

Tajen University

Guidelines for the Implementation of Practical Project and Entrepreneurship Practice Courses

Department of Fire Safety

Approved by the Department Affairs Council of the Department of Fire Safety on August 6, 2026

Article 1

These Guidelines for the Implementation of Practical Project and Entrepreneurship Practice Courses of the Department of Fire Safety, Tajen University are established pursuant to the Regulations for the Implementation of Practical Project and Entrepreneurship Practice of Tajen University.

Article 2

Students enrolled in the five-year junior college program of the Department's day division shall, in accordance with the curriculum plan, complete the following courses: **Practical Project (I), Practical Project (II), Practical Project (III), Practical Project (IV), Practical Project (V), Practical Project (VI), and Entrepreneurship Practice.**

Article 3

Practical project advisors shall be full-time or project-based faculty members of the Department. Advisor remuneration shall be handled in accordance with relevant University regulations.

Article 4

The responsibilities of practical project advisors in supervising students include:

- (1) Ensuring that the topic of the practical project undertaken by supervised students conforms to the development direction and professional fields of the Department.
- (2) Ensuring that the practical project undertaken by supervised students progresses according to schedule.
- (3) Providing appropriate advice regarding the research and implementation of the practical project undertaken by supervised students.
- (4) Conveying relevant practical project notices and information to the supervised students.

Article 5

The operational procedures for practical projects are as follows:

- (1) Before students enroll in the practical project courses, faculty members of the Department shall introduce and explain their areas of project research to provide students with references for selecting practical project advisors and research directions.
- (2) In principle, each practical project group shall consist of 5 to 7 students.

Article 6

The topics of practical project works shall be related to fire safety, disaster prevention, fire prevention, disaster management, emergency response, or other professional issues related to fire safety.

Article 7

Each practical project group shall determine its research topic under the guidance of its advisor. Within two weeks after the beginning of the semester in which **Practical Project (I)** is offered, the group shall complete the Practical Project Research Area Application Form and submit it to the Department Office for record.

Practical project research topics among different groups in the same class shall not be identical.

Article 8

Any change to the topic of a practical project or any change in group membership may be made with the approval of the practical project advisor, and the Department Office shall be notified accordingly.

Article 9

If, during the implementation of a practical project, a group is unable to continue with its original project topic for legitimate reasons, the topic may be changed with the approval of the practical project advisor. The group shall complete the **Practical Project Topic Change Record Form** and submit it to the Department Office for record.

Article 10

Before the completion of the **Practical Project (VI)** and **Entrepreneurship Practice** courses, the Department may organize practical project exhibitions, project competitions, project presentations, or other related activities. Such activities shall be jointly coordinated and organized by the faculty members of the Department.

Article 11

Copyright, intellectual property rights, and related rights and obligations arising from practical project results shall be handled in accordance with relevant University regulations.

Article 12

The implementation schedule and grading procedures are as follows:

- (1) Before students enroll in the practical project courses, faculty members of the Department shall introduce their areas of expertise to provide students with references for selecting practical project advisors.
- (2) During the semester preceding enrollment in the practical project courses, students shall complete the confirmation of their practical project advisor and research topic.
- (3) During the implementation of the practical project, each advisor shall be responsible for supervising and monitoring the progress of the project.
- (4) Students shall submit reports or project works at the midterm and final stages in accordance with course requirements. Grades shall be assessed by the respective practical project advisors.

Article 13

These Guidelines shall be promulgated and implemented upon approval by the Department Affairs Council. The same procedure shall apply to any amendments thereto.

(Applicable to students admitted in Academic Year 2025)