

【112.05.31 發布】

國立臺灣大學共同教育中心師資培育中心 教育實習實施要點

111.11.14 111 學年度第 1 學期第 3 次業務會議通過

112.04.12 111 學年度第 1 次實習輔導委員會通過

112.05.05 第 143 次共同教育委員會通過

112.05.31 發布修正第 1、5、8、15、18、22、27、29、32、36、40 點
(完整修正歷程詳條文末)

壹、總則

一、本中心為辦理教師資格檢定之教育實習，依師資培育法第十條、師資培育之大學及教育實習機構辦理教育實習辦法、國立臺灣大學教育學程修習辦法規定，訂定本要點。

二、教育實習之目的如下：

- (一) 驗證與應用：利用實習驗證學科、教育專業課程所學之理論。
- (二) 適應與發展：適應學校環境，並發展教師所需之專業能力。
- (三) 探究及創新：探究發現教育問題，並以創新的方法解決問題。

三、實習輔導內涵在於提升下列知能：

- (一) 瞭解班級教學情境，演練教學知能。
- (二) 瞭解教育對象，演練班級經營管理知能。
- (三) 見習並參與學校行政工作，瞭解學校運作。
- (四) 體認教師職責與角色，培養專業精神。

四、教育實習安排之原則如下：

- (一) 循序漸進：循序歷經準備、導入觀摩、見習試教和綜合實習等階段。
- (二) 主從區分：以教學實習及導師（級務）實習為主，行政實習及研習活動為輔。
- (三) 學做思並重：觀摩學習、實作演練和反省思考三者並重。
- (四) 合理可行：以漸進、合理可行之原則安排實習活動。
- (五) 回饋互動：實習學生、教育實習機構和實習指導教師三方面不斷回饋互動。

五、教育實習為全時半年，以每年八月起至翌年一月，或二月起至七月為起訖期間。但經教育部核准者，不在此限。

教育實習以教學實習及導師（級務）實習為主，行政實習及研習活動為輔。教育實習之實施以每學期第一個月為熟習環境、準備階段，第二個月為導入觀摩

及見習試教階段，第三個月至學期結束為綜合實習階段。

有關教育實習內容之安排，原則如下：

- (一) 教學實習：開學後第一週至第三週以見習為主，第四週起進行上臺教學，上臺教學節數應為專任教師基本教學節數六分之一以上二分之一以下。

在進行上臺教學前，實習學生應進行見習活動，並且逐步學習上臺教學，包括備課、觀課、議課之歷程。其中「備課」和「議課」不列入教學時數內，而「觀課」如由實習學生上臺進行教學，則納入上臺教學實習節數之計算。

- (二) 導師（級務）實習：以班級經營、輔導學生及親師溝通為主，且以寒、暑假以外學期期間，每週三個半日為原則。

- (三) 行政實習：以認識、協助學校行政事務及全校性活動為主，並以於寒、暑假期間實施為原則；於學期期間實施者，每週以四小時為原則。

- (四) 研習活動：以參加校內、外教學、班級經營、學生輔導、教育政策及精進專業知能之研習活動為主；參加時數，總計應至少十小時。

六、教育實習為全時實習，實習學生應於教育實習機構日間辦公時間內全程修習教育實習，除研究生得修習不須回校上課之論文課程以外，實習學生不得離開實習機構修習本校或他校其他課程，參加與實習相關之研習活動不在此限。

具兵役義務之實習學生得依規定辦理延期徵集入營。若中途因故終止實習，實習學生應於終止實習次日起三日內通知戶籍地鄉(鎮、市、區)公所役政單位。

七、本校應提供教育實習機構實習輔導教師使用本校圖書設備、體育設施、進修研習及贈閱教育實習輔導通訊等互惠措施，並明訂於教育實習合作契約書。

貳、教育實習資格與實習安排

八、本校修習教育學程之學生，取得修畢師資職前教育證明書，並具學士以上學位，且通過教師資格考試者，始得申請修習教育實習。師資培育法一百零六年五月二十六日修正之條文施行前，已修習師資職前教育課程者(下稱舊制師資生)，不在此限。

申請修習教育實習者，應依修畢師資職前教育證明書所載之師資類科、學科、領域、群科，向本中心提出，經本中心審查通過後，始得修習教育實習。

九、本校修習教育學程之學生，依大學法及本校學則之規定，取得畢業資格者，得不繼續修習師資職前教育課程，先行畢業。

前項選擇先行畢業，已修畢普通課程、專門課程及教育專業課程，未參加教育實習者，應在畢業二年內，於規定期限向本校申請參加半年教育實習，逾期以放棄教育學程修習資格論。如因兵役義務役期或就讀國內外碩士、博士班、生產或撫育三歲以下子女，其年限得視情況彈性外加。

參加半年教育實習之學生，具本校學生之身分，實習期間得由本中心發給實習學生證。

十、本校辦理教育實習申請及實習機構安排之作業流程如下：

- (一) 受理參加教育實習之申請。
- (二) 調查及公布教育實習機構提供教育實習之科別及名額。
- (三) 召開教育實習說明會。
- (四) 協調、分配及確定教育實習機構。
- (五) 辦理教育實習資格審核。
- (六) 延後實習、放棄當年度實習之申請。
- (七) 實習學生拜訪教育實習機構。
- (八) 辦理教育實習職前研習。
- (九) 實習學生至教育實習機構報到。

教育實習申請時間及所需表件，依本中心公告辦理。

十一、修畢普通課程、專門課程及教育專業課程，未於畢業當年參加教育實習，於畢業後二年內申請參加教育實習者，視為自行向師資培育之大學申請，應俟應屆同學協調、分配及確定後之缺額，再行安排確定教育實習機構。

如因兵役義務役期，並已於畢業當年提出延後實習之同學，於規定期限內向本中心提出參加教育實習。申請時，得併同應屆同學協調、分配及確定教育實習機構。

十二、實習學生因重大事件、特殊因素得提出跨區實習之申請，「跨區實習」係指前往臺北市、新北市以外之未簽約合作教育實習機構。

跨區實習申請之相關事宜，悉依本中心跨區實習實施要點之規定辦理。

十三、教育實習機構及實習缺額以本中心公告為準，並統籌安排相關事宜，除申請跨區實習以外，實習學生不得自行尋覓教育實習機構，或商請教育實習機構提供實習名額。

教育實習安排相關事宜悉依本中心教育實習安排及協調要點辦理。

十四、實習學生應在同一教育實習機構實施半年教育實習，因重大傷病並取得醫院證明或不可歸責於己之事由，報經本中心核准者，不在此限。

參、師資培育大學之實習輔導

十五、本校參照下列原則綜合評估選定教育實習機構，訂定教育實習合作契約書，進行教育實習。但實驗教育學校、實驗教育機構、教育實習之學科、領域、群科為稀有類科得不受下列第一款至第三款規定之限制：

