**2012-2013年度商学院外国留学生实习计划和要求**

**2012-2013 Internship Program for International Students:**

 **Specification and Requirements**

**School of Finance and Business, SHNU**

1. **实习时间与期限Schedule and deadline**

 1、实习从2013年2月25日开始。

（1）以下学校19名学生的实习时间要求3个月，从2月25日至5月24日。其中帕莱斯-巴斯卡尔大学1人、意大利佛罗伦萨大学9人、法国第戎大学7人、波兰GDANSK大学1人、美国韦伯大学1人。

（2）巴黎十一大7名学生实习时间要求4个月，2月25日至6月21日。学生如果提前进入实习，最多可抵冲一个月的实习计划。

 （3）实习结束后，学生和实习单位双方都意愿延长的实习不列入学院教学计划，也不属于学院工作范围，属于学生个人事务。延长实习期间发生的一切由学生自行与实习单位处理。延长期限若超出学生签证有效期，学院将不受理学生延长签证的要求，学生应自行解决后续签证的变更。学生不得使用学生签证参与工作，不得在签证有效期外非法居留，否则后果自负。

2、原则上，学生必须在同一实习单位完成计划规定的期限。变更实习单位如果不能保证实习期限，将作“实习未完成”处理，不能获得“学业证书”。学生如更改实习单位（尤其是学院推荐的实习单位）需有恰当理由，并经过学院同意，但总共不能超过两家，且两段实习必须符合总体实习要求。

学生变更实习单位应提前告知实习单位，并及时向学院国际事务部登记备案。否则学院将不认可其实习。

1、Internship Schedule and deadline (Begin on February 25)

（1） 19 Students’ internship lasts for **3 months,** from **Feb 25 to May 24.** Among these 19 students, 1 coming from Blaise Pascal University, 9 from Florence University, 7 from Bourgogne University, 1 from GDANSK University, and 1 from Weber State University.

（2） 7 students from 11th Paris University, the internship lasts for **4 months**, from **Feb 25 to Jun 21**. Internship starting ahead of the schedule can compensate 1 month at most.

（3） After required internship, if students and corporate intend to prolong the working relationship, the prolonged period is excluded from the internship program and management of School of Finance and Business, and is considered as personal responsibility. During the prolonged period, any issue, such as visa extension or change need to be handled by student themselves. Working with student visa, or staying with expired visa are both regarded as illegal according to Chinese law.

2、Generally, students need to finish their required internship in one corporate. If the required internship terms aren’t completed because of change of interns, the internship is considered “failed”, and the certificates will not be granted. **Only with acceptable reason**, students can change their intern company, but **twice at most**, especially to the company recommended by our college. The two internship terms together also must meet your internship required terms. Any change of Intern Corporation has to be reported by student to the Host Company as well as international affairs office of School of Finance and Business in advance. Any drop off the work without in advance informing, the intern will be regarded as fail by School of Finance and Business.

**二、实习单位Internship units (corporate)**

学院鼓励学生自主落实实习单位，同时也为需要的学生努力推荐实习单位。

1、2012年10月，学生通过邮件方式向学院国际事务部反馈实习意向，包括个人专业背景、汉语能力、期望行业和工作岗位等。同时，学院国际事务部将进行实习动员，发放实习相关材料。

 2、对2012年11月尚未落实实习单位的学生，学院将为学生推荐相关实习单位，每人最多获得2次机会。具体的单位和岗位信息确定后学院会另行通知。学生如果不接受学院推荐的实习单位，应及时地自行落实实习单位。接受推荐的学生将在学院安排下到实习单位面试。

3、关于自主落实的实习单位：

 （1）学生自主落实实习单位后，需及时向国际事务部登记备案，并提供必要信息，包括单位名称、地址和单位联系人等。

 （2）学生若在外地实习，需提交“商学院留学生赴外地（国）实习信息表”和实习单位同意接受的书面意见（含传真）。

 （3）学生去中国大陆以外地区或国家实习，除提交上述两个文件外，还需提交派送大学的书面同意意见（电子邮件或传真）。

 （4）上述相关材料辅导员收齐后交教务部门备案。

4、 实习单位落实后，实习开始前学生应与学院签订“上海师范大学商学院留学生实习协议书”。

Although students are encouraged to find intern by themselves, School of Finance and Business will still try to assist recommending intern corporate to students who need help.

 1、By October of 2012, each student reports individual internship preferences to International Affairs Office by email, information need include your specialized subject, Chinese capability, preferred working industry or companies and preferred job positions. Meanwhile, internship policy and requirement are notified with handouts of relevant internship materials by International Affairs Office.

 2、By November, those students who not yet find interns by themselves will get two intern opportunities recommendation from the school. Detail intern cooperates description and potential positions will be confirmed and offered by the school. Those students who are not willing to choose these corporate have to find their own internship units in time. Those who intend to take the recommended corporate will be interviewed following the arrangement of the college.

3、Self-facilitated application of internship corporate

（1）Those who find their own internship corporate must report necessary corporate information to International Affairs Office, including company name and address and main contact person information.

