

# 美和科技大學學生校外實習合約書

## MeiHo University Student Internship Agreement

Parties in Agreement:

\_\_\_\_\_ (hereafter referred as Party A)  
MeiHo University (hereafter referred as Party B)  
Intern (hereafter referred as Party C)

In order to enhance students' learning by integrating theory and practice, to cultivate their positive attitudes at work, and to increase their competitiveness in the job market, the three parties agrees to launch an internship program subject to the terms and conditions set forth below to equip students' knowledge of industry in reality and workplace experience in advance.

### A. Responsibility

- (1) Party A is responsible for internship program design, job distribution, enrollment, training and guidance.
- (2) Party B is responsible for arrangements related to the students' internship and coordinating communication among participants. To fulfill these responsibilities, Party B also agrees to assign teachers from the students' program of study to provide guidance for their internship.
- (3) Party C must obey the Off-campus Internship Regulations, the relevant rules of students' program of study and Party B.

### B. Content of the internship program.

- (1) A total of \_\_\_\_\_ internship students
- (2) Party C's program of study: \_\_\_\_\_ year program, Department of \_\_\_\_\_.
- (3) Name of internship course :
- (4) Internship period: from \_\_\_\_\_ mm/dd/yyyy to \_\_\_\_\_ mm/dd/yyyy, \_\_\_\_\_ hour per week, \_\_\_\_\_ per day, totally \_\_\_\_\_ hours.
- (5) Job descriptions are specified in the attached file named "Internship Study Plan Form".
- (6) Party C must follow the leave of absence rules set by the students' Department.

### C. Reporting to work

- (1) Party B should send the list of interns and their information to Party A two week prior to the start of the internship.
- (2) On-the-job training should be carried out after reporting in; interns will be guided by

professionals.

D. Salary or other payment

- No payment for the internship
- Scholarship : Every week month in the amount of NT\$ \_\_\_\_\_ to enhance interns' willingness and motivation for learning.
- Wage: Every week month in the amount of NT\$ \_\_\_\_\_.
- Allowance: Every week month in the amount of NT\$ \_\_\_\_\_ to enhance interns' willingness and motivation for learning.

E. Days off: Every week month \_\_\_\_\_ days/hours.

F. Insurance and Responsibility

- When no payment is provided by Party A: Party B should assist Party C with group insurance and internship insurance.
- When scholarship is provided by Party A: Party B should assist Party C with group insurance and internship insurance.
- When salary is provided by Party A: Party A shall should assist Party C with labor insurance, health care insurance and employee retirement plan when an employment relationship exist between two parts in accordance with the Labor Standards Act.
- When subsidy is provided by Party A: Party A shall should assist Party C with labor insurance, health care insurance and employee retirement plan when an employment relationship exist between two parts in accordance with the Labor Standards Act.

G. Meals, accommodation and traffic condition :

- (1) Accommodation:  Not provided  Free of charge  Provided, with \_\_\_\_\_ per month  Not provided, but includes subsidies of \_\_\_\_\_.
- (2) Meals:  Not provided  Free of charge  Provided, with \_\_\_\_\_ per month  Not provided, but includes subsidies of \_\_\_\_\_.
- (3) Transportation:  Not provided  Free of charge  Provided, with \_\_\_\_\_ per month  Not provided, but includes subsidies of \_\_\_\_\_.

H. Supervision and Guidance:

- (1) During the internship, each intern will be under the supervision of the head of the department in which he or she works or by someone entrusted by the department head. The supervisor is

responsible for the content of the intern's actual work experience and providing technical guidance for the intern's job.

- (2) During the internship, Party B is required to assign teacher advisors to visit Party A to provide student interns with professional guidance, coordination and communication services.
- (3) No illegal activities should be involved in the work assigned to interns by Party A. If any illegal activity is found within the interns' assigned duties, Party B is entitled to terminate this agreement immediately.
- (4) In order to protect the equity of different gender at work, Party A shall comply with Act of Gender Equality in Employment, including prohibition of gender discrimination, prevention and correction of sexual harassment and Measures for Promoting Equality in Employment. At the presence of any events, Party A shall provide assistance in dealing with the situation and informs Party B within 24 hours.

#### I. Evaluation, Referral and consultation

- (1) The evaluation will be conducted both by Party B and Party A. Party A should notify Party B the evaluation result after the completion of the internship for the final grading of the semester.
- (2) Party A should report to Party B if Party C is performing poorly or is not adjusting to the environment. If no improvements are made after counseling, internship status may be revoked and relevant arrangements will be made according to the regulation of the department to which Party C is affiliated.
- (3) In case that Party C has disagreement with Party A, Party B shall get involved and act according to the internship contract.
- (4) Upon the completion of the internship, Party B shall issue a certificate of internship completion.
- (5) To improve the internship program, all two parties should meet to review all aspects of the cooperative education program when necessary.

#### J. Supplementary

- (1) Annex : Student's Internship Plan and Internship contract student roster
- (2) Property Rights and Confidentiality with Party A for the related business. The business secret known or held by the interns or Party B should not be disclosed to any third party or used by the interns or Party B either during the period or after the termination of the Internship. The secret shall not be disclosed, reported or published at all.
- (3) The Appendixes hereof shall be made a part of the Agreement and possess the same effect. Other matters not stated in this Agreement shall be addressed according to further agreement made by both parties.
- (4) This agreement is reached based on the Civil Code and Labor Standards Law of the Republic of China, Taiwan. All the matters not specifically included in this agreement will be based on the laws and regulations of the R.O.C.

(5) Any dispute arising with respect to this Agreement shall be determined by arbitration taking place in Kaohsiung District Court, the first jurisdiction, as all parties may agree upon.

K. The agreement has the same form in triplicate. Party A, Party B, and Party C hold one copy separately for reference.

Parties in Agreement

Party A :  
Representative :  
Position :  
Telephone :  
Address :

CEO  
Seal

Company Seal

Party B : MeiHo University  
Representative : Shun-Hsiang Weng  
Position : President  
Telephone : 08-7799-821  
Address : 23, Pingguang Rd., Neipu, Pingtung, Taiwan, R.O.C.

President  
Seal

University Seal

Party C : (Intern)

Student : (signature)

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