- (一) 行政組織健全。
- (二) 軟硬體設施齊備，足以提供充分教育實習環境者。
- (三) 具有足夠合格教師。
- (四) 辦學績效良好。
- (五) 已成立實習輔導小組並擬有實習輔導計畫，實習輔導績效良好者。
- (六) 地理位置便於本校輔導者，並以位於臺北市、新北市等本校輔導區為原則，其他縣市、稀少類科之實習學校由本中心視需要簽約。跨區實習另依「國立臺灣大學共同教育中心師資培育中心跨區實習實施要點」辦理。
- (七) 經本中心主動推薦者。

前項實驗教育機構位於境內者，其各教育階段學生之總人數應超過三十人且最近一次評鑑結果為通過。

有以下情況並經中心業務會議討論通過者，將停止續約。

- (一) 近三年有重大違規事件經主管機關要求限期改善而未改善者。
- (二) 近五年未積極參與本中心教學與實習相關業務者。
- (三) 參酌實習學生對實習學校之回饋評估資料。

十六、教育實習合作契約書每次簽約期間以三年為原則，惟跨區實習之實習機構簽約期間以一年為原則。教育實習機構之新增、變更、停止和續約，應經本中心業務會議審議通過。

十七、本校遴選實習指導教師之原則如下：

- (一) 具有能力且有意願輔導實習學生之本校專兼任教師。
- (二) 具備高級中等以下學校實際任教經驗、參與高級中等以下學校相關研究或課程發展。

十八、本校實習指導教師以指導十二名以下實習學生為原則，授課時數之核計依本校專任教師每週授課時數計算標準及超授鐘點費核支準則辦理，依實際負荷指導人數核計為二至四小時，指導人數為六人(含)以下者，以二小時計；指導人數為七人至十二人者，以三小時計。

實習指導教師前往教育實習機構指導每位實習學生次數不得少於二次，由本校支給巡迴輔導(評量)費或差旅費。

因災害防救法第二條第一款所定災害或傳染病防治法第三條第一項所定傳染病或其他情形，實習指導教師無法前往教育實習機構指導實習學生者，經教育部主動發函同意符合前開因素而無法前往教育實習機構指導實習學生者，可採視訊方式辦理；抑或由本中心視個案情形函報教育部同意其得以視訊方式辦理。

十九、本校實習指導教師職責如下：

- (一) 指導實習學生擬定教育實習計畫。
- (二) 轉達實習學生之意見予本中心及教育實習機構。
- (三) 對實習學生進行到校巡迴輔導並有訪視紀錄。
- (四) 參與實習學生返校座談。
- (五) 評閱實習學生之作業、報告及實習歷程檔案。
- (六) 評定實習學生教學演示、實習檔案及整體表現成績。
- (七) 其他有關實習學生之輔導事項。

二十、教育實習之輔導工作，應透過到校巡迴輔導、通訊輔導、研習活動或返校座談以及諮詢輔導等方式，對實習學生加以輔導。

實習學生於教育實習期間應公假參加本中心辦理之返校座談或研習活動，

返校座談並以每個月一次為原則。

肆、教育實習機構之實習輔導

二十一、為順利推展實習輔導工作，教育實習機構應成立實習輔導小組，並擬定實習輔導計畫，推動相關實習輔導工作。

二十二、實習輔導教師，應為具有三年以上教學年資之編制內專任教師，並符合下列條件之一：

- (一) 能結合理論及教學實務經驗，示範有效教學技巧。
- (二) 對實習學生具有輔導能力，適時給予協助及指導。
- (三) 了解教育實習機構行政事務。

實習輔導教師應依實習契約及實習計畫進行實習輔導；每人每學期以輔導實習學生一人為限。但有下列情形之一者，其輔導實習學生人數至多三人：

- (一) 教育實習之學科、領域、群科為稀有類科。
- (二) 教育實習機構位於偏遠地區、偏鄉地區。
- (三) 其他經教育部公告之類科。

二十三、教育實習機構之實習輔導教師職責如下：

- (一) 輔導實習學生擬訂教育實習計畫。
- (二) 與本校實習指導教師共同評閱實習學生之實習各項任務表件。
- (三) 輔導實習學生從事教學實習及導師(級務)實習。
- (四) 協調提供實習學生行政實習及研習活動。
- (五) 輔導實習學生心理調適問題。
- (六) 評量實習學生之教學演示、實習檔案及整體表現成績。
- (七) 對實習學生有關之其他協助及輔導。
- (八) 參與本中心辦理之相關研習活動。

擔任本校實習學生之實習輔導教師者，由本中心頒發實習輔導教師聘書。

伍、實習學生之職責

二十四、實習學生應於到教育實習機構報到後一個月內，與本校實習指導教師及教育實習機構之實習輔導教師研商訂定教育實習計畫，其內容包含

實習學生及教育實習機構基本資料、實習目標、實習重點、實習方式及實習進度，以作為輔導及評量之依據。

實習學生應定期將實習各項任務表件、實習檔案，繳交實習指導教師與實習輔導教師評閱。

二十五、實習學生參加半年之教育實習，應繳交相當於四學分之教育實習輔導費，並投保學生平安保險，其繳費方式另依本校規定辦理。

實習學生繳納平安保險費及教育實習輔導費之期限，與大學部學雜費繳納期限相同。

二十六、實習學生應在教育實習機構，由實習輔導教師或專任教師在場指導下從事教育實習，實習學生不得從事下列事項：

- (一) 單獨擔任交通導護。
- (二) 單獨帶學生參加校外活動。
- (三) 單獨照顧身心障礙學生
- (四) 代理導師職務及行政職務。
- (五) 兼任與實習無關之工作。

