**National Taichung University of Science and Technology**

**And ’s Internship Agreement**

This Agreement is made by: National Taichung University of Science and Technology (hereinafter referred to as Party A) and (hereinafter referred to as Party B), based on the training of practical professionals, jointly promote the principle of mutual benefit in internship, cooperative teaching and practical training, and the following matters are agreed upon and shall be followed jointly.

1. Internship cooperation duties:
Party A: undertake the business, curriculum planning, and contact related to student internship, and the professional teachers of each department are responsible for guiding students' off campus internship.
Party B: In accordance with the labor laws and regulations, provide Party A’s students with internship opportunities, and be responsible for participating in curriculum planning, internship assignment, registration, training and assisting internship students.
2. Contract period:
	1. Intern students are studying in Applied English department of Party A.

The educational system is: □four-year technical program □two-year technical program □five-year junior college program

* 1. There are a total of \_\_\_\_\_\_ people for this internship.
	2. The name of the student(s): \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_.
	3. The internship period is from \_\_\_\_ year month \_\_\_\_\_ day to \_\_\_\_ year ＿ month \_\_\_\_\_ day.

□Summer courses (internship working hours) must be minimum 8 weeks and 320 hours (2 credits or more)

□Semester courses must be at least 18 weeks (9 credits or more)

□Academic year courses must be at least 36 weeks (18 credits or more)

□Overseas internship courses: limited to courses offered in semesters and academic years, and the internship location is outside China area.

1. Off-campus internship work items and quotas:
	1. The work item arrangement is based on the principle of a working environment that does not affect the health and safety of students.
	2. Cooperative work items and quotas are as attached "Basic Information Sheet

of Intern Organizations".

1. Internship registration:
	1. Party A will provide intern students appropriate internship documents according to Party A regulations for Party B’s authorized person(s) to sign on for confirmation.
	2. Party B shall give pre-employment safety and hygiene training immediately when students register, and assign special personnel to guide them.
2. Internship treatment:
	1. Internship salary:
	2. □No salary.
	3. □Hourly wages: pay in accordance with the relevant provisions of the
	 (State)labor laws, and pay USD $\_\_\_\_\_\_\_\_\_ per hour.
	4. □Monthly salary: The salary provided is based on monthly salary, and the monthly payment is USD $\_\_\_\_\_\_\_\_\_\_\_.
	5. □ Living allowance: provide living allowance, USD $\_\_\_\_\_\_\_\_\_\_\_.
	6. □ Scholarships and bursaries: provide scholarships and bursaries, USD $\_\_\_\_\_\_\_\_\_\_\_.
	7. Salary will be transferred directly to Party A’s intern students in the form of transfer deposits from financial institutions.

6. Insurance:

(1) Regardless of whether the internship organization provides salaries or not, Party A shall assist students in applying for student group safety insurance and additional accidental injury insurance.

(2) If the internship organization provides salary or living allowance, the student and the organization will become an employment relationship, and the
 (State) labor law shall apply. When the interns register, Party B shall provide proper insurance coverage according to local labor law.

7. Accommodation and transportation:

1. Accommodation: □ None □ Free of charge (shared water and electricity), □ Provided for a fee, \_\_\_\_\_\_\_ dollars per month.
2. Food: □None□ Provided for free □ Provided for a fee, \_\_\_\_\_\_\_\_\_\_\_ dollars per month.
3. Transportation: □ None □ Free □ Provided for a fee, \_\_\_\_\_\_\_\_\_\_\_ dollars per month.
4. Internship student counseling:
	1. Party B's internship institution shall arrange professional practical work, formulate learning themes and education and training plans, assign special personnel for guidance, strictly require professionalism and train professional practical skills, and instill practical knowledge in time.
	2. The work arranged by Party B shall not require students to assist in illegal acts. In case of any violation by Party B, Party A may directly terminate this contract, and the labor relationship between Party A's students and Party B shall also be terminated.
	3. During the internship, Party A's tutor and the director of Party B's internship institution shall jointly serve as the instructor to supervise the content of practical internship and provide skill guidance.
	4. During the internship, Party A shall regularly arrange tutors to visit internship students in Party B, and be responsible for off campus internship counseling, communication and contact.
5. Internship assessment and termination (or conversion):
	1. During the internship, the tutor of Party A and the internship institution of Party B shall jointly evaluate the internship results. Party B shall submit the internship result evaluation form to Party A at the end of the internship to facilitate the accounting of the internship results.
	2. The off campus internship is defined as a formal course, with qualified results and credits. In addition to oral and written reports, the usual contact during the internship, learning reports and absence from work shall be included in the important evaluation.
	3. Leave during internship shall be handled with the internship unit of Party B; If there are no clear regulations of each internship institution, it shall be handled in accordance with the key points of off campus internship of Party A's students, the rules for students' leave application and relevant regulations.
	4. In case of poor performance or adaptation of students, Party B shall notify Party A's tutor for treatment. Those who fail to improve after counseling may be referred or terminated.
	5. During the internship, students shall complete the "off campus internship report" within the specified time limit, and the internship results shall be jointly evaluated by the school counselor and the supervisor of the internship institution.
	6. Party A and Party B coordinate and review various internship measures from time to time, with a view to improving the internship cooperation.
6. Supplementary Provisions:
	1. All relevant attachments of this contract are regarded as part of this contract and have the same effect as the contract terms. For other matters that are not covered by the internship cooperation, both parties may decide separately after agreement based on actual needs.
	2. This Agreement shall be governed by and construed in accordance with the laws of (State). Any disputes arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of (State).
7. This contract is in triplicate, each party A, B and the student hold a copy of the certificate.

Contractor
Party A: National Taichung University of science and technology
President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature and seal)
Address: No. 129, section 3, Sanmin Road, Beiqu District, Taichung City
Unified No.: 52010606

Party B:
Person in charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)
Address:
Unified number:

Date:

**Basic information of internship institutions of National Taichung University of science and technology**

Date of filling out the form: year\_\_\_\_, month\_\_\_\_, and day\_\_\_\_

|  |  |
| --- | --- |
| Company name |  |
| Person in charge |  | Company Tax ID |  |
| Contact person |  | Job title |  |
| Contact number |  | Fax |  |
| Company address | □□□ |
| E-mail |  |
| Website |  |
| Service items |  |
| Company association | * No □ Yes，Name of Association:
 |
| Internship period | Type of internship：□Summer Internship □Semester Internship □School Year Internship □Medical Nursing Internship □Overseas Internship □Other internship coursesInternship period：　 　year 　 　month day to 　 　year　 month day |
| Internship Department/job Title | Requirement | Internship description | Internship location | Internship quota | Salary\*Please meet the basic salary standard or above |
|  |  |  |  | 人 | □Hourly salary dollars□Monthly salary dollars□Living allowance dollars□Scholarships and bursaries dollars□No salary |
| Benefits provided | 1. Bonus:□Performance bonus □Year-end bonus □Other allowances Description: 2. Accommodation:□Yes　□No / Meal:□Yes　□No Description: 3. Vacation: monthly holiday 　　day(s) □scheduled shift holiday　□fixed weekly holiday　□Other 4. Insurance:□Labor Insurance　□Health Insurance　□employee retirement plan □Group Insurance □Other 5. Other:  |
| A program plan for Interns graduate retention | □No□Yes, please add description: |
| Education and training awareness | □Orientation Training □On-job training □Other □No |
| Internship information acquisition | □Enterprises apply on their own □ Recommended by the director/teacher□ Student application □Other  |
| Cooperation status | □Not approved□Approved, From year month day up to year month day。□Other  |