

I-SHOU UNIVERSITY
Off-campus Student Internship Agreement without 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)

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

Following the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education, Party A, Party B, and Party C establish a relationship that focuses solely on learning and training (without an employment relationship). Based on the principles of talent cultivation and mutual benefit in promoting internship collaboration, teaching, and practical training, all parties agree to abide by the terms and conditions 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 internship position, and arrange a schedule for skills development and training;
2. To be responsible for conducting pre-internship safety training, providing 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 work with the designated internship advisors to assist Party C and evaluate 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 for regular visits to Party A to monitor Party C's progress and Party A's adherence to this Agreement and jointly offer guidance and counseling to Party C with Party A.

Party C: To comply with the internal rules of Party A and follow all work 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). Party A and Party B shall consider the practical training needs and the well-being of Party C, arranging daily working hours not to exceed eight and weekly working hours not to exceed forty. In addition, Party C shall not work between 10 p.m. and 6 a.m. every day. However, this restriction is not applicable if Party B's off-campus internships are required to meet eligibility conditions for various professional and technical examinations.

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

1. Internship content: _____. Party A shall not ask Party C to perform services or work outside the scope of the internship.
2. Location: Party A shall provide a work environment that does not jeopardize 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 unilaterally changed without the consent of Party B and Party C.
3. The title of the internship course & number of credits: /.
4. Internship hours: ____ hours.

IV. Stipend and Benefits:

1. Stipend: ☐ None ☐ Scholarship ☐ NT\$_____ per month. The stipend provided by Party A shall be paid in full to Party C and directly remitted to Party C's account via financial institution transfer.
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 allowance: ☐ None ☐ Provided free of charge ☐ Provided with an extra charge, NT\$_____ per month ☐ A travel allowance of NT\$_____ per month
5. Other Benefits:
6. Breaks and Leave Policies: Party A and Party B shall agree upon reasonable breaks and leave policies based on Party C's internship plan and practical training needs at the internship location. Matters not mentioned herein, if any, shall be handled following the applicable labor laws, such as the Labor Standards Act, the Gender Equality in Employment Act, and the Regulations of Leave-Taking of Workers.

V. Insurance:

- ☐ During the internship period, Party A shall arrange accident insurance for Party C and provide proof of insurance.
- ☐ During the internship period, Party B shall arrange accident insurance and student group insurance for Party C.
- ☐ During the internship period, Party C shall arrange accident insurance and student group insurance for himself/herself.

VI. Reporting for Duty:

1. Party B shall provide Party A with the documents about reporting for duty of Party C before the internship starts.
2. Party A shall give Party C safety training (including the safety equipment and security measures in the work environment) and assign a person to give instructions when Party C reports for duty.

VII. Guidance and Counseling to Interns:

1. The internship provider of Party A shall offer professional instructions, training, guidance, and counseling on everyday life and work. If Party C shows poor performance or difficulty adapting, Party A shall notify Party B to address the issue together. If, following Party B's evaluation or Party C's feedback, Party C is still unable to adapt, Party B and Party C may terminate this Agreement, and Party B shall arrange for Party C to transfer to another internship provider or to take an alternative course.
2. Party B shall have internship advisors visit Party C at Party A's premises at irregular intervals during the internship period. Internship advisors are responsible for off-campus internship guidance and counseling, communication, and correspondence.

VIII. Internship Evaluation:

1. Party C shall be subject to an evaluation by both Party A and the internship advisors of Party B.
2. Party A shall evaluate and score Party C based on the internship performance and outcomes, while the internship advisors of Party B evaluate and score Party C based on their visits, the evaluation results of Party A, and Party C's reflections or self-evaluation report. Interns who pass the evaluation will be awarded credits and may, if needed, receive a written internship certificate.

IX. Disagreement or Disputes:

1. Any disagreement or disputes shall be negotiated and settled amicably by all parties, and Party B and Party C may refer the disagreement or dispute to the competent department-level off-campus student internship committee for settlement.
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 signing.
2. Party A, Party B, and Party C shall agree on the terms and conditions for termination and rescission of this Agreement. If Party A violates the terms or conditions of this Agreement or seriously infringes upon Party C's rights, Party B and Party C may request to terminate or rescind this Agreement and seek compensation from Party A according to law.

XI. Any temporary changes to this Agreement or matters not mentioned herein shall be handled in accordance with the applicable laws, including the Implementation Regulations for Industry-Academia Collaboration of Institutions of Higher Education.

XII. In case of any dispute or disagreement arising out of or in connection with this Agreement, all parties agree that Taiwan Ciaotou District Court is the court of first instance.

XIII. 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.:

Party C: (Student's name)
National ID No. (ARC No.):
Date of Birth:
Permanent Address:
Tel.:
Name of Emergency Contact:
Permanent Address:
Contact Phone No.:

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:

Contact Phone No.:

Date: (Y) / (M) / (D)