二十七、實習學生符合法令規定資格，並經本中心同意者，得於教育實習期間，配合教育實習機構進行下列教學活動：

- (一) 擔任高級中等以下學校學習扶助、社團活動指導、監考或其他教學活動。
- (二) 擔任高級中等以下學校未滿三個月之代課。

前項教學活動，每週累計總節(時)數最高為十節(時)，前項第二款代課，每月最高為二十節(時)；上開節(時)數，均不得計入教學實習規定之教學節(時)數及日數。

第一項教學活動，以實習學生之教育實習機構辦理者為限。

陸、實習請假規定及成績評量

二十八、實習學生應於教育實習機構日間辦公時間內全程修習教育實習，不得進修、兼職或從事其他業務。

請假相關事宜，應向教育實習機構辦理。實習學生參加半年教育實習

期間，最高之請假日數如下：

- (一) 事假：三個上班日。
- (二) 病假：七個上班日（連續二日以上之病假應檢附醫師證明）。
- (三) 婚假：十個上班日。
- (四) 娩假、流產假、喪假：比照教師請假相關規定，依不同情形給假。

實習學生請假八小時，以一日計算；應請而未請假者，以二倍時數計算。

二十九、實習學生有下列各款情形之一時，教育實習前發現者，撤銷其修習資格；教育實習期間發現者，應終止教育實習；實習結束成績公布前發現者，實習成績不予計分；實習成績公布及格後發現者，撤銷其實習及格資格；已發給教師證書者，撤銷其教師證書；其涉及刑事責任者，移送司法機關辦理：

- (一) 教育實習期間請假累計超過四十日。
- (二) 經有期徒刑、拘役以上刑之執行、易服勞役或易服社會勞動。但宣告緩刑或執行易科罰金，不在此限。
- (三) 依毒品危害防制條例施予觀察、勒戒、強制戒治。
- (四) 經司法機關執行拘留、拘提、羈押、留置或管收。
- (五) 動員戡亂時期終止後，犯內亂、外患罪，經有罪判決確定。
- (六) 服公務，因貪污行為經有罪判決確定。
- (七) 犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決確定。
- (八) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。
- (九) 經本校或教育實習機構性別平等教育委員會或依法組成之相關委員會調查確認有情節重大之性騷擾或性霸凌行為。
- (十) 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經本校性別平等教育委員會或教育部確認，有應終止實習之必要。
- (十一) 經各級社政主管機關依兒童及少年福利與權益保障法第九十七條規定處罰，並經本校或教育部確認，有應終止實習之必要。
- (十二) 行為違反相關法規，經本校或教育部查證屬實，有應終止實習之必要。

(十三) 受監護或輔助宣告，尚未撤銷。

前項終止教育實習之實習學生申請退費之規定，由本校定之。

實習學生在實際執行教學實習過程中有第一項第(七)目至第(十)目情形之一者，本校或實習學校應適用或準用涉性別事件之學校不適任人員通報資訊蒐集及查詢處理利用辦法及不適任教育人員之通報資訊蒐集及查詢處理利用辦法辦理通報。

三十、教育實習成績評定，分為優良、通過及待改進三種；依序評定下列項目：

(一) 教學演示：由實習指導教師、實習輔導教師及具三年以上教學經驗之編制內專任教師或退休教師共同評定。

(二) 實習檔案：由實習指導教師及實習輔導教師共同評定。

(三) 整體表現：由實習指導教師及實習輔導教師共同評定。

前項成績評定項目之細項指標為優良或通過達六成以上者為及格；其成績評定項目之細項與評定及通過基準，由中央主管機關定之。

前二項評定結果，提教育實習機構之教育實習輔導小組審查後，送本中心決定之。

實習學生於實習期間表現欠佳者，由教育實習機構實習輔導教師呈報教育實習機構，並通知本中心與實習指導教授會同進行輔導。

三十一、實習學生至少應舉行一節教學演示，由實習指導教師、實習輔導教師及具三年以上教學經驗之編制內專任教師或退休教師實地評量；教學演示評量項目包括教學設計與教學表現兩部分，教學演示之後應舉行檢討會。

三十二、實習學生修習教育實習成績不及格或終止教育實習，得於第一次開始實習日起算二 年內重新申請修習教育實習，並繳交教育實習輔導費（惟以一次為限）。如因兵役義務役期、就讀國內外碩、博士班、生產或撫育三歲以下子女，其年限得外加。

三十三、依本要點擔任實習指導教師、實習輔導教師或參與成績評定者，為實習學生之配偶、前配偶、四親等內之血親或三親等內之姻親或曾有此關係者，應自行迴避。

實習學生申請實習之文件，或實習成績評定有虛偽不實者，在實習期間者，撤銷其實習資格；實習成績已評定者，撤銷其評定；已發給教師證書者，撤銷其證書；涉及刑事責任者，移送司法機關依法辦理。

三十四、實習學生對教育實習終止、實習成績評定結果不服者，得向本中心提起申訴，其申訴應自收受通知之次日起三十日內，備具理由提出，本中心作成申訴決定後通知實習學生。

實習學生就本中心所為之行政處分，經向本中心提起申訴而不服其決定，得依法提起訴願。

實習學生就本中心所為行政處分以外之懲處、其他措施或決議，經向本中心提起申訴而不服其決定，得按其法律性質提起訴訟，請求救濟。

柒、任教年資抵免修習教育實習

三十五、依師資培育法第二十二條規定，符合下列各款規定者，得抵免修習教育實習，由中央主管機關發給教師證書：

- (一) 通過教師資格考試後七年內，依中小學兼任代課及代理教師聘任辦法聘任之代理教師，於偏遠地區之學校任教二學年以上或每年連續任教三個月以上累計滿二年。但其年資累計以同一師資類科為限。
- (二) 通過教師資格考試後七年內，依海外臺灣學校設立及輔導辦法設立之海外臺灣學校及經僑務委員會立案或備查之僑民學校聘任之教師，任教二學年以上或每年連續任教三個月以上累計滿二年。但其年資累計以同一師資類科為限。

三十六、已通過教師資格考試，且符合師資培育法第二十二條規定，申請以其任教年資抵免修習教育實習者，檢附任教年資任三學期表現良好之證明文件、教學演示及格證明、服務證明或離職證明，向本中心申請。