（2）Those taking internship outside Shanghai or China shall submit “Internship Information of International Students (outside Shanghai or China)” and written acceptance notice should be sent from host corporate (FAX tagged).

（3）Those taking internship outside China, in addition to the two documents above, shall submit written permission notice from your home universities (email or FAX).

（4）All the documents and materials are submitted to International Affairs Office and kept on file at Academic Affairs Office.

 4、An agreement on International Students’ internship of School of Finance and Business (SHNU) need to be signed between each student and School of Finance and Business before any intern starts.

**三、实习报酬和保险**

 1、学院不提供实习报酬。根据中国法律，没有工作签证学生是不能获得工资的。学生可以向实习单位了解实习补助政策，这一政策不同实习单位之间可能会有不同。学院无权就此为学生与实习单位之间进行协商。学生不能以报酬补助作为选择实习单位的依据，如学生因此而被实习单位拒绝接受实习，由学生自行负责。

 2、 尚未向学院国际事务部提供国际保险复印件的学生必须在实习前提供相关材料。另外，根据实习岗位的安全要求，实习单位可能视情况要求学生提供其他额外保险。

1、No allowance is offered with internship by the School. Student also cannot be paid as employee by intern corporate without working visa (Z), according to Chinese law. Students are entitled to learn about possible allowance or compensation policy at their own intern corporate. The policy can be different from one to the other; School of Finance and Business are not authorized to negotiate intern allowance with our intern partners for students. Student also is not advised to choose corporate solely on monetary compensation. Students are responsible for any possible rejection from corporate because of compensation issues.

2、Before internship, students shall submit a copy of international insurance to International Affairs Office of the School, if you have not yet submit before. Extra Insurance could be necessary for the sake of the safety of your intern position by the notice of your host corporate.

1. **实习鉴定表**

 1、实习鉴定表由学生在实习第一周内交实习单位，并在实习结束后由学生负责直接带回交予国际事务部。

2、实习鉴定表应有实习单位负责人的签字和人事部门的盖章。如果学生在两个不同单位实习，则需要上交两份实习鉴定表，分别由两个实习单位填写、签名和盖章。

1. 学生如果变更实习单位，应及时向辅导员重新领取一份实习鉴定表交实习单位。

4、实习鉴定表应于7月5日前由学生带回学院，交给辅导员。否则学生将不能在当年9月或10月获得学业证书。任何丢失的实习鉴定表，学生要自己负责补回，如果实习鉴定表不能在规定时间内交回学校，学生将不能获得学业证书。

1、Internship Evaluation Form should be submitted to the internship corporate by student within the first week of internship, and brought back to International Affair Office directly by student right after internship ends.

2、Signature of the person in charge and the seals of HR department are both necessary. Two copies of the form are needed for two different internships.

3、For any change of internship corporate, Students shall report to International Affairs Office, and to receive another copy of Internship Evaluation Form.

4、Internship Evaluation Form should be brought back by the students to the School latest by July 5th, otherwise students cannot be awarded their certificates in September or October. For the lost signed or sealed Internship Evaluation Form, students are responsible for contacting and remaking the new one. If the form overdue, students cannot gain their certificates.

1. **实习成绩Internship Grading**

 1、实习成绩由三部分组成：实习单位评价占40%、实习态度占30%（由辅导员评定，主要指完成实习各环节的按时性、指导老师走访印象等）、实习报告评价占30%。

 2、实习成绩低于60分为不及格，不能获得“学业证书”。

 1、The final grades of internship is composed by three parts, the evaluation of intern corporate 40%, internship attitudes by International Affairs Office 30% (mainly on cooperation in intern finding or selection, attendance according to intern policy, supervisor’s visiting etc.), Internship report by evaluation committee 30%.

2、Internship grades below 60 are marked as fail, and certificates can't be granted.

**六、实习报告Internship report**

1、除巴黎十一大学生外，其他学生都应提交实习报告，并且于6月21日或之前向学院国际事务部提交。

2、实习报告使用统一封面（另发），不少于10页，英文写作。

3、格式：A4纸、字体（times new roman）、字体大小12、行距1.5倍。

4、实习报告内容：

（1）实习单位简单描述、实习目标

（2）实习岗位与内容

 （3）实习体会与收获

（4）对实习单位与学院教学的建议

1、All students, except those from 11th Paris University, shall submit internship reports to International Affairs Office of the college by Jun 21.

2、The internship report (in English) is composed of a uniform cover (attached later), and report body of at least ten pages.

3、Format of internship report: A4 pages, time new roman typeface, font size 12, 1.5 spacing.

 4、Content of internship report：

（1）Introduction to internship corporate and internship objectives

（2）Internship position and job

（3）Learning from internship

（4）Suggestions to internship corporate and college’s teaching

**七、实习结束后应提交的材料Materials to conclude internship**

1、 实习鉴定表

2、 实习报告

1、Internship Evaluation Form

 2、Internship report.

 上海师范大学商学院

 School of Finance and Business, SHNU

**Oct.15,2012**