

Practical Learning Regulations for the Department of Post-Baccalaureate Veterinary Medicine, Asia University

107 年 03 月 02 日 106 學年度第 2 學期第 1 次系務會議通過

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2023 academic year_2nd semester_1st curriculum committee_departmental affairs meeting

一、學士後獸醫學系(以下簡稱本系)為活化課程、活用專業技能、使學生瞭解產業特性，並強化學生就業、執業之成效，達到與產業無縫接軌之能力及符合世界動物衛生組織(WOAH) Day 1 Competencies, One World One Health 的精神特制定本辦法。

1. The Department of Post-Baccalaureate Veterinary Medicine Program (hereinafter referred to as "the veterinary department") aims to revitalize the curriculum, make flexible use of professional skills, enhance students' understanding of industry characteristics, and reinforce the effectiveness of students' employment and practice. These efforts are geared towards fostering seamless integration with the industry and aligning with the spirit of the World Organisation for Animal Health (OIE) Day 1 Competencies and the One World One Health initiative. The above-mentioned regulations are formulated consequently.

二、依本系課程規劃，學生實務學習包括暑期實習 (一)、(二)，及診療實習 (一) 及 (二)，共四個科目。

2. According to the curriculum framework of the Program, students' practical learning comprises four components: Summer Rotation (I) and (II), as well as Clinical Rotation (I) and (II).

三、實務學習機構以核心獸醫、畜產領域為主，概分為三個類組，第一類組為伴侶動物組，第二類組為經濟動物組，第三類組為其他類組。以上三個類組皆含國內、外相對應實務學習機構，海外實務學習依據亞洲大學實務學習相關規定辦理。

3. Practical learning institutions are categorized into three groups primarily focus on veterinary core curriculum and animal production fields: the first group is Companion Animal Group, the second group is Production Animal Group, and the third group is Other Categories Group. Each of these groups includes domestic and international

counterpart practical learning institutions. Overseas practical learning arrangements adhere to the relevant regulations set forth by Asia University.

第一類組含伴侶動物 (犬、貓) 及非犬、貓伴侶動物及其他經本系學生實務學習委員會認可之國內、外實務學習機構，但不含動物保護/收容單位；

第二類組含家禽 (水、陸禽)、鳥類、豬、羊、牛等經濟動物產業(含屠宰衛生檢查作業)，及其他經本系學生實務學習委員會認可之國內、外實務學習機構，但不含動物保護/收容單位；

第三類組含行政院農業委員會及各級政府下轄各公務獸醫機構、國家級實驗動物中心(含私立實驗動物產業)、各公私立動物園與博物館、野生動物收容保育中心及其他經本系學生實務學習委員會認可之國內、外實務學習機構。

第一、二類組各實務學習機構的設備標準須達本系之要求，其標準見附件一、二。

Group 1 includes Companion Animals (dogs and cats), non-canine and feline companion animals, and other domestic and international institutions recognized by the Practical Training Committee of Post-Baccalaureate Veterinary Medicine, excluding animal protection/rescue organisation.

Group 2 comprises poultry (both aquatic and terrestrial), avian species, pigs, sheep, cattle, and other production animals (including operations related to slaughter hygiene inspection), as well as other domestic and international institutions recognized by the Practical Training Committee of Post-Baccalaureate Veterinary Medicine, excluding animal protection/rescue organisation.

Group 3 encompasses government veterinary institutions under the Ministry of Agriculture, Executive Yuan, R.O.C.(Taiwan), national-level laboratory animal centers (including private sectors), public and private zoos and museums, wildlife rescue and conservation centers, and other domestic and international institutions recognized by the Practical Training Committee of Post-Baccalaureate Veterinary Medicine.

The individual practical training institution in the first and second groups must meet the equipment standards set by the Post-Baccalaureate Veterinary Medicine, Asia University as outlined in Appendices One and Two.

四、 本系學生的暑期實習 (一) 及 (二) 應分別在本辦法第三項所述之第二及第三類組內輪流實習，類組不可重覆。診療實習 (一) 及 (二) 在第一類組內實施，其考評方式依學校之課程規定。

4. For the Summer Clinical Rotation (I) and (II) of students in the Post-Baccalaureate Veterinary Medicine, they are required to rotate between the second and third groups as

described in Section Three of these regulations. Each student must complete rotations in both groups, and repetition of the same group is not allowed.

Clinical Rotation (I) and (II) will be conducted within group one. The assessment methods will follow the curriculum regulations set by Asia University.

