

Regulations on Internship Program Operation

Article 1 (Purpose)

The purpose of these regulations is to prescribe detailed matters concerning the operation of domestic and international internship programs (hereinafter referred to as the “Internship Program”) for students completing internship courses in industry pursuant to Article 11, Paragraph 4 of the Academic Regulations of Woosong University.

Article 2 (Eligibility)

Students eligible for the Internship Program shall be those enrolled in the third year or higher, or those scheduled to advance to the third year, who are recommended by their department and academic advisor.

Article 3 (Internship Hours)

- ① The Internship Program shall be conducted for at least 12 weeks during the first and second semesters, and at least 4 weeks during the summer and winter sessions. One credit shall be awarded per 30 hours. If necessary, credits may also be granted on an hourly basis (30 hours = 1 credit).
- ② Internship working hours shall not exceed 40 hours per week, and shall not, in principle, be conducted at night (after 6:00 PM) or on holidays.
- ③ Detailed matters regarding internship course operation shall be determined separately by the President.

Article 3-2 (Commencement of Internship Program)

- ① The start date of the Internship Program shall be as follows:
 1. For first and second semesters: within 4 weeks from the beginning of the semester;
 2. For summer and winter sessions: within 1 week from the beginning of the session;
 3. For vacation periods: within 1 week from the end of the semester.
- ② If the internship is not commenced within the periods specified above, it shall not be recognized as an Internship Program.

Article 4 (Course Registration and Enrollment)

- ① Students participating in the Internship Program must complete course registration and enrollment within the designated period.
- ② Internship credits shall be within the maximum credit limit per semester as stipulated in the Academic Regulations. However, internships conducted during vacation periods may be registered for up to 2 credits.
- ③ Students completing internships across consecutive semesters must register for each relevant semester. Tuition for internships conducted during vacation periods shall be calculated per credit based on semester tuition, and partial scholarships may be granted in accordance with scholarship regulations.

Article 5 (Selection of Internship Institutions)

Internship institutions shall be selected by the department head after thorough review, ensuring that they are relevant to the major and capable of enhancing practical industry experience.

Article 6 (Pre-Planning of Internship Dispatch)

- ① Departments intending to dispatch students for internships shall prepare a plan including the following at least one week prior to dispatch and obtain approval from the President:
- ② The plan shall include:
 1. Eligibility of participants and internship duration;
 2. Agreements with host institutions or confirmation of acceptance;
 3. Course registration and enrollment details;

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4. Credit recognition and course title after completion;
5. Other necessary matters.

Article 7 (Submission of Internship Application)

- ① Students wishing to participate shall submit an internship application to their department within the designated period.
- ② Departments shall process applications, including required documentation, and obtain Presidential approval within the designated period.

Article 8 (Internship Dispatch and Pre-Training)

Academic advisors and department heads shall provide necessary guidance and pre-training to ensure successful completion of the internship.

Article 9 (On-Site Supervision)

- ① Faculty advisors shall conduct on-site visits within budget limits to monitor student performance and support adaptation to the work environment.
- ② For international internships, supervision may be conducted through online communication and regular consultations.
- ③ Faculty advisors shall submit an internship supervision report to the academic affairs office.

Article 9-2 (Internship Supervision Allowance)

Faculty advisors supervising internships may receive allowances based on the number of students, as determined by the President.

Article 10 (Obligations of Internship Students)

Students participating in the Internship Program shall:

1. Submit a final report and evaluation from the host institution within the designated period;
2. Comply with the rules and safety regulations of the host institution;
3. Maintain confidentiality of information obtained during the internship;
4. Report any accidents or incidents immediately to the University.

Article 11 (Evaluation and Credit Recognition)

- ① Internship credits may be recognized as general education or major required credits based on the applicable curriculum.
- ② Credit recognition shall be determined based on the student's final report, host institution evaluation, and faculty assessment.
- ③ Departments shall submit an evaluation report within two weeks after completion for Presidential approval.

Article 12 (Course Title and Grade Notation)

- ① Course titles and grades shall be recorded as follows:
 1. Course titles shall reflect the major and may include the country name for international internships (e.g., "○○○ Internship" or "(Country) ○○○ Internship");
 2. Grades shall be recorded as Pass (P) or Fail (F). However, in exceptional cases, graded evaluation may be applied with Presidential approval.
- ② For final-semester internships, credit recognition must be finalized before graduation evaluation.

Article 13 (Scholarship Support)

Students participating in the Internship Program may receive scholarships, with details determined by the relevant department.

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Article 14 (Miscellaneous)

Matters not specified in these regulations or the Academic Regulations shall be determined by the President following deliberation by the Academic Affairs Committee.