前項之申請本中心審查通過後，發給同意抵免教育實習證明，並造具名冊，送教育部發給教師證書。

第一項表現良好之證明文件，由其服務學校出具；教學演示及格證明由本校及服務學校共同辦理教學演示，經評定成績及格後，由師資培育之大學出具。但於海外臺灣學校或僑民學校擔任教師者，由本校辦理教學演示，經評定成績及格後出具。

前項教學演示及格證明申請方式如下：

- (一) 於國內偏遠地區學校代理者，應於代理結束當學期或前一學期向本中心申請教學演示評量，由本中心商請相關教師赴任教學校評定教學演示。
- (二) 於海外臺灣學校及僑民學校任教者，應於申請任教年資抵免教育實習時，向本中心申請教學演示評量，申請者須至本中心進行教學演示。

三十七、前條任教年資抵免，應與修畢師資職前教育證明書或證明及通過教師資格考試所載同一師資類科、學科、領域、群科相符。

捌、 附則

三十八、於一百零六年五月二十六日前已修習師資職前課程之舊制師資生適用本要點。

三十九、舊制師資生已修習師資職前教育課程而未完成教育實習課程者，其教師資格之取得，自師資培育法修正施行之日起六年內(一百十三年一月三十一日止)，得先申請修習教育實習，免受先通過教師資格考試之限制，除不得申請以任教年資抵免教育實習之規定(第三十五條至第三十七條)，其餘準用本要點參加教育實習。

舊制師資生已完成教育實習課程者，其教師資格之取得自師資培育法修正施行之日起十年內(一百十七年一月三十一日止)，得適用修正施行前之規定。

四十、本要點經本中心業務會議、本中心實習輔導委員會、共同教育中心中心會議通過後，自發布日施行。

【完整修正歷程】

93.05.20 師資培育中心實習輔導委員會通過
93.12.13 師資培育中心實習輔導委員會修正通過
94.05.09 師資培育中心實習輔導委員會修正通過
96.10.29 師資培育中心實習輔導委員會修正通過
97.12.15 師資培育中心實習輔導委員會修正通過
98.03.04 教務處學程諮議委員會議通過
100.04.11 師資培育中心實習輔導委員會修正通過
100.05.30 教務處學程諮議委員會議通過
101.08.23 教務處學程諮議委員會議通過
102.07.11 教務處學程諮議委員會修正通過
103.09.02 第 112 次共同教育委員會通過

107.07.24 師資培育中心實習輔導委員會議通過

108.01.10 第 126 次共同教育委員會通過

[Promulgated on May 31, 2023]

NATIONAL TAIWAN UNIVERSITY
Center for General Education, Center for Teacher Education
Directives for the Implementation of Practical Education Training

November 14, 2022	Passed by the 3 rd Affairs Meeting, fall semester, Academic Year 2022-23
April 12, 2023	Passed by the Internship Counseling Committee at its 1 st meeting, Academic Year 2022-23
May 05, 2023	Passed by the General Education Committee at its 143 rd meeting
May 31, 2023	Promulgation of amended Articles 1, 5, 8, 15, 18, 22, 27, 29, 32, 36, and 40 [Full amendment history at the end of this document]

Chapter I General Provisions

- Article 1 National Taiwan University (NTU or “the University”) Center for General Education, Center for Teacher Education (the Center) formulates the *NTU Directives for the Implementation of Practical Education Training* (“the Directives”) to handle practical educational training (“practical education training” or “internship”) for the Teacher Qualification Assessment in accordance with the provisions of Article 10 of the *Teacher Education Act*, the *Regulations Governing the Provision of Practical Education by Universities with Teacher Training Programs and Institutions with Internship Programs*, and the *NTU Regulations Governing the Teacher Education Program*.
- Article 2 The purposes of practical education training are as follows:
1. Verifying and applying the theories learned in academic and professional education courses through practical education training.
 2. Adapting to the school environment and developing professional capabilities required of teachers.
 3. Exploring educational issues and solving problems with innovative methods.
- Article 3 The internship counseling aims to enhance the following competencies:
1. Understanding of the context of classroom teaching and practice of teaching expertise.
 2. Understanding of education recipients and practice of classroom management skills.
 3. Observational learning and participation in school administrative work to gain insights into school operations.
 4. Recognition of the role and responsibilities of a teacher and cultivation of a professional spirit.
- Article 4 The principles of internship arrangement are as follows:

1. Sequential progression through stages, including preparation, observational learning, teaching practice, and comprehensive practicum.
2. Prioritization of teaching practicums and mentoring practicums (classroom management) with supplementation of administrative practicums and training activities.
3. Balance and equal emphasis on observational learning, hands-on experience, and self-reflection.
4. Rational and feasible organization of internship activities with a gradual approach.
5. Ongoing feedback and interaction among internship students, institutions where students undertake practical education training (hereinafter, “the educational practice institutions”), and internship supervisors.

Article 5 Practical education training shall be conducted for a duration of six months on a full-time basis. This period extends from August of each year to January of the following year, or from February to July. However, this duration may be exempted from the restriction upon approval by the Ministry of Education (MOE).

The practical education training shall prioritize teaching practicums and mentoring practicums (classroom management) with supplementation of administrative practicums and training activities. The implementation of practical education training shall encompass three phases: familiarization with the environment and preparation during the first month of each semester, observational learning and teaching practice during the second month, and comprehensive practicums from the third month until the end of the semester.

The principles regarding the internship arrangement are as follows:

1. Teaching practicums: Observational learning shall be the emphasis during the first to third weeks at the commencement of a semester. Practical classroom teaching shall commence from the fourth week, with the number of teaching hours ranging from one-sixth to one-half of the basic teaching hours for a full-time faculty member.

Internship students shall engage in observational learning prior to participating in practical classroom teaching and progressively learn about classroom teaching, including lesson preparation, classroom observation, and debriefing. Hours allocated to “lesson preparation” and “debriefing” shall not be calculated towards teaching hours. Hours allocated to “classroom observation” shall be counted towards the calculation of internship hours for classroom teaching if internship students conduct classroom teaching during the observation.

2. Mentoring practicums (classroom management): The focus shall be classroom management, student counseling, and parent-teacher communication. In principle, such practicums shall be conducted for

three half-days per week during semesters excluding the winter and summer breaks.