五、學生因下列特殊原因須改變實習分組或重覆類組者，應須檢具申請書送本系學生實務學習委員會核准後方得改變實務學習類組。

學生實務學習分組有以下幾點除外原則，分述如下；

1. 具各類組(第一類、第二類、第三類)背景之學生須另選同類組不同實務學習機構。
2. 為鼓勵經濟動物產業的永續發展，具經濟動物背景及興趣之學生可連續選擇在經濟動物類組完成實習，但皆須經由本系學生實習委員會審核通過後，方得為之。

5. In cases where students need to change rotation groups or repeat a group due to specific circumstances, they must submit an application to the Student Practical Learning Committee of the Post-Baccalaureate Veterinary Medicine for approval before any changes can be made.

Exceptions to the rules regarding student clinical rotation grouping are as follows:

- (1) Students with backgrounds in individual group (group one, two or three) must select a different institution within the same group for their clinical rotation.
- (2) To promote the sustainable development of the production animal industry, students with backgrounds and interests in production animals may choose to rotate consecutively in the Production Animal Group. However, such arrangements must be approved by the Student Practical Learning Committee of the Post-Baccalaureate Veterinary Medicine for approval.

六、學生須在本系認可的實務學習機構內實習，各組學生與實務學習機構之配對，由本系學生實務學習委員會依各實習機構規定之名額及條件，進行分配。若同一機構實習名額不足分配，則先依各實習機構要求外，再由學生本人以抽籤方式或相關專業科目成績的排序進行分配。並委由學士後獸醫學系學生會協助分配作業。學生自行提出之國內、外實習機構(含暑期及診療實習)，須先由學生於該學年上學期結束前，完成提具該機構完整相關資料，再經由本系學生實務學習委員會審核通過後，方得為之。

6. Students must rotate at practical learning institutions approved by the Practical Training Committee of the Post-Baccalaureate Veterinary Medicine. The pairing of students with practical learning institutions is conducted by the Student Practical Learning Committee, based on the quotas and conditions specified by the individual institution. If the available position at a particular institution are insufficient for allocation, allocation will be prioritized according to the requirements of the institution. If necessary, allocation may be conducted through random selection or based on the ranking of

relevant professional subject grades. The Post-Baccalaureate Veterinary Medicine Student Association will assist in the allocation process.

Students who wish to rotate at domestic or international institutions (including summer and clinical rotation) must submit complete and relevant information about the institution before the end of the first semester of the academic year. Approval from the Student Practical Learning Committee is required before such rotation can proceed.

七、暑期實習至少為八週，每週五天，每天至少八小時，或每週日數及每日實習時數均依該實習機構之規定為之，但總時數共計至少須達 320 小時。

7. Summer internships must be a minimum of eight weeks long, with five days per week and at least eight hours per day, or according to the regulations of the institution regarding the number of days per week and hours per day. However, the total duration must amount to at least 320 hours.

八、暑期實習期間，應作**實習日誌**，其格式如附件三。

8. During the summer rotation period, students are required to maintain a practical learning diary. The format of the diary is provided in Attachment Three.

九、每學年第一學期開學兩週內須進行暑期實習**口頭報告**，由系學會協助安排報告事宜，並由本系學生實習委員會諸委員、校外專家、業界教師擔任審查暨評分委員。其評分標準如附件四。

9. Within the first two weeks of each academic year's first semester, students must deliver an oral presentation on their summer internship experiences. The Student Association will assist in organizing the presentation, and a committee comprising members of the Student Practical Learning Committee, extramural experts, and industry lecturers will serve as evaluators. The evaluation criteria are outlined in Attachment Four.

十、暑期實習課程之總成績：

10. Total Grade for Summer Rotation Course:

(一)、適用大一~大二

Applicable to Freshmen and Sophomores:

1. 實習機構考核評分 30%。如附件五。
2. 實習日誌 40%。
3. 實習口頭報告 30%。

實習總成績未達 60 分者，為不通過，則須於該實習類組內重修至通過為止。

- (1) Evaluation Score from Rotating Institution: 30%. Refer to Attachment Five.
- (2) Rotation Diary: 40%.
- (3) Oral Presentation: 30%.

Students who fail to achieve a total score of 60 points for the clinical rotation will be considered as not passing. They must retake the clinical rotation within the same group until they pass.

