**The Agreement for Student Internship in Domestic**

**of**

 **National Central University**

Based on the cultivation of the practical skills for students,

The Internship Unit \_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “Party A”), and National Central University (hereinafter referred to as “Party B”) hereby make the agreement for Student (student number / name) (hereinafter referred to as “Party B Intern”) having the internship in the internship unit, therefore Party A and Party B (collectively referred to as ”both Parties” ) agree to jointly and mutually in compliance with the following stipulates:

1. Duty of the internship cooperation
	1. Party A hires Party B Intern in accordance with the Labor Standards Act and relevant labor laws and regulations of R.O.C, and participates in the course planning, the registration of internship duty, the training and the assisting in coaching the living behaviors of intern students..
	2. Party B undertakes the internship business, the course planning, the contact and the counseling work of Party B Intern
2. Duration and hours of Internship
	1. The duration of internship is from (yy/mm/dd) / / to / / .
	2. If Party A has some specific requirement, then the internship hours may be extended upon the necessity confirmation by Party B, and Party B Intern shall cooperate with it, but it shall not exceed 8 hours for daily internship and not exceed 40 hours for weekly internship, based on the stipulates of the relevant law and regulations.
3. The content of internship ( filled-in by the Party A):
4. The address of internship ( filled-in by the Party A):
5. Responsibility of Party A and Party B:
	1. