Directions for the Administration of Student Internship at the National Palace Museum

1. Purpose

The National Palace Museum (hereinafter referred to as the NPM) has established these directions to govern internship programs for college and university students. The purpose is to provide students with opportunities to engage in hands-on museum work and to cultivate professional talent in the museum field.

2. Internship Categories

The Museum's internship categories and their respective content are as follows:

(1) Education and Outreach: Involves planning and executing educational and outreach activities.

(2) Conservation and Restoration: Pertains to preventive conservation and restoration of artifacts.

(3) Library Management: Includes cataloging, circulation, and maintenance of library books and materials.

(4) Visitor Services: Relates to the planning and execution of visitor services.

(5) Other: Any other categories deemed suitable for internships by the Museum.

3. Eligibility for Application

Students from both domestic and international colleges and universities applying for internships at the NPM must meet the following criteria:

(1) Education and Outreach: Preference is given to students majoring in education, art, museum studies, psychology, sociology, communication, design, foreign languages, information and digital multimedia applications, cultural and creative industries, and related fields.

(2) Conservation and Restoration: Graduate students who have completed over a year of coursework in conservation or undergraduate students with more than two years of study in related fields.

(3) Library Management: Students majoring in library and information science or related disciplines.

(4) Visitor Services: Preference is given to students majoring in education, history and culture, museum studies, special education, social work, and related fields.

(5) Other Internship Categories: Eligibility requirements for other categories will be announced by the NPM.

For international student applicants, priority will be given to those proficient in Chinese listening and speaking; otherwise, proficiency in English listening and speaking is required.

4. Application Procedures

Students from domestic and international colleges and universities applying for internships at the NPM should follow these procedures:

(1) Individual or School Recommendation: Applications can be made either individually or through recommendations from the applicant's school.
(2) School-Led Internship Cooperation: Schools may apply for internship collaborations on behalf of their students.

Details of internship categories, eligibility requirements, number of positions, and application procedures for each year shall be subject to the NPM’s annual announcements.

For individual applicants, the following documents must be submitted:

(1) A résumé including a summary of relevant academic and professional experience, a 500-word autobiography, and a statement of internship objectives.
(2) An official transcript of all completed coursework, proof of current enrollment, and an electronic file of a one-inch identification photograph.
(3) One letter of recommendation from a professor at the applicant’s institution.
(4) Any other supporting documents that may assist in the review process.

If the applicant's institution requires the NPM to sign or provide internship agreements, contracts, evaluation forms, or other documents, the applicant must specify and include these materials with their application for NPM review and approval.

International student applicants are required to submit documents (1) to (4) listed above, along with a copy of their passport, and are responsible for obtaining all necessary visa documents for the internship period.

For school-recommended applications, the school (or department) must submit a formal letter of recommendation along with a list of recommended students and relevant review materials.

5. Internship Duration and Hours

Internships in the NPM's Conservation and Restoration category typically last between two to six months. For other categories, internships generally align with the academic calendar, with a one-month duration for winter break and a two-month duration for summer break. Alternatively, the duration may be adjusted flexibly based on the specific needs of the host department.

Applicants who apply through school recommendations may adjust the duration and hours according to their school's requirements.

Interns are expected to participate in the entire duration of the internship as specified by the NPM.

6. Review and Admission

Applicants who meet the initial qualification requirements set by the NPM will be invited by the respective host departments to attend an interview. Successful candidates will be notified of their acceptance by the respective host departments.

7. Internship Management

The acceptance, review, assignment of internship projects, supervision, and evaluation of student interns shall be managed by the respective host departments in accordance with their respective responsibilities. Each host department shall also designate a supervisor to guide the interns. With the consent of the host department, interns may participate in various lectures, internal training sessions, and artifact study courses offered by the NPM.

8. Special Project Funding Applications and Insurance Coverage

The NPM provides professional training for interns for educational purposes only, and no salary or other forms of remuneration or allowances shall be provided. Where deemed necessary for internship operations, the host department may submit a special application to cover essential expenses incurred by interns, such as transportation and accommodation for travel to other counties or cities.

During the internship period, the host department shall arrange insurance coverage for interns. This requirement shall not apply to foreign interns who are subject to insurance restrictions due to their nationality or legal status.

9. Internship Working Hours and Attendance & Leave Management

The internship working hours and attendance and leave management of the NPM are as follows:

(1) Regular Internship Hours: Internships are generally scheduled from Monday to Friday, 9:00 AM to 5:00 PM, with a lunch break from 12:30 PM to 1:30 PM.

(2) The internship period, total hours, schedule, and location may be flexibly adjusted by the host departments according to internship needs. Where internships are conducted on weekends, public holidays, or at night, compensatory leave may be granted on another date with the approval of the host department.

(3) The internship period and total hours may be extended upon mutual agreement between the host department and the intern. For internships arranged by schools or involving academic credit recognition, approval from the intern's department or program shall also be obtained.

(4) Leave shall be reported in advance and submitted in accordance with the procedures required by the host department. In the event of an emergency that prevents prior reporting, the intern shall notify the host department on the same day by appropriate means.

10. Internship Evaluation

The regulations for evaluating interns are as follows:

(1) The host department is responsible for establishing evaluation criteria and methods, and for assessing interns' performance throughout the internship period. For students recommended by schools, the host department may adopt the evaluation methods prescribed by the respective schools.

(2) Submission of Internship Report: Upon completion of the internship, interns shall submit an internship report by the deadline specified by the host department. Failure to submit the report as required will result in a score of zero for that component, and no internship evaluation result or certificate will be issued. The host department may also notify the intern's school.

(3) Submission of Evaluation Results: After the internship period ends, the host department may forward the evaluation results to the intern's school for reference. Interns who pass the evaluation will be issued an internship certificate by the NPM.

11. Other

Interns are expected to adhere to the following regulations:

(1) Identification and Access: The host department shall handle the issuance of any identification required for access to the NPM. Interns must carry their NPM

identification at all times while on the premises and return it upon completion of the internship.

(2) Compliance and Guidance: Interns shall strictly comply with all relevant NPM regulations and follow the guidance of the host department and their assigned supervisor.

(3) Termination of Internship: The NPM reserves the right to terminate the internship and notify the intern's school if the intern fails to comply with Museum regulations, causes damage to artifacts, is deemed unsuitable by the host department, or engages in conduct that may harm the NPM's reputation.

(4) Photography and Publication: Interns are not permitted to take photographs, record videos, reproduce, cite, or publicly disclose any unpublished NPM materials without prior approval from the host department. Any publication of internship-related content must be reviewed and approved by the host department and must clearly indicate that it was completed under the guidance of the NPM internship program.

(5) Additional Regulations: Interns shall comply with any additional administrative rules or requirements established by the host department.