

Regulations on the Administration of Undergraduate Internship Work

School of Civil Engineering and Architecture, Kunming University
(Trial Implementation, 2024)

Chapter I General Provisions

Article 1

Internship teaching constitutes an essential practical teaching component for implementing national education policies, achieving programme training objectives, and cultivating high-quality application-oriented professionals who meet societal needs.

Through internships, students shall consolidate and apply acquired theoretical knowledge, develop professional practical competence and operational skills, broaden professional perspectives, strengthen hands-on ability, enhance social responsibility in serving national and societal needs, cultivate innovative spirit, and improve their ability to analyse and solve practical problems.

These Regulations are formulated in accordance with the Regulations on Undergraduate Internship Administration of Kunming University and in consideration of the specific conditions of the School of Civil Engineering and Architecture.

Article 2

These Regulations apply to the administration of internships for full-time undergraduate students of the School. Internships refer to structured practical teaching activities incorporated into programme training schemes, with designated course titles and academic credits, conducted either through School arrangements or independently secured by students with prior School approval, and carried out in authentic professional environments aligned with programme training objectives.

Article 3

Internships shall normally be organised in a centralised manner. Internship placements shall be selected in accordance with the principles of resource efficiency, regional service orientation, and accessibility. Host organisations shall be professionally relevant, possess adequate facilities, maintain advanced technical standards, operate under sound management systems, and comply with

occupational safety laws and regulations. Internship schedules may be flexibly arranged based on operational conditions and hosting capacity.

Chapter II Organisational Responsibilities

Article 4

Internship work shall be conducted under unified University leadership and implemented through a two-level management structure (University and School). The Academic Affairs Office shall be responsible for institutional coordination and supervision; the School shall undertake overall coordination; Teaching and Research Sections shall be responsible for organisation and implementation.

The School shall assume the following responsibilities:

1. Establish an Internship Leadership Group composed of School leadership and relevant academic staff. A working group shall be formed to manage specific internship activities.
 2. Formulate School-level internship management procedures in accordance with University regulations.
 3. Develop internship syllabi, implementation plans, assessment methods, and grading standards in accordance with programme accreditation principles and national undergraduate teaching quality standards.
 4. Appoint internship supervisors at a minimum instructor-to-student ratio of 1:20. External supervisors may be appointed where necessary.
 5. Organise internship preparation, implementation, and evaluation, including required preparatory training components.
 6. Conduct internship safety education and assign designated faculty members responsible for student supervision and coordination.
 7. Ensure full implementation of internship management system procedures.
 8. Conduct internship evaluation, documentation management, and selection of outstanding interns.
 9. Ensure proper and efficient use of internship funding.
 10. Develop and maintain internship practice bases.
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Article 5

Internship supervisors shall:

1. Normally be professional faculty members holding intermediate or higher academic titles and possessing relevant professional competence and supervisory capability.
 2. Develop and implement internship plans prior to internship commencement.
 3. Supervise student performance, guide internship report preparation, monitor internship progress, and provide safety and disciplinary guidance.
 4. Not leave supervisory duties without formal approval.
 5. Maintain effective coordination with internship host organisations.
 6. Appoint qualified student representatives to assist in coordination tasks.
 7. Review internship reports, monitor attendance, conduct performance evaluation, and submit internship supervision reports.
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Article 6

Students participating in internships shall:

1. Complete all required internship tasks and submit internship logs and reports in accordance with institutional requirements.
 2. Respect supervisors and host organisation personnel and comply with internship guidance.
 3. Comply with institutional and host organisation regulations. Absence exceeding one-third of internship duration shall result in a failing grade.
 4. Observe all applicable laws, safety regulations, and confidentiality requirements.
 5. Complete all required internship documentation and participate in formal assessment.
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Chapter III Objectives and Forms

Article 7

Internships shall enable students to:

1. Understand industry operations and development trends;
 2. Apply professional knowledge in real professional environments;
 3. Develop professional competence and prepare for future employment.
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Article 8

Internships include:

1. Cognitive Internship (1–2 weeks);
 2. Production Internship (3–6 weeks);
 3. Graduation Internship.
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Article 9

Internships may be organised as:

1. Centralised internships organised by the School;
 2. Individually arranged internships approved by the School.
 3. Individually arranged internships shall not exceed thirty percent (30%) of total participants.
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Article 10

Internships shall be scheduled according to programme training schemes and normally conducted in the seventh semester.

Chapter IV Procedures and Implementation

Article 11

Teaching and Research Sections shall confirm internship placements, conduct preparatory training, and distribute internship documentation prior to internship commencement.

Article 12

Internship plans shall be submitted according to institutional timelines and must include internship implementation plans and student placement lists.

Article 13

Pre-internship training shall include safety education, internship orientation, and signing of required consent and safety documentation.

Article 14

The School shall conduct internship inspections during implementation.

Article 15

Upon completion, students shall submit internship reports and participate in internship summary activities.

Article 16

The School shall implement digital internship management systems and report internship data to national internship platforms.

Chapter V Assessment and Awards

Article 17

Internship assessment shall be conducted based on internship performance, reports, and supervisor evaluations. Students failing to meet attendance or performance requirements shall receive a failing grade and must repeat the internship.

Article 18

Outstanding interns and supervisors may be recognised through formal evaluation procedures.

Chapter VI Quality Assurance and Funding

Article 19

The School shall implement structured quality assurance procedures covering internship preparation, implementation, and evaluation.

Article 20

Internship funding shall be allocated and managed in accordance with institutional financial regulations and may cover insurance, travel, supervision fees, materials, and practice base development.

Chapter VII Supplementary Provisions

Article 21

These Regulations shall enter into force in July 2024. The School of Civil Engineering

and Architecture shall be responsible for interpretation.

School of Civil Engineering and Architecture

Kunming University

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