十一、實習期間，本系學生實習委員會將不定期至各實習機構訪視，與實習學生和該實習機構實習指導負責人進行面談、講習、考核等工作。其訪視表如附件六。

11. During the rotating period, the Student Practical Learning Committee will conduct periodic visits to various rotating institutions. These visits will involve interviews, seminars, assessments, and discussions with students and the supervisors of the institutions. The visiting form is provided in Attachment Six.

十二、實習期間若有特殊優良表現足以提升校譽，或有違反校規或損及校譽之行為，經系務會議通過後提報學校給予獎懲。

12. During the rotating period, if there are exceptional performances that contribute positively to the reputation of the university, or if there are violations of school regulations or behaviors that compromise the university's reputation, they will be reported to the university for commendation or disciplinary action following approval by the Departmental Affairs Meeting.

十三、本學系學生實習前依據本校「亞洲大學學生校(海)外實習作業規範」第五條完成實習合約書之簽署，以本校為主體與合作機構簽訂實習合約，其實習合約內容應明訂包含實習工作時間、校外實習時數、合約期限、實習工作項目、實習待遇（或獎助學金）、膳宿及保險、實習學生輔導內容及實習考核等項目，以避免簽署後衍生爭議，以完善對實習學生之權益保障。

13. Before students embark on rotation, they must adhere to Article 5 of the "Asia University Student Domestic and Overseas Internship Operation Regulations" to complete the signing of clinical rotation contracts. These contracts, primarily between Asia University and the collaborating institutions, should specify details such as working hours, duration, tasks, stipends or scholarships, accommodation and meals, insurance coverage, student counseling, and assessment methods. This is to prevent disputes after signing and ensure comprehensive protection of the rights and interests of the students.

十四、學生校外實習期間得向學涯中心辦理學生校外見實習保險費保險作業，並應於學生開始校外實習前 15 天，繳交保險需用資料至中心。

14. During their off-campus rotation, students may apply for student off-campus clinical rotation insurance through the Career Center. They are required to submit the

necessary insurance information to the center at least 15 days before the commencement of the off-campus clinical rotation.

十五、本系建立校外實習學生不適應之輔導與轉換其他合作機構之機制。無論是由實習學生本身或合作機構反映，本系皆須請系上輔導教師於第一時間與學生聯繫及輔導，輔導教師應持續追蹤學生適應狀況或其他權益受損改善情形。若學生仍未能適應實習環境或合作機構的異常情形未改善，輔導教師應協助學生申請終止實習或轉換其他合作機構，並經校定作業程序審核通過後，由系上協助轉換至新合作機構繼續完成實習課程。

15. The veterinary department has established a mechanism to provide counseling and facilitate the transfer of students who face difficulties during off-campus clinical rotation to other collaborating institutions. Whether feedback comes from the students themselves or the collaborating institutions, the assigned counseling teacher must promptly contact and counsel the students. The counseling teacher should continuously monitor the students' adaptation progress and address any issues concerning their rights or well-being.

If a student still struggles to adapt to the rotating institution's environment or if abnormal situations at the collaborating institution persist, the counseling teacher should assist the student in applying to terminate the rotation or transfer to another collaborating institution. After undergoing the official review process by Asia University, the veterinary department will facilitate the transfer of the student to a new collaborating institution to continue the clinical rotation, following the approved procedures.

十六、本辦法若有未盡事宜，悉依亞洲大學及本系課程相關規定辦理。診療實習實施細則另訂之。

16. For matters not covered by these regulations, they will be handled in accordance with the relevant regulations of Asia University and the veterinary department's curriculum. Specific implementation details for clinical rotation will be separately formulated.

十七、本辦法經本系學生實務學習委員會審議，系務會議通過並報校核備後公佈實施，修正時亦同。

17. These regulations have been reviewed by the Student Practical Learning Committee of the veterinary department, approved by the Departmental Affairs Meeting, and

announced for implementation after being reported to and endorsed by the university.
The same process applies to any future revisions.

附件；

- 一、伴侶動物醫院設置標準。
- 二、經濟動物產業規範標準。
- 三、實習日誌格式表。
- 四、暑期實習口頭報告評分表。
- 五、實習機構考核評分表。
- 六、實習機構訪視表，學生版及機構版。

Attachments:

1. Standards for Companion Animal Hospitals.
2. Standards for the Production Animal Industry.
3. Format for Clinical Rotation Diaries.
4. Evaluation Form for Summer Clinical Rotation, Oral Presentations.
5. Evaluation Form for Clinical Rotation, Institution Assessment.
6. Site-visit Report Form for Clinical Rotation, Student and Institutional Versions.