3. Administrative practicums: The focus shall be acquiring knowledge of and providing assistance in school administrative matters and school-wide activities. In principle, the practicums shall take place during winter and summer breaks. In the event that the practicums are conducted during a semester, they shall be carried out four hours per week in principle.
4. Training activities: The focus shall be active participation in training activities related to teaching, classroom management, student counseling, educational policies, and the enhancement of professional expertise, both within and outside the school. The total participation hours shall amount to at least 10 hours.

Article 6 The practical education training shall be a full-time training. Internship students shall participate in the entire practical education training within the regular working hours of the educational practice institutions. Internship students shall not leave the educational practice institutions to take courses from NTU or other universities, except for graduate students who may take thesis-related courses that do not require them to return to campus. Participation in training activities related to the internship shall not be subject to this restriction.

Internship students with military service obligations may apply for deferred enlistment in accordance with the regulations. In the event that the internship is terminated prematurely for any reason, the internship student shall notify the conscription unit of the township/city/district office local to where their domicile is registered within three days starting from the day following the termination of the internship.

Article 7 The University shall provide reciprocal measures to the internship counselors of the educational practice institutions. The measures include access to the University's library resources, athletic facilities, and continuing education programs and training activities, as well as a free subscription to newsletters of practical education training guidance. These measures shall be stipulated in the cooperation agreement for practical education training.

Chapter II Qualifications for Practical Education Training and Internship Arrangements

Article 8 Students enrolled in the NTU Teacher Education Program who have obtained the Pre-Service Teacher Education Certificate upon completion, hold a bachelor's degree or higher, and have passed the Teacher Qualification Examinations may apply for participation in practical education training. The restriction shall not apply to those who have completed pre-service teacher education courses prior to the implementation of the amended articles of the *Teacher Education Act* on May 26, 2017 ("teacher education students under the former regulations").

Applicants for participation in practical education training shall submit the application for practical education training in the subject area, subject discipline, field, and subject cluster of the teacher education as listed in their Pre-Service Teacher Education Certificate to the Center. They may participate in practical education training after their applications are reviewed and approved by the Center.

Article 9 Students enrolled in the NTU Teacher Education Program, who meet the graduation requirements stipulated in the University Act and the NTU Academic Regulations, may discontinue taking the pre-service teacher education courses and graduate in advance.

If those who opt to graduate in advance as mentioned in the preceding paragraph have completed general courses, specialization courses, and professional education courses, but have not participated in practical education training, they shall apply to the University within two years of graduation to participate in a half-year practical education training within the stipulated timeframe. Failure to apply within the stipulated timeframe will result in the forfeiture of eligibility to pursue the Teacher Education Program. In the event that students are fulfilling military service obligations, pursuing domestic or international Master's or PhD programs, or caring for children under the age of three, their years of study may be extended flexibly depending on their individual circumstances.

Students participating in the half-year practical education training shall retain their status as NTU students. The Center may issue a student internship ID card to them during the internship.

Article 10 The University's operational procedures for handling applications for participation in practical education training and coordinating arrangements with educational practice institutions are outlined as follows:

1. Handling applications for participation in practical education training.
2. Inquiring into and announcing the subject areas and quotas provided by the educational practice institutions for practical education training.
3. Holding practical education training orientation sessions.
4. Coordinating, allocating, and confirming the list of educational practice institutions.
5. Conducting qualification review for practical education training.
6. Processing requests for internship postponement or internship withdrawal for the current year.
7. Handling internship students' visit to the educational practice institutions.
8. Conducting pre-service training activities for practical education training.
9. Report for duty of internship students at the educational practice institutions.

The application dates and deadlines as well as required forms for practical education training shall be subject to announcements made by the Center.

- Article 11 If a student has completed general courses, specialization courses, and professional education courses, but has not participated in practical education training in the year of their graduation, they may apply independently to universities with teacher education within two years following their graduation. The allocation of internship placements at educational practice institutions for these students shall only be coordinated, allocated, and confirmed based on available vacancies after arrangements for graduating students of the current year have been finalized.

If a student has requested a postponement of internship due to military service obligations during their graduation year, they may apply within the designated period to participate in the practical education training. The internship arrangements at the educational practice institutions for these students may be coordinated, allocated, and confirmed along with the graduating students of the current year during the application process.

- Article 12 Internship students may apply for cross-district internships in cases of significant events or special circumstances. A “cross-district internship” refers to internship placements at the educational practice institutions located outside of Taipei City and New Taipei City without existing cooperation agreement with NTU.

Matters related to the applications for cross-district internships shall be handled in accordance with the provisions of the Center’s Directives Governing the Implementation of Cross-District Practical Education Training.

- Article 13 The list of the educational practice institutions and available internship vacancies shall be subject to the announcements made by the Center, which shall oversee, arrange, and coordinate all relevant matters. Internship students may not independently seek out institutions for practical education training or request institutions to allocate internship vacancies for them, except for those applying for a cross-district internship.

Matters related to the arrangements for practical education training shall be handled in accordance with the Center’s Directives Governing the Arrangements and Coordination of Practical Education Training.

- Article 14 Internship students shall complete a half-year practical education training at the same institutions. In the event of severe illness or injury with supporting medical documentation, or circumstances not attributable to themselves, as approved by the Center, internship students shall be exempted from this requirement.

Chapter III Internship Counseling of Universities with Teacher Education

- Article 15 The University shall comprehensively evaluate and select the educational practice institutions, establish cooperation agreements for practical education training, and conduct practical education training based on the following principles. However, exemptions from the restrictions in the

subsequent first to third subparagraphs may apply for experimental education schools, experimental education institutions, as well as subject disciplines, fields, or subject clusters that fall under rare subject areas for practical education training.

1. Institutions with sound administrative organization.
2. Institutions with sufficient hardware and software facilities capable of providing a conducive environment for practical education training.
3. Institutions that possess an adequate number of qualified teachers.
4. Institutions that demonstrate good educational performance.
5. Institutions that have established an internship counseling team and formulated an internship counseling plan, with good internship counseling performance.
6. Institutions located conveniently within the University's counseling areas, and primarily those situated in Taipei City and New Taipei City. The Center may establish cooperation agreements as needed with institutions in other counties or cities, or those provide practical training of rare subject areas. Cross-district internship shall be handled in accordance with the NTU Center of General Education Center for Teacher Education Directives Governing the Implementation of Cross-District Practical Training.
7. Institutions recommended proactively by the Center.

