**AGREEMENT FOR**

**STUDENT INTERNSHIP COLLABORATION**

 National Pingtung University of Science and Technology (hereafter referred as Party A)

The Contractors: Internship Institution (hereafter referred as Party B)

 Intern (hereafter referred as Party C)

In order to enhance students’ learning by integrating theory and practice, to cultivate their positive attitudes at work, and to increase their competitiveness in the job market, the three parties agrees to launch an internship program subject to the terms and conditions set forth below to equip students’ knowledge of industry in reality and workplace experience in advance.

1. Scope of Responsibilities
	1. Party A (Department) agrees to be responsible for the arrangements related to students’ internships and for the coordination among participants. To fulfill these responsibilities, Party A also agrees to assign teachers from the students’ programs of study to provide guidance for their internship.
	2. Party B agrees to offer Party C employment to gain working experience in accordance with the law and related regulations. Party B agrees to be responsible for the students’ work assignments to different areas related to their programs of study, offers students required training, job supervision and other necessary guidance for their employment.
	3. Party C must obey the field practice regulations and relevant rules of Party A and the practice rules of Party B. Party C is also expected to obey the attendance policy and all safety rules, follow workplace ethics and guidance, protect confidential business information as well as trade secrets, and keep in touch with the school tutor.
2. Duration of Internship Service
From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(MM/DD/YY) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/DD/YY).

The contract automatically lose its effectiveness since the expiration of internship.
(Duration: at least 18 weeks 720 hours or 4.5 months in a semester / 8 weeks 320 hours during summer vacation.)

1. Job description
2. It is understood that the safety of the workplace must be considered as a first priority.
3. Internship work items shall be in accordance with the attached Internship Institute Information Form.
4. Location of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Time and Attendance:

Attendance does not exceed 8 hours a day, 40 hours a week. However, a flexible and rotating schedule might be required for the need of business.

1. Registration at Host Institute
	1. It is understood that Party A should provide the list of selected intern(s) and relevant information to the host institution two weeks beforehand.
	2. It is understood that Party B should give Party C orientation training for occupational safety and health issues on the day of registration.
2. Remuneration
	1. The internship remunerated is agreed to be:

□ Monthly salary/ allowance: NT$ \_\_\_\_\_\_\_\_\_\_\_\_

□ Hourly wage/ allowance: NT$ \_\_\_\_\_\_\_\_\_\_\_\_

□ Grants for merits: NT$ \_\_\_\_\_\_\_\_\_\_\_\_

□ No payments

* 1. Overtime: **Party C who earns an internship salary or allowance is required to work overtime to perform official duties demanded by Party B. Overtime and overtime compensation are dealt with in accordance with the Labor Standards Act (Those who receive scholarship and grants or receive no salary are not permitted to work overtime).**

□ No.

□ Yes. Please state in details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Compensation:
□ Overtime pay (with salary or allowance)

□ Time off in lieu (without salary or allowance)

 3. The salary should be wired to students’ account on a monthly basis. (Grants will be deposited over time to the account of Party C by way of a financial institution.)

1. Accommodations & Transportation
2. Dorm: □ None　　□ Provided by Party B without charge □ Provided by Party B at rent of NT$ 　　　　/ M.
3. Meals: □ None □ Provided by Party B without charge □ Provided by Party B at rent of NT$ 　　　　/ M.
4. Transportation: □ None □Provided by Party B without charge □ Provided by Party B with charge of NT$ 　　　　/ M.
5. Insurance and Accountability
	1. Once after Party C reports to Party B, Party B shall apply for labor insurance, health care insurance and employee retirement plan when an employment relationship exist between two parts in accordance with the Labor Standards Act. If Party B identifies the nature of the internship as studying instead of employment and therefore is not obliged to make a monthly contribution to the Labor Pension Fund, Party B should send a separate letter attached with a copy of the internship contract to the Labor Insurance Bureau.

2. In an unpaid internship, during the internship period, Party A is responsible for the insurance plan, e.g., group security insurance and accident insurance, of Party B. (Note: In accordance with the legal interpretations from the Council of Labor Affairs, Executive Yuan, any grants from Party B are not considered as wages. Thus, students are not employees to Party B and are not eligible to participate in Labor Insurance.)

