

Off-Campus Internship Cooperation Agreement for Year ○○○○

(Employment Relationship)

This Agreement is entered into by and between (Collaborating Institution) _____ (hereinafter referred to as "Party A") and National Chung Hsing University (hereinafter referred to as "Party B") for the purpose of promoting cooperation in off-campus internship education.

In accordance with the Regulations for the Implementation of Industry–Academia Collaboration at Junior Colleges and Institutions of Higher Education, the Labor Standards Act and other relevant labor laws and regulations, Party A hereby hires Party B's students as full-time employees for a work-based off-campus internship (with an employment relationship). The terms agreed upon by both Parties are as follows:

I. Responsibilities of Party A:

- (I) Party A shall participate in the planning of off-campus internship courses, provide students with relevant practical training according to their individual internship plans, and arrange internship work units and work hours to carry out various practical skills training in order to cultivate talents.
- (II) Party A shall be responsible for providing students with pre-internship safety training, arranging safety protective gear at the internship site, and implementing related safety measures.
- (III) Party A shall accept regular on-site visits from Party B. Party A shall also work with the dedicated mentor designated by Party B to tutor students and participate in the internship performance evaluation.

II. Responsibilities of Party B:

- (I) In accordance with Article 6 of the Regulations for the Implementation of Industry–Academia Collaboration at Junior Colleges and Institutions of Higher Education, Party B shall establish off-campus internship committees at all levels and shall be responsible to handle tasks and matters related to off-campus internship mechanisms.
- (II) Party B shall properly plan off-campus internship courses based on its departments' development and core professional competencies, and formulate the "Student Internship Plan" for students before the internship.
- (III) Party B shall be responsible for assessing the safety of internship work environment and the internship rights of Party A.
- (IV) Party B shall designate internship mentors to conduct regular on-site visits and provide guidance to Party A, understand the students' learning adaptation status and Party A's performance of the internship agreement, and jointly mentor the students with Party A.

III. Internship period: From [____/____/____ (MM/DD/YYYY)] to [____/____/____ (MM/DD/YYYY)].

IV. Internship location:

- (I) Internship location: ○○ Company (Address:).
- (II) Without the consent of Party B and the students, Party A shall not arbitrarily change the internship location.

V. Daily internship hours: Party A shall handle the internship hours for students in accordance with the provisions of relevant labor laws and regulations.

- (I) Daily internship hours and rest periods: Daily internship hours shall not exceed eight

hours, and weekly internship hours shall not exceed forty hours. The daily internship time is from ○○:○○ to ○○:○○, and the daily internship hours are ○○ hours.

- (II) Without the consent of Party B and Party B's students, Party A shall not arbitrarily extend the internship hours or allow work to be carried out on rest days or holidays.

VI. Internship salary and related benefits: Party A shall pay Party B's student salary in accordance with the law, and the relevant salary calculation basis and other related benefits are as follows:

- (I) Salary: The monthly payment shall be NT\$_____, which shall not be lower than the basic salary for the current year prescribed by the law. The salary provided by Party A shall be paid in full to the students and transferred directly into the students' accounts through a financial institution. Party A shall not withhold Party B's student salaries as liquidated damages or compensation.

- (II) Benefits:

1. Dormitory: ☐ None ☐ Provided free of charge ☐ Provided for a fee of NT\$_____ per month.
2. Meals: ☐ None ☐ Provided free of charge ☐ Provided for a fee of NT\$_____ per meal.
3. Shuttle bus/transportation allowance: ☐ None ☐ Provided free of charge ☐ Provided for a fee of NT\$_____ per month
☐ Transportation allowance: NT\$_____ per month.
4. Other company benefits:

- (III) Other labor rights: Rest time, leave, official holidays, rest days and leave requests shall be handled in accordance with the provisions of the Labor Standards Act, the Gender Equality in Employment Act, the Regulations of Leave-Taking by Workers and other relevant labor laws and regulations.

VII. Insurance and retirement benefits: During the internship period, Party A shall, in accordance with relevant laws and regulations, provide Party B's students with labor insurance, occupational injury insurance, employment insurance, national health insurance, and pay the labor pension fund, and pay the insurance premiums as required. Party B shall purchase group accident insurance for students' during off-campus internships and pay the insurance premium.

VIII. Guidance and change for internship maladjustment:

If an intern is unable to adapt during the internship, both Parties shall provide joint guidance. If the intern is still unable to adapt after assessment by Party B or feedback from the intern, Party B shall propose to terminate the agreement and arrange for the intern to transfer to another internship collaborating institution or take other alternative courses.

IX. Internship dispute mediation and resolution:

- (I) Both Parties shall agree on assigning _____ as the dispute mediation and resolution unit. (It can be agreed upon that disputes may be handled by an off-campus internship committee or an on-campus unit.)
- (II) The dispute resolution process shall involve relevant personnel, and if necessary, and experts and scholars in labor law shall be invited to attend.

X. Internship performance evaluation and issuance of internship certificate: Both Party A and Party B shall jointly evaluate the student's internship performance and the content of the internship report in accordance with the standards set forth in the Student Internship Plan or internship course plan. Those who pass the evaluation shall be awarded credits and may be issued a written internship certificate as needed.

XI. Contract effectiveness, termination and rescission:

- (I) This Agreement shall come into effect on the date of its signing.

(II) Both Parties shall agree on the conditions for termination and rescission of this Agreement; If Party A seriously infringes the rights and interests of students, Party B may request for termination or rescission of this Agreement and file a claim for damages against Party A in accordance with the law.

XII. In the event of a dispute between Party A and Party B concerning this Agreement, and in order to seek judicial relief, both Parties agree that the Taiwan Taichung District Court of shall be the court of first instance.

XIII. Matters not covered in this Agreement shall be handled in accordance with the Regulations for the Implementation of Industry–Academia Collaboration at Junior Colleges and Institutions of Higher Education, the Labor Standards Act, the Labor Insurance Act, the Labor Occupational Accident Insurance and Protection Act, the Employment Insurance Act, the Labor Pension Act and other relevant laws and regulations.

XIV. This Agreement is made in duplicate, with each Party holding one copy for their records.

Signatories

Party A:

Person in Charge:

Address:

____/____/____ (MM/DD/YYYY)

Party B: National Chung Hsing University

President: Dr. Fuh-Jyh Jan

Address: 45 Xingda Rd., South Dist., Taichung
City 402202, Taiwan

____/____/____ (MM/DD/YYYY)