The total number of students at each educational stage shall exceed 30, and the latest evaluation result shall be "Pass" for experimental education institutions mentioned in the preceding paragraph and located within the country.

Agreements with institutions under the following circumstances may be discontinued following discussion and approval by the Center Affairs Meeting:

1. Institutions that have engaged in significant violations within the past three years and have failed to make improvements within a specified period as required by the supervisory authorities.
2. Institutions that have not been actively involved in affairs related to teaching and practical training of the Center within the past five years.
3. Consideration of feedback evaluation materials from internship students on the schools where they completed their internships.

Article 16 The duration of the cooperation agreement for practical education training shall be three years in principle. However, the duration of the cooperation agreement for institutions of cross-district practical training shall be one year in principle. Any addition, alteration, discontinuation, or renewal of cooperation agreements with the educational practice institutions shall be passed by the Center Affairs Meeting with deliberation.

Article 17 The University's principles for selecting internship supervisors are as follows:

1. Full-time and adjunct faculty members of the University who are capable and willing to mentor internship students.
2. Those who possess practical teaching experience in senior high schools or below and have engaged in relevant research or curriculum development in senior high schools or below.

Article 18 In principle, internship supervisors at the University shall supervise 12 internship students or fewer. The calculation of teaching hours shall be handled in accordance with *NTU Guidelines for the Calculation of Full-time Faculty Members' Weekly Teaching Hours and Hourly Lecture Fees in Excess of Basic Hours*. The calculation of teaching hours shall range from 2 to 4 hours based on the actual number of internship students under a supervisor, with 2 hours for up to 6 internship students, and 3 hours for 7 to 12 internship students.

Internship supervisors shall visit the educational practice institutions to supervise each internship student at least twice. The University shall provide them either itinerant counseling (evaluation) fees or travel reimbursement for these visits.

In the event that internship supervisors are unable to visit the educational practice institutions to supervise internship students due to disasters as defined in Article 2, Paragraph 1 of the *Disaster Prevention and Protection Act*, infectious diseases as defined in Article 3, Paragraph 1 of the *Communicable Disease Control Act*, or other situations, they may conduct supervision via video call after the Ministry of Education (MOE) proactively approved in official letter that the internship supervisors are unable to visit the educational practice institutions to supervise internship students due to aforementioned factors, or after the Center evaluates each individual case, notifies the MOE as needed, and receives approval from the MOE.

Article 19 The duties of internship supervisors at the University are as follows:

1. Supervising internship students in formulating their plans for practical education training.
2. Conveying the opinions of internship students to the Center and the educational practice institutions.
3. Conducting itinerant counseling visits to schools to supervise internship students, with visitation records.
4. Participating in returning-to-campus discussions with internship students.
5. Reviewing assignments, reports, and internship portfolios of internship students.
6. Evaluating teaching demonstrations, internship portfolios, and overall

performance of internship students.

7. Handling other matters related to counseling internship students.

Article 20 The counseling work for practical education training shall be carried out through on-site counseling, remote counseling, training activities, returning-to-campus discussions, or consultation sessions with internship students.

Internship students shall be granted official leave to participate in the returning-to-campus discussions or training activities during the period of their practical education training. In principle, the returning-to-campus discussions shall take place once per month.

Chapter IV Internship Counseling of Institutions with Practical Education Training

Article 21 The educational practice institutions shall establish internship counseling teams, formulate internship counseling plans, and facilitate related internship counseling services to ensure effective support for internship students.

Article 22 Internship counselors shall be quota-based full-time faculty members with more than three years of service in teaching and meet one of the following conditions:

1. Being able to incorporate theories and practical teaching experiences and demonstrate effective teaching techniques.
2. Possessing counseling abilities to timely provide assistance and counseling services to internship students.
3. Being familiarized with administrative affairs of the educational practice institutions.

Internship counselors shall conduct internship sessions in accordance with the internship contracts and plans. Each counselor shall only counsel one internship student per semester. However, a counselor may provide guidance to up to three students under either of the following circumstances:

1. Their subject disciplines, fields, or subject clusters for the practical education training are rare subject areas.
2. The institutions are located in remote or rural areas.
3. Other subject areas announced by MOE.

Article 23 The duties of internship counselors at the educational practice institutions are as follows:

1. Assisting internship students in formulating their internship plans.
2. Reviewing internship task forms of internship students with NTU internship supervisors.
3. Guiding internship students in their teaching practicums and mentoring

practicums (classroom management).

4. Coordinating and providing administrative practicums and training activities for internship students.
5. Offering guidance to internship students for psychological adjustment.
6. Evaluating teaching demonstrations, internship portfolios, and overall performance of internship students.
7. Offering other related support and guidance for internship students.
8. Participating in relevant training activities organized by the Center.

The Center shall provide a letter of appointment for individuals serving as internship counselors for NTU internship students.

Chapter V The Duties of Internship Students

Article 24 Internship students shall discuss with their NTU internship supervisors and internship counselors at the educational practice institutions to formulate a plan for practical education training within one month upon their report for duty at the educational practice institutions. The plan shall include basic information about the internship students and the educational practice institutions, internship objectives, key focus areas, internship methods, and progression. This plan shall serve as the basis for counseling and evaluation.

Internship students shall regularly submit their internship task forms and internship portfolios for review by their internship supervisors and internship counselors.

Article 25 Internship students participating in the 6-month practical education training shall pay an internship counseling fee equivalent to 4 credits and obtain Student Accident Insurance. The payment method shall be handled in accordance with NTU regulations.

The deadlines for internship students to pay the Student Accident Insurance fee and the internship counseling fee shall align with the deadlines for undergraduate tuition and fees.

Article 26 Internship students shall engage in practical education training at the educational practice institutions under the supervision of internship counselors or full-time faculty members. Internship students may not undertake the following tasks:

1. Acting as a traffic guide without supervision.
2. Taking students to off-campus activities without supervision.
3. Tending students with disabilities without supervision.
4. Acting as a substitute for mentors or handling administrative tasks.
5. Holding concurrent positions unrelated to the internship.

Article 27 Internship students who meet the qualifications prescribed by laws and regulations and have obtained the approval of the Center may engage in the following teaching activities in coordination with the educational practice institutions during the internship:

1. Serving as learning assistants, student club activity guides, or invigilator, or engaging in other teaching activities in senior high schools or below.
2. Acting as a substitute teacher for less than three months in senior high schools or below.

