

Guidelines for Internship Credit Recognition

To assist students in planning off-campus internships and completing the required procedures for course enrollment and credit recognition, the following outlines the regulations and application process for the “Domestic/Overseas Internship or Exchange Program” course (hereinafter referred to as “the Course”) are outlined below.

I. Course Credits and Grading

- Upon completion, students will receive three credits.
- Grades for this course are given as Pass or Fail.
- Credits may be received only once and may not be duplicated counted through concurrent participation in corporate internships or overseas exchange programs.

II. Internship Hours and Assessment Requirements

- Students must complete a minimum of 108 internship hours.
- Students participating in School-Provided or Self-Sourced Internships must submit an internship certificate for assessment. The certificate shall specify, including but not limited to the internship host organization (with an official stamp), the student's name, the internship period, and total internship hours.

III. Internship Sources and related application Procedures

(Students may choose any one of the following three methods)

A. School-Provided Internships

- Students participate in Internship opportunities which announced/shared by the School.

B. Self-Sourced Internships

(In consideration of the review timeline, the application timeframe for the 114-2 self-sourced internship course will be announced in a separate email.)

- Students must complete the “Self-Sourced Internship Course Application Form” (Attachment #1) and submit it to the School by the end of June or the end of November each year. Each student may submit up to five applications per semester.
 - Applications are reviewed by the School in July and December, and students will be notified upon completion of the review. Once eligibility is granted, students may enroll in the Course accordingly.

C. OIA Internship / Practicum Programs

- Eligible OIA programs include The NTU International Mentorship Program, The NTU Overseas Internship Program, NTU iNGO ACADEMY and NTU Practicum projects, with internship credits offered upon completion.
- Students who complete the above programs and earn a total of three credits or over may apply for credit transfer for the course. If the total credits earned are equal to or greater than three credits, only three credits will be recorded for the course.
- To apply for credit transfer, students must submit an application form (Attachment#2) and an official academic transcript issued by the University that includes credits recorded and reported by the OIA. Credit transfer shall be granted upon approval by the School.

IV. How to obtain credit for the Course

A. School-Provided Internships & B. Self-Sourced Internships

Students who can submit internship certificate within the designated period will receive an authorization code by the Course Instructor to register for the course during the add/drop period.

C. OIA Internship / Practicum Programs

The Course registration is not required; students should apply for credit transfer in accordance with the relevant regulations.

Students are advised to check when the internship will be finished and when can receive the internship certificate to decide which semester to enroll in the internship course.

V. Important Notes

- Students who have obtained the course eligibility but, for any reason, do not commence the internship at the originally approved host organization or discontinue the internship are required to notify the School Office for record-keeping purposes.
- Non-compliance with the above regulations will result in ineligibility for internship credit recognition.
- Please note that the courses must be registered by students through the course system. The courses will not be added automatically to course list.