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印兩份

範本

**National Kaohsiung University of Applied Sciences**  
**Agreement on an Internship Program**  
**(Applicable to Paid Internships)**

Parties to this Agreement: National Kaohsiung University of Applied Sciences (hereinafter referred to as Party A) and 愛心英語補習班 **公司名稱需一致** Company (hereinafter referred to as Party B).

Based on the mutual benefit principle of training technology professionals, and to jointly enhance cooperative education and internship training, both parties agree that the following terms are to be jointly observed

1. The Responsibilities of Each Party in the Cooperation:

Party A National Kaohsiung University of Applied Sciences : to arrange matters related to students' internships and coordinate correspondence. Party A shall assign lecturers from each academic department to guide the students in their off-campus internships.

Party B 愛心英語補習班: **需一致** to hire the students of Party A under the Labor Standards Act and related regulations on labor of the Republic of China, to arrange work assignments and student registration, to provide training and to assist in the counseling of student interns on their daily behavior.

2. Agreement Period:

The internship period starts at 01, 07, 2016 and ends at 30, 08, 2016.

\*暑假須滿 8 週 320hr  
\*學期(9 學分) 及學期(2 學分), 須滿 18 週  
2 學分須滿 320hr  
9 學分時數比照正職

3. The Job descriptions and the Number of Interns:

- i. The work assignments shall uphold the principle that the working environment will not affect students' health and safety.
- ii. The academic departments participating in the cooperation, the job descriptions and the number of interns are specified in the "Basic Data of the Internship Institution and the Assessment List".

4. The Internship Registration:

- i. Party A shall send the list of the student interns and their registration data to Party B one month before the commencement of the internship.
- ii. Upon the registration of the student interns, Party B shall provide pre-internship labor safety and health training, and designate specially-assigned personnel to provide guidance.

5. Internship salary

- i. The salary is on a monthly basis, 2000 NT Dollars each month.
- ii. The salary is directly remitted to the account of the student intern of Party A at a financial institution.

若為時薪，則寫「薪資以時薪計算，每小時給付新台幣 120 元。」

6. Accommodation

- i. Lodging: NO
- ii. Meal: NO

若沒有提供，請寫 NO

7. Insurance

Upon the registration of the student interns, Party B shall promptly apply the labor insurance, health insurance, and allocation of the employees' retirement fund.

有提供才寫，若沒有提供，就刪掉。  
例：沒有提供勞退，就將勞工退休金提撥刪掉

\*若勞保、勞退、健保皆無，則寫「實習學生報到前，甲方應協助學生辦理意外險及學生團體平安保險，意外險保額至少為「學生團體平安保險」保額之兩倍。」

8. The Counseling of Student Interns

- i. Party B shall arrange the specialized practical tasks, set the study themes and the training program, and have specially-assigned personnel to provide guidance, strictly require professional standards and provide training in the specialized practical skills, and deliver “practical management knowledge” when appropriate.
- ii. The tasks which Party B has assigned shall not require the students to assist in illegal activities. In case of a breach, Party A is entitled to terminate this agreement, and the labor relationship between the students of Party A and Party B will be suspended.
- iii. During the internship period, each student is entitled to have a professional lecturer from the campus and a superior from the internship institution as his or her mentors. The mentors shall monitor the practical internship work and provide skills training. During the first month of the internship, a “Working Schedule of the Off-campus Internship” is to be established as the basis for the students to carry out the internship and study.
- iv. During the internship period, Party A shall arrange for monthly visits by a lecturer to the institution of Party B to visit the students and to mentor, communicate and correspond for matters related to the off-campus internship. If the lecturer of Party A does not pay regular visits, a superior from the institution of Party B shall notify Party A.

9. Assessment of the Internship

- i. During the internship period, the internship results are to be jointly assessed by a professional lecturer from Party A, and a superior from Party B.
- ii. When the student's performance and adaptation does not meet expectations, Party B shall notify Party A for counseling and further arrangements. A student intern who does not improve after counseling shall be dismissed from the internship.
- iii. During the internship period, students shall complete an “Off-campus Internship Report” and submit a printed version to a lecturer from Party A and a superior from Party B; one copy for each party, and conduct an oral presentation to be assessed jointly by the lecturer and the superior.

iv. Both parties shall coordinate and review each and every measure on an irregular basis to improve the internship cooperation.

