**National University of Kaohsiung Off-Campus Internship Contract (Employment Version)**

Contracting Parties:
(Cooperating Entity) (hereinafter referred to as Party A)

(Name of School) National University of Kaohsiung (hereinafter referred to as Party B)

(Intern Student) (hereinafter referred to as Party C)

Party A and Party B jointly organize the off-campus internship training program in accordance with the "Regulations Governing the Implementation of Industry-College Cooperation in Junior Colleges or Institutions of Higher Education" and the "Labor Standards Act" and other relevant labor laws and regulations, off-campus job internships are adopted (in addition to engaging in learning and training, there are also labor services or works as facts), Party A hires Party C as a regular employee (with an employment relationship), and the terms are as follows through a joint agreement between the three parties:

**1. Responsibilities of Party A:**

1. Participate in the planning of off-campus internship courses and provide relevant practical training for Party C according to the individual internship plans of students and arrange the assignment of internship work units and working hours to conduct various practical skills training and cultivation. If Party A has a labor union, it should be informed of the cultivation of off-campus interns and the number of personnel.
2. Responsible for the safety lectures before the internship of Party C, the configuration of safety protection equipment in the internship site, and the planning of related occupational safety and health measures.
3. Open to Party B's random on-site visits, and jointly be responsible for consulting Party C together with the dedicated consultation assigned by Party B and participate in the internship performance assessment.

**2. Responsibilities of Party B:**

1. Establish Off-campus Internship Committees at all levels in accordance with Article 6 of "Regulations Governing the Implementation of Industry-College Cooperation in Junior Colleges or Institutions of Higher Education” and be responsible for the tasks related to the off-campus internship operations.
2. Properly plan off-campus internship courses (course titles/credits) in accordance with departmental development and professional core competencies and formulate a "student internship plan" for each of Party C before the internship takes place.
3. Party B is responsible for evaluating the safety of the working environment and the rights and interests of the interns at Party A’s internship location.
4. Party B shall assign an intern consultation to visit and counsel Party A on the site from time to time to learn about Party C's learning and adaptation status and Party A's implementation of the internship contract, and jointly consult Party C with Party A.

**3. Responsibilities of Party C:**

Comply with the guidance and supervision of Party A, the relevant regulations of the Department's internship and the internship specifications of Party B.

**4. Internship period**: from dd/mm/yyyy to dd/mm/yyyy.

**5. Internship location:**

1. Location:

Name of entity:

City:

District:

Street Address:

1. Without the consent of Party B and Party C, Party A shall not arbitrarily change the internship location.

**6. Internship Hours:**

Party A's internship hours for Party C shall be conducted in accordance with labor-related laws and regulations.

1. Daily normal work and break hours: The normal work hours shall not exceed eight hours a day, and the weekly limit shall not exceed forty hours a week: from ○○:○○ every day to ○○:○○every day , the work hours are counted as ○○ hours, and the total work hours are ○○hours.
2. Party A shall not arbitrarily extend the internship work hours or assign any work on off-duty days or holidays without the consent of Party B and Party C.

**7. Internship salary and benefits:**

Party A shall pay Party C’s salary in accordance with the laws. The relevant salary calculation basis and other related welfare and benefits are as follows:

1. Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NTD$ per □month/□hour/□day, which shall not be lower than the minimumwage in according with the regulations of the current year. The wages provided by Party A shall be fully paid to Party C and shall be transferred directly to Party C's account by wire transfer between financial institutions. Party A shall not withhold Party C's salary as liquidated damages or compensation.
2. Benefits:

1. Dormitory: □None □Free □Available for a fee, \_\_\_\_\_\_\_\_ per month.

2. Meals: □None □Free □Available for a fee, \_\_\_\_\_\_\_\_ per meal.

3. Shuttle/car allowance: □None □Free of charge □Available for a fee, \_\_\_\_\_\_\_ per month□Transportation allowance, \_\_\_\_\_\_\_ per month.

4. Other company benefits: □None /□Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Other labor rights: matters such as breakhours, vacations, holidays, off-duty days, and personal leaves shall be handled in accordance with relevant labor laws and regulations such as the Labor Standards Act, Act of Gender Equality in Employment, and Regulations of Leave-Taking of Workers.

**8. Insurance and Pension:**

During Party C's internship, Party A shall provide labor insurance, labor occupational accident insurance, employment insurance, national health insurance and labor pension for Party C in accordance with relevant laws and regulations and pay insurance premiums in accordance with regulations. Party B shall insure Party C for off-campus internship group accident insurance and pay for the insurance premium.

**9. Counseling and conversion methods for those who find the internship unsuitable**:

1. Shall Party C find the internship unsuitable during the terms, both Party A and B should jointly counsel Party C. Shall Party B considers after evaluation and/or Party C continue find it unsuitable, Party B should propose to terminate the contract and arrange for Party C to transfer to another internship institution or study in other places or alternate courses.
2. The internship content arranged by Party A shall not require Party C to conduct any illegal activities. Shall Party A violate, Party B may directly terminate this contract, and the labor relationship between Party A and Party C shall also be terminated.

**10. Arbitration and handling of internship disputes:**

1. It is agreed by all three Parties that the dispute settlement and arbitration is handled by Party B's Off-campus Internship Committees.
2. In the dispute resolution process, relevant personnel shall be invited to participate, and if necessary, labor-related legal experts and scholars may be invited to attend the meeting.

**11. Internship performance evaluation and internship certificate issuance**:

Party A and Party B shall jointly evaluate the internship performance of Party C and the content of the internship report according to the standards set by the student internship plan or the internship course plan. Those who pass the evaluation will be awarded credits and may be issued a written internship competition certificate according to actual needs.

**12. Effectiveness, termination, and rescission of the contract:**

1. This contract will come into effect on the date of execution of signing.
2. The three parties shall agree on the conditions for the termination and rescission of the contract; if Party A seriously damages the rights and interests of Party C, Party B may request the termination or rescission of the contract and claim damages to Party A according to law.

**13**. Shall Party A, Party B, and Party C have any disputes over this contract and seek judicial relief, it is agreed by the three Parties to use Taiwan Qiaotou District Court as the court of first instance jurisdiction.

**14**. Matters not covered in this contract shall be handled in accordance with relevant regulations such as the Regulations governing the Implementation of Industry-College Cooperation in Junior Colleges or Institutions of Higher Education, Labor Standards Act, Labor Insurance Act, Labor Occupational Accident Insurance and Protection Act, Employment Insurance Act, Labor Pension Act etc.

**15**. This contract is made in triplicate, and Party A, Party B, and Party C each hold one copy for record.

**Contracting Parties:**

**Party A**:

Name:

Address:

Unified Tax ID:

**Party B**: National University of Kaohsiung

President:

Address: No. 700, Gaoxiongdaxue Rd, Nanzih District, Kaohsiung City, Taiwan 811

Unified Tax ID: 19880949

Department of the Intern Student:

**Party C**:

Department and academic year:

Student ID:

Identification ID:

Telephone:

Address:

Date: \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_