

Off-Campus Internship Cooperation Agreement for Year 〇〇〇〇

(Non-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, Party A hereby provides Party B’s students an off-campus internship (non-employment relationship) for learning and training purposes. 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 units and 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 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 Duties :

- (I)
- (II)
- (III)

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

V. Internship location:

- (I) Internship location: 〇〇 Company (〇〇 Floor, No. 〇〇, 〇〇 Road (Street), 〇〇 District, 〇〇 County (City)).

- (II) Without the consent of Party B and the students, Party A shall not arbitrarily change the internship location.

VI. Daily internship hours: Both parties shall consider the practical training requirements and the need to protect the physical and mental health of the students, and arrange that the daily internship hours not exceeding eight hours, and the weekly internship time not exceeding forty hours, and the internship hours shall not fall between 10:00 PM and 6:00 AM the following morning (except for off-campus internships arranged by the college/university as a qualification requirement for various specialized vocational and technical personnel examinations, which are not subject to this restriction): From ○○:○○ to ○○:○○, a total of ○○ hours.

VII. Internship payment and related benefits: Party A shall handle matters in accordance with the following agreement:

- (I) Internship payment: ☐ None ☐ Scholarship / ☐ Internship allowance: NT\$_____ per month. The internship allowance provided by Party A shall be paid in full to the students and transferred directly to the students' account through a financial institution.
- (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) Rest time and leave policy: The two Parties shall agree on reasonable rest time and leave regulations based on the students' individual internship plans and the practical training needs of the internship site.

VIII. Insurance: During the internship period, Party B shall purchase group accident insurance for students' during off-campus internship and pay for the insurance premium.

IX. 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.

X. 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, experts and scholars in labor law shall be invited to attend.

XI. 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.

XII. 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.

- XIII.** 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.
- XIV.** 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, and other laws and regulations.
- XV.** 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

Person in Charge:

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

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