

I-SHOU UNIVERSITY
Off-campus Student Internship Agreement with an Employment
Relationship in Academic Year XXXX

Parties to this Agreement: _____ (hereinafter referred to as Party A)

I-Shou University (hereinafter referred to as Party B)

XXX of the Department of _____ (hereinafter referred to as Party C)

Following the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education and the Labor Standards Act, Party A appoints Party C as a full-time employee (with an employment relationship) in an employment-based off-campus internship. All parties agree to comply with the terms and conditions set forth below.

I. Responsibilities and Obligations:

Party A:

1. To assist in planning the off-campus internship course, provide practical training in accordance with Party C's internship plan, assign an appropriate internship position, and arrange a schedule for skills development and training;
2. To be responsible for conducting pre-internship safety training, providing the necessary safety equipment, and implementing occupational health and safety measures; and
3. To permit Party B to conduct regular on-site visits for intern supervision and to cooperate with the designated internship advisors in assisting Party C and evaluating Party C's performance.

Party B:

1. To handle all administrative matters and correspondence related to Party C's internship, including assigning internship advisors for student guidance and counseling;
2. To set up an off-campus student internship committee at the department level under Article 6 of the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education and handle all matters related to off-campus student internships;
3. To properly design off-campus internship courses that align with departmental goals and core competencies and draw up a personal internship plan for Party C before the internship begins;
4. To conduct safety and rights assessments of Party A's internship environment; and
5. To assign internship advisors to conduct regular visits to Party A to monitor Party C's progress and Party A's compliance with this Agreement and to jointly offer guidance and counseling to Party C together with Party A.

Party C: To comply with the internal rules of Party A and follow all internship arrangements and instructions during the internship at Party A's premises.

II. Internship Period and Working Hours:

1. Internship Period: From (Year) / (Month) / (Day) To (Year) / (Month) / (Day).
2. Working Hours: From __:__(HH:MM) To __:__(HH:MM). (In accordance with applicable labor laws, daily working hours shall not exceed eight, and weekly working hours shall not exceed forty. Party A shall not unilaterally extend the internship period or require work on rest days or holidays without the prior consent of Party B and Party C.)

III. Internship Content, Location, Title of the Internship Course & Number of Credits, and Working Hours of Party C:

1. Internship content:
2. Location: _____
Party A shall provide a work environment that safeguards Party C's health and safety and shall not require Party C to engage in any illegal activities. Furthermore, the internship location shall not be changed unilaterally without the prior consent of Party B and Party C.
3. The title of the internship course and number of credits: _____ / _____.
4. Internship hours: _____hours.

IV. Stipend and Benefits:

1. Stipend: NT\$ _____ per month. The stipend shall not be less than the minimum wage set for the current year. The stipend provided by Party A shall be paid in full to Party C and directly remitted to Party C's bank account via financial institution transfer. Party A shall not withhold Party C's stipend as a form of penalty or compensation.
2. Meals: ☐ None ☐ Provided free of charge ☐ Provided with an extra charge, NT\$_____ per month
3. Accommodation: ☐ None ☐ Provided free of charge ☐ Provided with an extra charge, NT\$_____ per month
4. Shuttle service/travel allowances: ☐ None ☐ Provided free of charge ☐ Provided with an extra charge, NT\$_____ per month ☐ Travel allowances of NT\$_____ per month
5. Other Benefits:
6. Other labor rights: Breaks, regular days off, regular leave, rest days, and applications for a leave of absence shall be provided and managed in accordance with applicable labor laws, including the Labor Standards Act, the Gender Equality in Employment Act, and the Regulations of Leave-Taking of Workers.

V. Insurance and Retirement Pension:

During the internship period, Party A shall, in accordance with applicable laws, enroll Party C in labor insurance, labor occupational accident insurance, employment insurance, and national health insurance, and shall contribute to Party C's labor pension account. Party A shall also pay all required insurance premiums in compliance with these laws. Party B shall provide group accident insurance to Party C during the off-campus internship and shall pay the corresponding insurance premiums.

VI. Reporting for Duty:

1. Party B shall provide Party A with the documentation related to Party C's reporting for duty before the commencement of the internship.
2. Upon Party C's reporting for duty, Party A shall provide safety training (including the safety equipment and security measures in the work environment) and assign a qualified person to provide guidance and supervision.

VII. Guidance and Counseling to Party C:

1. Party A shall offer professional instructions, training, guidance, and counseling on everyday life and work. If Party C demonstrates poor performance or difficulty adapting, Party A shall notify Party B to address the matter together. If Party C remains unable to adapt following Party B's evaluation or feedback from Party C, Party B and Party C may terminate this Agreement, and Party B shall arrange for Party C to transfer to another internship provider or enroll in an alternative course.
2. During the internship period, Party B shall have internship advisors visit Party C at Party A's premises at irregular intervals. The internship advisors shall be responsible for providing off-campus internship guidance and counseling, as well as facilitating communication and correspondence.

VIII. Internship Evaluation:

1. Party C shall undergo an evaluation conducted jointly by both Party A and the internship advisors of Party B.
2. Party A shall evaluate and score Party C based on Party C's internship performance and outcomes, while the internship advisors of Party B evaluate and score Party C based on their on-site visits, Party A's evaluation results, and Party C's reflections or self-evaluation report. Upon passing the evaluation, Party C shall be awarded the corresponding credits and may receive a written internship certificate if needed.

IX. Disagreements or Disputes:

1. Any disagreements or disputes shall be resolved amicably through negotiation among all parties, and Party B and Party C may also refer such disagreements or disputes to the competent department-level off-campus student internship committee for resolution.
2. During the dispute resolution process, relevant personnel shall be invited to participate, and labor law experts or scholars may be invited if necessary.

X. Agreement Effectiveness, Termination, and Amendments:

1. This Agreement shall take effect upon signature by all parties.
2. Party A, Party B, and Party C shall jointly agree on the terms and conditions for the termination and rescission of this Agreement. If Party A breaches any provision of this Agreement or seriously infringes upon Party C's rights, Party B and Party C may request the termination or rescission of this Agreement and seek compensation from Party A in accordance with the law.

XI. Any temporary changes to this Agreement or matters not mentioned herein shall be governed by applicable laws, including the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education, the Labor Standards Act, the Labor Insurance Act, the Labor Occupational Accident Insurance and Protection Act, the Minimum Wage Act, the Employment Insurance Act, and the Labor Pension Act.

XII. If Party C becomes involved in a sexual harassment incident, whether as the victim or the alleged offender, at the internship site or during the internship period, Party A, Party B, and Party C shall handle the incident in accordance with the Gender Equality in Employment Act, the Gender Equality Education Act, the Sexual Harassment Prevention Act, and other applicable laws and regulations.

XIII. In the event of any dispute or disagreement arising out of or in connection with this Agreement, all parties agree that the Taiwan Ciaotou District Court shall have jurisdiction as the court of first instance.

XIV. This Agreement is made in triplicate, and each party holds one copy thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year set forth below.

Party A:

Representative:

Title:

Tel.:

Address:

Unified Business No.:

Contact Person:

Tel.:

Party C: (Student's name)

National ID No. (ARC No.):

Date of Birth:

Permanent Address:

Tel.:

Name of Emergency Contact:

Permanent Address:

Tel.:

Party B: I-Shou University

Representative: Yuan-Kuang Guu

Title: President

Tel.: 886-7-6577711

Address: No.1, Sec.1, Syuecheng Rd., Dashu Dist., Kaohsiung City 84001, Taiwan
(R.O.C.)

Unified Business No.: 07927743

Responsible Department:

Contact Person:

Tel.:

Date: YYYY / MM / DD