

## 通告

编号：N20/AA/GE/017

日期：2020年3月16日

敬致：各位课程协调员

### 户外实习转为居家工作的通知与管理

因近期我国疫情急剧恶化，学校已将课堂讲授改为线上教学模式，户外实习也在禁止之列。配合新颁布的封国政令，所有进行中的专业实习/internship，务必最晚自本周三（18/3/2020）起，全部转为居家工作模式。

敬请各课程的协调员，负责统筹下列事项：

一、确保所辖课程的所有实习生，最晚自本周三（18/3/2020）起，皆转为居家工作模式。

二、必要时代表系办与相关实习单位沟通，争取保留雇佣关系下居家工作。

三、如与相关实习单位未能达成共识，雇佣被迫提前终止，则：

（一）系办应要求相关实习单位，依据实习生迄今为止的表现，客观完成评估。

（二）系办应布置得以居家进行的任务予实习生，以替代尚待完成的实习时数。

由于是非常时期的不得已应变，可预知会有多种难题陆续出现，万望协力共渡难关。

倘有任何相关疑虑，尚祈联系注册处（教务组）。此致  
谢谢！

新纪元大学学院  
注册处（教务组） 敬启



## Notice

Ref. No. : N20/AA/GE/017  
Date : 16 March 2020

Dear Program Coordinators,

### **Information Regarding to Migrating Internship Students to Work Remotely**

Due to the outbreak of Covid-19, the university has already shifted all lectures to online learning platforms. Following the announcement by the Prime Minister, our students who are currently undergoing internship programme must work from home **latest from this Wednesday, 18-March-2020**. Details as below:

1. Please ensure your students are working from home latest from this Wednesday, 18-March-2020.
2. Please talk and negotiate with the attached company, try to work out a plan where both parties can accept.
3. If mutual agreement can't be reached and the internship contract must be terminated, contingency plan as below:
  - a) Allow the company to rate the interns based on the up-to-date performance, with an open mind.
  - b) Design a set of similar assignments for students to complete their credit hours of internship from home.

We must work together to ensure the safety of the students in the unforeseen challenges.

Feel free to contact us if there are any doubts.

Thank you.

Sincerely,  
Registrar's Office (Academic Affairs Unit)  
New Era University College