**3. During the period of internship, if Party C, due to Party B’s negligence, suffers physical injury or financial loss in the workplace or any other place designated by Party B (including Party C’s travel to and from work), Party B: if providing salaries or allowances, shall adopt appropriate measures in accordance with such regulations as the Labor Standards Act and Occupational Safety and Health Act; or if not providing salaries or allowances, shall pay related civil damages according to fault liability.**

1. Counseling
	1. During the internship period, tutor(s) from Party A should periodically visit the intern(s) at Party B. The tutor(s) is responsible for counseling, communication, and contacting. Meanwhile, they should also know the duties and work scope of the interns so as to give advice on their jobs and help with difficulties they may have. Records made during the periodical visits should be kept for a reference.
	2. During the internship period, Party B should also assign a tutor to instruct the intern and provide practical skills, job training for the assigned duty, regulations and codes, operation guidelines and other relevant materials.
	3. In the case that any of the duties assigned to an intern by Party B violate the law, the Agreement and the internship may be terminated automatically without giving prior notice to the other party.
2. Evaluation
	1. The evaluation will be conducted both by the tutor from Party A and the supervisor from Party B. Party B should notify Party A the evaluation result after the completion of the internship for the final grading of the semester.
	2. For this internship as an academic credit course, the interns will be evaluated on their presentations and reports as well as their periodical meet-ups with supervising professors, learning reports, and attendance.
	3. Party B should report to Party A if Party C is performing poorly or is not adjusting to the environment. If no improvements are made after counseling, internship status may be revoked and relevant arrangements will be made according to the regulation of the department to which Party C is affiliated.
	4. During the internship period, when needed, the interns should ask for leaves of absence from their site supervisor. Failure to complete the procedure is regarded as absenteeism. When Party B does not give clear regulations, the interns should abide by the Codes for External Internship and relevant regulations of Party A for taking a leave of absence.
	5. To improve the internship program, all three parties should meet to review all aspects of the cooperative education program when necessary.
3. Confidentiality Agreement

Considering the commercial confidentiality of Party B, the student interns and internship mentors, familiar with commercial confidentiality of Party B through participation in the project of internship as interns, are not permitted to reveal internship contents to the third party or utilize them without consent nor to reveal, transcribe or publish them. Anything already known publicly or under Party B’s consent is not limited to this.

1. Disputes resolution

When any dispute cannot be settled by the mutual mediation between Party A and B, either party of A, B, and C can submit the dispute to the Department Authority for External Internship and the University Committee of External Internship for resolutions.

1. Supplementary
	1. Appended document: Internship Institute Information Form
	2. All relevant documents are considered to be part of this agreement and with the same legal

 effectiveness. Any matter not covered can be added if both parties of this agreement regard it as

 necessary and reach an agreement through negotiations.

* 1. This agreement is reached based on the Civil Code and Labor Standards Law of the Republic of China,

 Taiwan. All the matters not specifically included in this agreement will be based on the laws and

 regulations of the R.O.C.

* 1. If any legal action regarding the content of this agreement is taken, both parties agree that the trial court

 or the court of first instance will be the Pingtung District Court in Taiwan.

1. The agreement has the same form in triplicate. Party A, Party B, and Party C hold one copy separately for reference.

**Parties in Agreement**

Party A：National Pingtung University of Science and Technology

President：Chang-Hsien Tai

Address ：1, Shuefu Road, Neipu, Pingtung 91201, TAIWAN. (R.O.C.)

VAT Number：91004103

Party B： (Internship Institution)

Owner：

Address:

VAT number:

Part C: (Intern)

Student:

ID NO. of the student:

TEL:

Guardian: **(I fully understand the contents of this agreement and consent to the student signature.)**

ID NO. of the Guardian:

TEL:

Residence Address:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year)

附件

**Off-campus or Overseas Internship Program, NPUST**

**Application Form**

|  |
| --- |
| **Part I: Basic Information** |
| Student | Student ID |  | Student’s Name |   |
| Dept.Class |  | Advisor’s Name | 　　　 |
| Course name |  | Academic score |  |
| Time Period |  |
| Institution | Name |  |
| Dept. |  |
| Advisor |  |
| **Part II: Content of Internship** |
| Objectives |  |
| Dimensions | **Professional and Occupational Training** |
| Stages | Schedules | Themes |
| 1 |  | **Institutions provide student interns with safety training.** |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| Orientation  | **Internship institutions are responsible for providing information relevant to the internship program, including resource availability, activities, and events that can help prepare students throughout the process (e.g., a pre-service orientation).**  |
| Industrial Expert Counselling Internship Program | **The key ideas and methods of counselling such as direct observation and professional training are elaborated.** |
| School Teacher Counselling Internship Program | **Planning of the consultation and visit of the internship program** |
| **Part III: Performance Evaluation and Feedback of Internship** |
| Evaluation criteria or items for internship performance | **Each department is required to set evaluation criteria or items with internship organizations according to its student’s internship planning.** |
| Evaluation measures for internship performance and teaching | **Each department is required to set the measures according to its internship courses and plans.**  |
| Feedback planning after internship |  |