



Undergraduate Student Work Placement

本科生实习政策

Background (背景)

This policy outlines the planning, execution and recording of work placements for XJTLU undergraduate students. It includes specifically the roles, responsibilities of all parties involved, and mechanisms that will be used to support the successful completion of the 90-hour work placement by all XJTLU undergraduates, from all disciplines.

该政策概述了西交利物浦大学本科生的实习规划，实施及记录，具体包括实习过程中各参与方的角色、职责，以及操作机制，以帮助所有本科生顺利完成 90 小时的实习工作。

Individual departments may wish to provide additional documents with specific requirements related to their disciplines.

如有特殊需求，各系可按其规定制定附加条例。

These additional components must be approved by their departmental learning and teaching committees (DLTCs), and the Committee for Module and Programme Review (CMPR). All undergraduate students must undertake a 90-hour work placement as part of a successful completion of an undergraduate degree at XJTLU. The work placement should support the student gain practical experience in a productive environment, and hence enhance the student's future employability.

附加条例须经系教学委员会(DLTCs)及课程与专业审核委员会(CMPR)通过后方可实行。所有本科生获得西交利物浦大学学位的前提之一，是须完成 90 小时的实习工作。此实习旨在使学生获得丰富的实际工作经验，从而提升未来就业能力。



Student's Responsibilities (学生职责)

- To proactively identify and secure an appropriate work placement, and integrate this placement into their academic schedule. The work placement must not negatively affect their studies. Students are encouraged to undertake a work placement that will provide both academic and professional development.
- 学生应根据自身情况，积极选择合适的实习工作，并合理安排实习与学习时间，不应影响自身学业。学校应鼓励学生优先考虑既能运用并提升其专业知识，又能得到职业发展锻炼的工作。
- To establish and document a formal agreement with the employer/organisation that is offering a work placement in order to develop an agenda of activities, responsibilities and aims.
- 学生应与雇主/公司达成书面协议，具体说明实习期间的工作安排，工作职责以及目标。
- To produce and submit a report on their work placement.
学生须提交实习报告。

University's Responsibilities (学校职责)

- The Career Development Office will provide students with frequent information on the availability of work placements.
职业发展办公室应为学生提供有效的实习信息。
- Departments, where feasible and appropriate, will support the student in their identification and acquiring a work placement.
各系应尽可能合理地协助学生选择实习工作。

Reporting Documentation -Work Placement Report (报告文件-实习报告)

Students must produce a report on the work placement completed. The report must include the following 2 parts: 1) Formal Work Agreement and 2) Student

Report. Below you will find guidelines on the required information. Appendix A. contains template documents that may be used for reporting purposes.

Departments may also create their own templates so long as they include the required information enumerated below. These customized templates must be approved by both the relevant departmental DLTC and the CMPR.

学生须提交实习工作报告，报告应包含以下两部分：1)工作协议，2)学生报告（具体规定和要求如下）。附件 A 含有报告模板，各系可在将原模板信息全部涵盖的前提下，建立新的模板，经系教学委员会 (DLTCs) 及课程与专业审核委员会 (CMPR) 通过后方可执行。

1. Formal Work Agreement (工作协议)

Students must reach a formal agreement with the employer/organisation where they plan to undertake a work placement. The agreement should contain following information:

学生须与雇主/公司达成书面协议，该协议应包含如下信息：

- Student name, ID, programme, study level
学生姓名，学号，专业，年级
- Organisation/Employer, domain/field, address, professional supervisor
公司/雇主，公司领域/行业，地址，企业导师
- Placement dates, working days, working hours, salary
入职日期，实习天数，时长，薪水
- Project/field/domain/plan of activities, assigned tasks and responsibilities
实习项目/行业/领域/工作安排，任务分配及工作职责
- A Formal Work Agreement will outline the agreement between with the employer/organisation and student for the work placement
工作协议应概述雇主/公司与学生之间所达成的实习协议。



2. **Student Report** will outline: (学生报告应概述如下内容)

- a. activities/work undertaken on the placement

实习工作内容

- b. the professional and personal achievements, outcomes, results, experience

职业与个人发展，实习成果与所得经验

Reporting Process (报告流程)

1. The Work Placement Report (both parts) should be submitted to the academic supervisor or his/her designate. For example, the designate may be the Academic Advisor, where appropriate and agreed within departments.

学生应将实习报告(包括工作协议与学生报告)递予实习导师或其指定代理人，如系学术导师。

2. On successful completion of the work placement, and once in receipt of the Work Placement Report, the academic supervisor must report the following data to Registry - student's name, date of completion and Department.

实习导师在学生完成实习并收到其实习报告后，须将如下信息提交予教务办公室：学生姓名，学生所在系，以及实习结束日期。

3. Registry will centrally record and monitor the compliance of all students with this mandatory part of the UG degree.

此实习是学生取得本科生学位的必要条件之一，教务办公室主要负责监督并记录学生是否按规定如期完成实习。

4. Departments must retain (on File 1) a digital/scanned copy of all signed and submitted Work Placement Reports.

各系须将学生实习报告的电子版或扫描件保存在 File1 上。

Conditions (细则说明)



- A Summer Undergraduate Research Fellowship is considered equivalent to a 90-hour work placement.

学生若参加“暑期本科生研究基金项目”，学校将视其完成 90 小时的实习工作。

- The university policy on payment/remuneration should be followed in cases where a member of Academic staff employs a student on research projects, which is not a SURF project, as part of the work placement requirement.

学生若参与学校教学人员的研究项目（非 SURF 项目），教学人员应按实习要求，根据学校薪酬政策，给予学生报酬。