The teaching activities mentioned in the preceding paragraph shall not exceed a cumulative total of 10 hours per week. The teaching substitution mentioned in the 2nd subparagraph of the preceding paragraph shall not exceed 20 hours per month. The aforementioned teaching hours may not be counted towards the required teaching hours and days of practical education training.

The teaching activities mentioned in the first paragraph shall be limited to those organized by the educational practice institutions of the internship students.

Chapter VI Rules for Leave of Absence during the Internship and Performance Evaluation

Article 28 Internship students shall fully engage in practical education training within the regular office hours of the educational practice institutions and may not pursue continuing studies, part-time positions, or engage in other business affairs.

Matters related to leave of absence shall be arranged through the educational practice institution. During the six-month internship, the maximum number of days allowed for each type of leave of absence is as follows:

1. Personal Leave: Three working days.
2. Sick Leave: Seven working days (a medical certificate shall be submitted for continuous sick leave lasting two days or more).
3. Marriage Leave: 10 working days.
4. Maternity Leave, Miscarriage Leave, Bereavement Leave: Leave shall be granted based on different circumstances and, mutatis mutandis, relevant regulations for the faculty's leave of absence.

An 8-hour leave of absence of internship students shall be counted as 1 day. If the internship students fail to apply for leave of absence as required, the hours shall be counted as double.

Article 29 Internship students who fall under any of the circumstances in the following subparagraph shall have their qualification for participation revoked if discovered prior to the commencement of the internship; if discovered during the internship, their participation shall be terminated; if discovered

prior to the announcement of grade results upon the completion of their internship, their internship scores shall not be recorded; if discovered after receiving a passing grade upon the announcement of internship results, their qualification for passing the internship shall be revoked; if a Teacher Certificate has been issued, it shall be revoked; if their actions involve criminal liability, they shall be referred to the judicial authorities for proceedings:

1. Accumulating more than 40 days of leave of absence during the internship.
2. Serving a sentence of punishment such as imprisonment, detention, or above, or undergoing commutation to labor services or commutation to social labor services. However, probation or commutation to fines are not subject to this restriction.
3. Being subject to observation, forced or compulsory rehabilitation in accordance with the Narcotics Hazard Prevention Act.
4. Being arrested, detained, confined, or taken into custody by judicial authorities.
5. Engaging in crimes of sedition or treason and receiving a judgement of guilty after the termination of the Period of National Mobilization in Suppression of Communist Rebellion.
6. Engaging in corrupt acts while performing civil services and receiving a judgement of guilty.
7. Committing offenses as defined in Article 2, Paragraph 1 of the Sexual Assault Crime Prevention Act and receiving a judgement of guilty.
8. Having committed sexual assault and being investigated and confirmed by the Gender Equality Education Committee of the University or the education practice institutions, or a relevant committee established in accordance with laws.
9. Having engaged in severe sexual harassment or sexual bullying and being investigated and confirmed by the Gender Equality Education Committee of the University or educational practice institutions, or a relevant committee established in accordance with laws.
10. Being subject to punishment in accordance with the provisions of the Child and Youth Sexual Exploitation Prevention Act or Article 20 or 25 of the Sexual Harassment Prevention Act, and being confirmed by the Gender Equality Education Committee of the University or the MOE to necessitate the termination of the internship.
11. Being subject to punishment by a supervisory authority of social administration at any level in accordance with Article 97 of the Protection of Children and Youths Welfare and Rights Act, and confirmed by the University or MOE to necessitate the termination of the internship.

12. Behaving in violation of relevant regulations and verified by the University or MOE to necessitate the termination of the internship.
13. Being under the commencement of guardianship or assistance, which has yet been revoked.

The provisions for internship students whose internship are terminated in the preceding paragraph to apply for a refund shall be stipulated by the University.

In the event that internship students exhibit any of the circumstances listed in Paragraph 1, Items (7) through (10) during the execution of practical education training, the *Regulations Governing Reporting and Information Collection Regarding Educational Institution Personnel Unsuitable for Employment and Related Investigations, Handling of Matters and Use of Reports and Data* and the *Regulations Governing the Reporting, Handling of Information Collection and Inquiries and Use of Reports and Data Regarding Educators as Unsuitable for Employment* shall apply or apply mutatis mutandis to the University or the schools where the internship takes place for report.

Article 30 The evaluation results of practical education training shall be divided into three categories: Excellent, Pass, and Needs Improvement. The following items shall be evaluated in sequence:

1. Teaching Demonstration: Assessed jointly by the internship supervisor, the internship counselor, a full-time quota-based faculty member with at least three years of teaching experience or a retired faculty member.
2. Internship Portfolio: Assessed jointly by the internship supervisor and the internship counselor.
3. Overall Performance: Assessed jointly by the internship supervisor and the internship counselor.

At least 60% of the indicators of each evaluation item mentioned in the preceding paragraph that are Excellent or Pass shall be considered passing the evaluation. The details and criteria for each evaluation item and the passing threshold shall be determined by the central supervisory authority.

The evaluation results of the first two items mentioned in the preceding paragraph shall be submitted to the Center for final determination after being reviewed by the internship counseling team of the educational practice institution.

In the event of under-performance of an internship student during the practical education training, the internship counselor at the educational practice institution shall report to the institution and notify the Center and the internship supervisor for collaborative counseling.

Article 31 Internship students shall perform at least 1 hour of teaching demonstration, which shall be evaluated on-site by the internship supervisor, the internship counselor, and a full-time quota-based faculty member or a retired faculty member with more than 3 years of teaching experience. The evaluation of

the teaching demonstration includes 2 components: instructional design and teaching performance. A review session shall be held after the teaching demonstration.

Article 32 Internship students who fail to pass or have their internship terminated may reapply for the internship within two years from the commencement of the day of their first internship, and pay the internship counseling fee, but they may only reapply once. In the event that the internship students are fulfilling military service obligations, pursuing domestic or international Master's or PhD programs, or giving birth to or raising children under the age of three, their years for re-application may be extended.

Article 33 If individuals serving as internship supervisors, internship counselors, or participate in performance evaluations in accordance with the Directives are currently or have ever been spouses, blood relatives within the fourth degree or in-law relatives within the third degree of the internship students, they shall recuse themselves.

