

National University of Kaohsiung Overseas Students Internship Agreement

Agreement Signees:

Internship Institution: _____ (hereinafter referred to as Party A)

University: National University of Kaohsiung (hereinafter referred to as Party B)

Student Name: _____ (hereinafter referred to as Party C)

This agreement is signed by Party A, Party B, and Party C. For the purpose of training talents, the three parties agree the internship cooperation in teaching and practical training based on the principle of reciprocity, the “Implementing University-Industry Cooperation Policy Circumstances” of the Ministry of Education, and related regulations. The three parties agree with the following terms:

1. Internship Cooperation Accountability:

Party A: Provides internship placement for the student of Party B, and accounts for work arrangement, registration, training, counseling for manners and communication.

Party B: Accounts for the internship related operations and contact, and opens the course of _____ (semester, course name) for _____ credits. **And the course involves/ does not involve actual service or working in addition to the course activities.** The counselor of each department accounts for coaching students to perform internship off campus.

Party C: Accepts Party A’s guidance and supervision. During the internship period, Party C shall follow the working hours arranged by Party A, and Party A shall not violate the provisions of the Labor Standards Act.

2. Period of Agreement and Internship from _____(MM/DD/YYYY) to _____ (MM/DD/YYYY).

3. Party C Off-campus internship duty and working hours:

(1) The duty of the internship is _____. The working environment shall not affect Party C’s health and safety during the internship.

(2) Total internship hours are _____ (hours). _____ hours per day.

4. Internship registration and pre-employment safety workshop

(1) Party B shall send the registration documents of Party C to Party A before the internship.

(2) Party A shall provide the pre-employment safety workshop for Party C (including the location of safety equipment in the workplace and safety-related measures and planning) and assign the trainer for guidance.

5. Internship Salary, leaves, and other benefits:

(1) Salary:

a. Salary _____ per month; Salary _____ per hour; Salary _____ per day.

b. Allowance (such as transport allowance) _____

c. Subsidy _____

d. None

e. Pay Party C through _____

(2) Leaves: Leave/Day off/ compensatory time off

(3) Benefits: _____ (such as meals, transportation, housing, etc. If not, please fill "none".

6. Insurance

Before the commencement of Party C's internship, Party A shall obey the related labor regulations to handle employment insurance National Health Insurance employee retirement plan other insurance. **If the course does not involve actual service or working in addition to the course activities, the Labor Standards Act and labor insurance are not applicable.**

Party B shall handle group insurance for students' off-campus internship other insurance.

7. Internship Counseling

(1) Party A shall provide professional guidance, training, and counseling for life and work, and cooperate with the counselor of Party B in each department for the internship plan. If Party C does not perform well or struggle to adjust to work, Party A shall inform Party B to deal with this matter. If Party C does not improve, the internship may be terminated and transfer to other institution for the internship.

(2) During the internship, Party B may arrange the counselor to visit Party C at the workplace of Party A on-an-irregular-basis and accounts for off-campus counseling, communication, and contact.

(3) It is forbidden to arrange Party C to engage in illegal activities. If Party A violates the terms, Party B may terminate this agreement, and the internship agreement between Party A and Party C is also terminated.

8. Internship Performance: Party A's supervisor and Party B's internship counselor will jointly evaluate the internship performance. Party A's supervisor should fill out the "off-campus internship performance assessment form" and send it back to Party B. Party B's internship counselor will assess the performance based on the results of the visits. Party A reviews the performance of Party C. Party C provides reports or self-assessments to get the final grade of the internship.

9. Internship disputes shall be negotiated by Party A, B and C, and may be submitted to Party B's student off-campus internship committee for processing.

10. Special Covenant:

(1) All relevant attachments to this agreement are considered to be part of this agreement and have the same effect of the terms. If there are temporary changes or unfinished matters, they may be revised or supplemented by Party A, B and C.

(2) The agreement is in compliance with the Civil Code of the Republic of China, the Labor Standards Act and other relevant laws and regulations. If the agreement is not exhaustive, the laws and regulations of the Republic of China are used as the guideline.

(3) If involving into a lawsuit, Party A, B and C agreed to use the Taiwan Qiaotou District Court as the court of first instance.

11. There shall be three original copies of this agreement, and Party A, B and C shall retain one copy.

Agreement Signees:

Party A: (Company Seal)
Representative: (Representative seal)
Title:
Telephone No.:
Address:
Government Uniform Invoice number:

Party B: National University of Kaohsiung (University Seal)
Representative: (Representative seal)
Title: President
Telephone No.:
Address:
Government Uniform Invoice number: 19880949

The department of the student:

Party C:
Class:
Student ID No.:
Identity Card No. (Resident Certificate ID No.)
Telephone No.:
Address:

Date: