

國立台灣科技大學
學生校外實習合約書
National Taiwan University of Science and Technology
Cooperative Education / Internship Agreement

立合約書人：_____ (實習機構) (以下簡稱甲方)
Taiwan Tech (以下簡稱乙方)

This document establishes an agreement between _____
(Name of Business) (hereinafter referred to as “A”) and National Taiwan University of Science and Technology (hereinafter referred to as “B”).

The purpose of this agreement is to promote clear and precise understanding of the objectives of the cooperative education program among the participants aiming to help students accomplish their learning objectives based upon planned work experience and to promote cooperative education and internship training so as to benefit all participants. To fulfill the objectives, A agrees to offer employment for interns from B who agree to accept such employment subject to the following terms and conditions.

A. Responsibilities:

1. A agrees to offer students from B employment to gain their working experience under law and related regulations and therefore agrees to be responsible for interns’ work assignments to different areas that are related to their program of study, their reports to the job, and offering students required training, job supervision and other necessary guidance for their employment.
2. B agrees to be responsible for arrangements related to students’ internship and coordinating communication among participants. To fulfill these responsibilities, B also agrees to assign teachers from students’ program of study to provide guidance for their internship.

B. Period of Internship:

The internship starts from the _____ day of _____, 20____ and ends with the _____ day of _____, 20____.

C. Number of positions and job descriptions:

1. Jobs assigned to student interns are limited to the ones whose working environment is not hazardous to students’ health and safety.
2. The academic departments in participation of this cooperative education program, types of the internship jobs, number of student interns, amounts of compensation and scholarships are specified in the attached form of “Data Sheet of Internship Provider”.

D. Reporting to the Internship Provider:

1. B is required to send A the list of interns and information needed for students' report for work in time for the commencement of internship.
2. Upon interns' reporting for work, A is required to provide pre-internship training and designate a supervisor for each and every student intern.

E. Insurance:

1. Student interns are expected to be paid with compensation based on the number of hours in service and according to the nature of their learning from various work experiences. Upon their reporting for work, students should be provided with required labor insurance and health insurance by A according to what is required by law and regulations.
2. Students' safety insurance is still the responsibility of B.

F. Supervision and Guidance:

1. During the internship, each student 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, B is required to assign teacher advisors to visit 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 A. If any illegal activity is found within the interns' assigned duties, B is entitled to terminate this agreement immediately.

G. Evaluation:

1. Student interns' performance will be evaluated by both the supervisor of A and the advisor of B. The supervisor of A will be asked to send the internship evaluation report to A for the final performance evaluation.
2. If an intern performs poorly or fails to adjust to the internship work, A is supposed to inform B to take advisory actions or provide additional guidance. If the poor performance remains the same, the internship is subject to termination.
3. Once the internship is finished, B can ask A to issue "Internship Certificate" for the interns on request.
4. A and B are willing to coordinate meetings to review all aspects of the cooperative education program with a view to perfecting the internship program.

H. Additional Articles

1. Attachment: The form of "Data Sheet of Internship Provider".
2. All the attachments are parts of the agreement per se, which have the same effects as all the agreement articles. Any matter uncovered can be added if both parties of this agreement

regard it necessary and reach an agreement from their negotiations.

3. This agreement is reached based on the Civil Code and Labor Standards Law of the Republic of China. All the matters not specifically included in this agreement will be based on the laws and regulations of ROC.
4. If any legal action regarding the content of this agreement is taken, both parties agree that the trial court or the court of first instance will be Taipei District Court in Taiwan.

The agreement has the same form in duplicate. Each party holds one copy for reference.

Parties in Agreement

Party A (Company Seal)
Representative: (CEO Seal)
Position:
Telephone:
Address:

Party B: National Taiwan University of Science and Technology (University Seal)
Representative: Liao Ching-Jong (President Seal)
Position: President
Telephone: 886-02-27333141
Address: #43,Sec.4,Keelung Rd.,Taipei,106,Taiwan,R.O.C

實習機構基本資料表

Data Sheet of Internship Provider

公司名稱 Company					
負責人 Representative			統一編號 Company TAX ID		
聯絡人 Coordinator			職稱 Position		
電話 Telephone			傳真 FAX		
地址 Address					
E-mail					
公司簡介 Co. Introduction					
年營業額 Revenue			員工人數 No. of Employees		
休假/補休方式 Time Off Policy / Compensatory Leave Policy					
其他說明 Other Info					
實習期間 Period of Internship : ___ day of ____, 20__ to ___ day of ____, 20__					
實習系別 Department	工作項目 Job Specifications	名額 No.	薪資/獎助學金 Stipend/Scholarship	需求條件/備註 Requirements / Notes	總實習時數/人 Total Hours/People
Period of Internship : ___ day of ____, 20__ to ___ day of ____, 20__					
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