In the event that an internship student's documents for internship application or the evaluation of internship performance contain false or misleading information, and if such deception is discovered during the internship, the student's internship qualification shall be revoked; if it is discovered after the evaluation results have already been given, the evaluation results shall be revoked; if it is discovered after a Teacher Certificate has been issued, the certificate shall be revoked; if it involves criminal liability, it shall be referred to the judicial authorities for legal proceedings.

Article 34 Internship students who are dissatisfied with the termination of their internship or the results of their internship performance evaluation may appeal to the Center. The appeal shall be submitted with reasons within 30 days from the day following the receipt of the notification. The Center shall inform the internship students after making an decision for the appeal.

Internship students who are dissatisfied with the administrative resolution made by the Center, appeal to the Center, and remain dissatisfied with the decision, may lodge an administrative appeal in accordance with the law.

Internship students who are dissatisfied with the penalties, other measures, or resolutions, other than the administrative act made by the Center, appeal to the Center, and remain dissatisfied with the decision, may initiate legal proceedings based on the legal nature of the matters for legal remedy.

Chapter VII Exemption from Practical Education Training Based on Years of Service in Teaching

Article 35 In accordance with Article 22 of the *Teacher Education Act*, individuals meeting the criteria in either of the following subparagraphs may be exempted from practical education training and shall be issued a Teacher Certificate by the central supervisory authority:

1. Individuals appointed as substitute teachers in accordance with the *Hiring Regulations Regarding Elementary and High School Part-time*

and Substitute Teachers within 7 years of passing the Teacher Qualification Examinations, who have taught at schools in remote areas for a total of at least 2 academic years or continuously for 3 or more months each year, accumulating to a total of 2 years. However, the accumulated years of teaching shall pertain to the same subject area.

2. Individuals appointed as teachers at overseas Taiwanese schools established in accordance with the *Regulations for Establishment and Counseling of Overseas Taiwanese Schools* or at compatriot schools registered or filed for reference by Overseas Community Affairs Council (OCAC) within seven years of passing the Teacher Qualification Examinations, who have taught for a total of at least 2 academic years or continuously for 3 or more months each year, accumulating to a total of 2 years. However, the accumulated years of teaching shall pertain to the same subject area.

Article 36 If individuals who have passed the Teacher Qualification Examinations and meet the criteria set forth in Article 22 of the *Teacher Education Act* wish to apply for exemption from the practical education training based on their years of service in teaching, they shall do so by submitting proof of good performance for three semesters during their years of service in teaching, proof of passing the teaching demonstration, and service certificates or departure certificates to the Center.

Upon reviewing and approving the applications mentioned in the preceding paragraph, the Center shall proceed to issue a certificate of exemption from practical education training and compile a list of the approved candidates, which shall be forwarded to MOE for the issuance of Teacher Certificates.

The proof of good performance mentioned in the first paragraph shall be issued by the applicants' employing school. Proof of passing the teaching demonstration shall be issued by universities with teacher training programs after the applicant receive a passing grade for the teaching demonstration jointly conducted by the university and employing school. However, for individuals serving as teachers in overseas Taiwanese schools or compatriot schools, the proof shall be issued after they receive a passing grade for the teaching demonstration solely conducted by the University.

The application process for obtaining proof of passing the teaching demonstration in the preceding paragraph is as follows:

1. Those who serve as substitute teachers at schools located in remote areas at home shall apply for teaching demonstration evaluation to the Center either at the end of the semester they serve as substitute teacher or the preceding semester. The Center shall then arrange for relevant teachers to conduct the teaching demonstration evaluation at the respective teaching schools.
2. If those who teach at overseas Taiwanese schools or compatriot schools wish to apply for exemption from the practical education training based on their years of service in teaching, they shall apply for teaching demonstration evaluation to the Center. Applicants shall come to the Center to perform teaching demonstration.

Article 37 In the event of exemption based on years of service in teaching as mentioned in the preceding article, the subject area, subject discipline, field, and subject cluster of the teacher education shall correspond with those listed in their Pre-Service Teacher Education Certificate or certificate of completion and the passed Teacher Qualification Examinations.

Chapter VIII Supplementary Provisions

Article 38 The Directives shall apply to teacher education students under the former regulations who have taken pre-service teacher education courses prior to May 26, 2017.

Article 39 Teacher education students under the former regulations who have taken pre-service teacher education courses but have not completed internship courses may first apply for taking the practical education training within 6 years upon the implementation of the amended Teacher Education Act (until January 31, 2024), be exempted from the requirement of passing the Teacher Qualification Examinations, and then participate in the practical education training *mutatis mutandis* with the Directives to obtain teacher qualification. However, they may not request exemption from practical education training based on their teaching service years as outlined in Articles 35 through 37.

Teacher education students under the former regulations who have completed internship courses may obtain teacher qualification in accordance with the regulations prior to the implementation of the amended Teacher Education Act within 10 years upon the implementation (until January 31, 2028).

Article 40 The Directives shall be passed by the Center's Affairs Meeting, the Center's Internship Counseling Committee, and the Center Affairs Meeting of Center for General Education, and then implemented on the date of promulgation.

[Full amendment history]

May 20, 2004	Passed by the Center for Teacher Education's Internship Counseling Committee
December 13, 2004	Amended and passed by the Center for Teacher Education's Internship Counseling Committee
May 09, 2005	Amended and passed by the Center for Teacher Education's Internship Counseling Committee
October 29, 2007	Amended and passed by the Center for Teacher Education's Internship Counseling Committee
December 15, 2008	Amended and passed by the Center for Teacher Education's Internship Counseling Committee
March 04, 2009	Passed by the Office of Academic Affairs Program Advisory Committee
April 11, 2011	Amended and passed by the Center for Teacher Education's Internship Counseling Committee
May 30, 2011	Passed by the Office of Academic Affairs Program Advisory Committee
August 23, 2012	Passed by the Office of Academic Affairs Program Advisory Committee
July 11, 2013	Passed by the Office of Academic Affairs Program Advisory Committee
September 02, 2014	Passed by the General Education Committee at its 112 th meeting
July 24, 2018	Passed by the Center for Teacher Education's Internship Counseling Committee
January 10, 2019	Passed by the General Education Committee at its 126 th meeting