

# **Implementation Guidelines for the Innovation Internship Incentive Program at Chung Yuan Christian University**

Approved at the 1st Weekly Departmental Meeting of Innovation & Entrepreneurship Center on January 11, 2024

Amended at the 1st Weekly Departmental Meeting of Innovation & Entrepreneurship Center on January 9, 2025

Amended at the 2st Weekly Departmental Meeting of Innovation & Entrepreneurship Center on November 27, 2025

## **Article 1. Purpose**

This program is established to encourage current students of the university to actively participate in innovation activities and corporate internships.

## **Article 2. Applicable Scope**

All students enrolled at CYCU and meet at least one of the following criteria. Students who leave the University due to transfer, withdrawal, or suspension are not eligible for rewards.

1. Have completed general education courses offered by Chung Yuan Innovation and Entrepreneurship Center (hereinafter referred to as the "CYIEC").
2. Have been members of entrepreneurial teams mentored by CYIEC.
3. Have participated in competitions, workshops, or lectures organized by CYIEC.

## **Article 3. Application Requirements and Procedures**

### **1. Application Requirements:**

- (1) Completion of at least 120 internship hours at a startup company collaborating with CYIEC.
- (2) Positive feedback on performance evaluations from the internship organization.
- (3) Submission of an internship reflection report during the internship period.
- (4) Completion and submission of satisfaction surveys after the internship, including Satisfaction Survey for Internship Courses and Satisfaction Survey for Internship Organizations.

2. **Application Timeline:** Applications are accepted on a rolling basis. Applicants must submit the application form for the Innovation Internship Incentive Program (Attachment 1) to CYIEC prior to the commencement of the internship. A total of 10 applicants are available, with additional applicants placed on a waiting list.

3. **Censorship:** Applications will be reviewed by a deliberation committee formed internally by CYIEC.

4. Within two weeks of receiving the internship certificate, applicants must submit the following documents to CYIEC for review. Late submissions will be considered as forfeiting the application:

- (1) Internship Certificate

- (2) Satisfaction Surveys (Satisfaction Survey for Internship Courses and Satisfaction Survey for Internship Organizations)

5. Grants Matters:

- (1) Approved applicants will receive an incentive award of NT\$8,000. A maximum of 10 awards are available on a first-come, first-served basis.
- (2) The program is implemented in coordination with the " EC-SOS " and may be adjusted according to the annual budget allocation.

6. The program is generally implemented on the current academic year.

## Attachment 1

## Application Form for the Innovation Internship Incentive Program at Chung Yuan Christian University

I. Student Information						
<b>Name</b>		<b>Application Number</b>	(Contractor fill in)			
<b>Class</b>		<b>Student No.</b>				
<b>Personal Id. No.</b>		<b>Phone Number</b>				
II. Information of Internship Unit						
<b>Company Name</b>		<b>Location</b>				
<b>Internship period</b>	From <u>mm/dd/yyyy</u> to <u>mm/dd/yyyy</u> , with _____ days of internship per week, _____ hours per day, for a total of _____ internship hours.					
<b>Job Responsibility</b>						
III. Applicable Scope						
<input type="checkbox"/> Have completed general education courses offered by CYIEC. Course Name: _____ <input type="checkbox"/> Have been members of entrepreneurial teams mentored by CYIEC. Team Name: _____ <input type="checkbox"/> Have participated in competitions, workshops, lectures, or site visits organized by CYIEC. Event Name: _____						
IV. Signature of Company Supervisor (to be completed after the internship)						
Did the intern perform well during his/her internship and did your company approve his/her application for the Internship Incentive Program? <input type="checkbox"/> YES <input type="checkbox"/> NO  <div style="text-align: right;">             Signature of Company Supervisor:              Company Seal:           </div>						
Applicant	Executive Operation Office for Industry-Academia Cooperation					
Applicant Signature:	Contractor:   Supervisors:	Date of review: Results: <input type="checkbox"/> Pass <input type="checkbox"/> Not approved, reason:				

By signing, the applicant acknowledges the following:

1. All students enrolled at CYCU and meet at least one of the following criteria. Students who leave the University due to transfer, withdrawal, or suspension are not eligible for rewards.
  - (1) Have completed general education courses offered by Chung Yuan Innovation and Entrepreneurship Center (hereinafter referred to as the "CYIEC").
  - (2) Have been members of entrepreneurial teams mentored by CYIEC.
  - (3) Have participated in competitions, workshops, lectures, or site visits organized by CYIEC.
2. Within two weeks after the completion of the internship, please submit the following documents to apply for the internship certificate:
  - (1) Internship Certificate Application Form
  - (2) Internship Reflection Report