10. Supplementary provisions

- i. All related annexes to this agreement constitute part of this agreement, and shall have the same effect as the provisions in this Agreement; other matters related to the internship cooperation not specified in this Agreement, can be further added by both parties after negotiation in accordance with the needs.
- ii. The governing laws of this Agreement are the Civil Code, the Labor Standards Act and related laws and regulations of the Republic of China. All matters not specified in this Agreement shall be based on the laws and regulations of the Republic of China.
- iii. Both parties have agreed that any dispute arising from this Agreement shall be solved in the Taiwan Kaohsiung District Court as the First Instance Court.

11. This agreement is made out in two original copies; one copy to be held by each party in witness thereof.

Party A : National Kaohsiung University of Applied Sciences

President : Ching-Yu, Yang

Address : No.415, Jiangong Rd., Sanmin Dist., Kaohsiung City

Tax ID : 76014406

Party to this Agreement

Party B : 愛心英語補習班

Representative: 王小花

Address : 高雄市三民區建工路0號

Tax ID : 76011556

需一致

蓋公司大小章 (公司章及負責人章)

Republic of China, 30, 05, 2016

實習開始前

單面列印  
印兩份

範本

**National Kaohsiung University of Applied Sciences**  
**Agreement on an Internship Program**  
**(Applicable to Non Paid Internships)**

Parties to this Agreement: National Kaohsiung University of Applied Sciences (hereinafter referred to as Party A) and 愛心英語補習班 公司名稱需一致 Company (hereinafter referred to as Party B).

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- ii. The academic departments participating in the cooperation, the job descriptions and the number of interns are specified in the "Basic Data of the Internship Institution and the Assessment List".

4. The Internship Registration:

- i. Party A shall send the list of the student interns and their registration data to Party B one month before the commencement of the internship.
- ii. Upon the registration of the student interns, Party B shall provide pre-internship labor safety and health training, and designate specially-assigned personnel to provide guidance.

5. Internship salary

- i. Party B is not responsible for the internship salary. However, Party B may provide scholarships for students in accordance with their performance that amount to 2000 NT Dollars each month.

若無, 請寫無

6. Accommodation

- i. Lodging: \_\_\_\_\_
- ii. Meal: \_\_\_\_\_

若沒有提供，請寫無

7. Insurance

Upon the registration of the student interns, Party B shall promptly apply for the labor insurance, health insurance, and allocation of the employees' retirement fund.

8. The Counseling of Student Interns

- i. Party B shall arrange the specialized practical tasks, set the study themes of and the training program, and have specially-assigned personnel to provide guidance, strictly require professional standards and provide training in the specialized practical skills, and deliver "practical management knowledge" when appropriate.
- ii. The tasks which Party B has assigned shall not require the students to assist in illegal activities. In case of a breach, Party A is entitled to terminate this agreement, and the labor relation between the students of Party A and Party B will be suspended.
- iii. During the internship period, each student is entitled to have a professional lecturer from the campus and a superior from the internship institution as his or her mentors. The mentors shall monitor the practical internship work and provide skills training. During the first month of the internship, a "Working Schedule of the Off-campus Internship" is to be established as the basis for the students to carry out the internship and study.
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- iv. Both parties shall coordinate and review each and every measure on an irregular basis to improve the internship cooperation.

10. Supplementary provisions

- i. All related annexes to this agreement constitute part of this agreement, and shall have the same effect as the provisions in this Agreement; other matters related to the internship

cooperation not specified in this Agreement, can be further added by both parties after negotiation in accordance with the needs.

- ii. The governing laws of this Agreement are the Civil Code, the Labor Standards Act and related laws and regulations of the Republic of China. All matters not specified in this Agreement shall be based on the laws and regulations of the Republic of China.
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Tax ID : 76014406

Party to this Agreement

Party B : \_\_\_\_\_  
Representative: \_\_\_\_\_  
Address : \_\_\_\_\_  
Tax ID : \_\_\_\_\_

需一致

蓋公司大小章 (公司章及負責人章)

Republic of China, Date, Month, Year

實習開始前