Article 1:  To make academic internship assignment for the students of different colleges and departments (graduate institutes), KMU draws out the Guidelines in accordance with Article 22 of the Regulations of KMU and the related stipulations.

Article 2:  The various colleges and departments (graduate institutes) should formulate Student Internship Guidelines for their colleges and departments (graduate institutes). The internship of the various colleges and departments (graduate institutes) shall be implemented in accordance with the stipulations of Student Internship Guidelines of the respective colleges and departments (graduate institutes).

Article 3:  The distribution of internship for students is based on the negotiation of internship affairs between the various colleges and departments (graduate institutes) and the internship sites. The colleges and departments (graduate institutes) firstly examine the qualifications of their students, and then fix the number of students to be distributed to each of the internship sites. After the distribution list is approved by the Student Internship Committees of the colleges and departments (graduate institutes), the respective colleges and departments (graduate institutes) shall carry out the distribution accordingly.

Article 4:  After the various colleges and departments (graduate institutes) have completed distribution of students to different internship sites, KMU should sign Internship Agreements with each of the internship sites, and send the Internship Agreements and the related information to the internship sites.

Article 5:  Upon completion of the distribution operation, the various colleges and departments (graduate institutes) should submit the copy of Internship Agreements and the related information to the Student Internship Committees of KMU for reference.

Article 6:  After distribution, the intern students shall not change their internship sites. If a student really needs to change the internship site with reason (such as significant mishap encountered by his/her family, poor adaptability), the Department Chair of the student concerned shall ask for permission from the Dean of the College, and submit the application for change to the Chief of Academic Affairs for approval.

Article 7:  In order to protect the health of intern students, as well as the personnel and patients of internship sites, intern students should take the related preventive vaccinations at the Division of Hygiene and Healthcare, Office of Student Affairs of KMU before reporting for duty at the internship sites, and provide the certifying documents of medical examination to the internship sites in accordance with the regulations of the various colleges and departments (graduate institutes) and the internship sites.
Article 8: According to the stipulations of agreements with different internship sites, KMU shall pay internship fees to these internship sites.

Article 9: KMU should cover the accidental insurance for the interns during their internships including interns from College of Medicine, College of Dental Medicine as well as other Departments that offer internships. Depending on the needs, KMU shall buy accidental insurance for the KMU teachers acting as the advisers of student internship.

Article 10: Upon completion of internship, the various colleges and departments (graduate institutes) should collect internship results of the student interns from different internship sites, and submit the results to Registry Division, Office of Academic Affairs.

Article 11: Any details not specified herein shall be handled in accordance with the Regulations of KMU or other related laws.

Article 12: Having been approved at the academic affairs meeting, submitted to the President and achieving the President’s approval, these Guidelines are implemented from the date of announcement. Any amendments to the Guidelines shall also be processed in the same way.