business, in accordance with Article 3 of the National Taipei University of Business Student Off-Campus Internship Regulations (hereinafter referred to as "the University Internship Regulations"), hereby establishes the National Taipei University of Business School of International Marketing Master's Program in Trade Practice, Law and Negotiation Off-Campus Internship Regulations (hereinafter referred to as "these Regulations").

#### Article 2: Internship Organizations

- I. The Program shall complete the review of the list of proposed internship organizations for the following semester by the end of the preceding semester, and provide it to students for application. Except for government agencies, internship organizations must be reviewed and approved by the Program before students may apply for internships and have credits recognized.
- II. Internship organizations recognized by the Program shall primarily be government agencies or reputable domestic and foreign enterprises and legal entities. Internship organizations may be arranged by the Program, recommended by faculty members, recommended by credible external individuals, or sought by students themselves. In addition to basic conditions, the review standards shall consider whether the internship organization can provide an internship environment consistent with the Program's training objectives and curriculum focus, and whether it can assign dedicated personnel to provide internship guidance throughout the entire period.
- III. The review cases regulated in the above paragraphs shall be handled by the Program Director, who may convene a special review meeting when necessary. The review results shall be reported to the Dean for approval and implementation and submitted to the university-level committee for record.

#### Article 3: Internship Hours, Methods and Fees

- I. **Student internships are divided into two types: 160 hours or more (2 credits) or 320 hours or more (4 credits), conducted sequentially in different semesters. Internships during winter and summer vacations shall in principle be conducted continuously at 4-8 hours per day (excluding holidays); internships during non-vacation periods shall in principle be 8-24 hours per week.**
- II. Whether additional fees must be paid for internships or whether work stipends are provided shall be determined by the internship organization and clearly specified in the contract.

#### Article 4: Internship Content and Records

Internships shall primarily consist of the following work content, and the proportion of each type of content for the week shall be shown on the weekly report form:

- I. Economic and trade negotiation or business negotiations (including observation)
- II. English language communication

III. Processing of broadly defined economic and trade legal documents

IV. Other (content and its relevance to this master's program must be explained)

During the internship period, students shall fill out daily internship logs, and write weekly internship reports every week (or every 40 hours), which shall be submitted to the internship supervising instructor for review after being signed and approved by the internship organization.

#### Article 5: Internship Committee

- I. To promote student off-campus internship-related work, the Program establishes an Off-Campus Internship Committee (hereinafter referred to as "the Committee") to review matters related to student off-campus internship curriculum planning, qualifications of internship organizations, and other important matters related to student off-campus internships.
- II. The Committee shall consist of 5-7 members, with the Program Director serving as convener. At least 3 full-time faculty representative members teaching in the Program and at least 1 student representative member shall be selected, and external experts (including at least 1 internship organization representative) shall be appointed as external committee members. When the Committee meets, relevant personnel may be invited to attend depending on the nature of the agenda. Faculty representative members shall be elected by the Program meeting. Student representative members may be selected or elected. External members shall be nominated by the Program Director and appointed after approval by the Committee.
- III. Committee members serve without compensation, but external committee members and external invited personnel may be paid attendance fees on an actual basis when attending meetings on campus.
- IV. The term of office for Committee members and external members is 1 year and may be renewed.
- V. The main responsibilities of the Committee are as follows:
  - (1) Formulating and revising the Program's off-campus internship-related regulations
  - (2) Reviewing the Program's internship planning
  - (3) Reviewing the qualifications of the Program's internship partner organizations and matters related to contract signing
  - (4) Reviewing disputes regarding the Program's student off-campus internships
  - (5) Reviewing other matters related to the Program's off-campus internships
- VI. Committee meetings shall be chaired by the Program Director. When the Program Director is unable to attend for any reason, the committee members shall elect one person to chair the meeting.
- VII. The Committee may convene with the personal attendance of more than half of the committee members, and resolutions require the approval of half of the attending members. The Committee shall hold at least 1 meeting per semester and may convene extraordinary meetings when necessary.

#### Article 6: Other Provisions

For matters not covered in these Regulations, relevant university regulations shall apply. These Regulations shall be implemented after approval by the Committee and the Program meeting, and the same shall apply to amendments.

The version amended on July 2, 2010 shall apply to students entering Academic Year 110 and thereafter (including early admission). For students who entered in Academic Year 109 and earlier, internships and internship exemptions shall be handled in accordance with the version dated January 14, 2019.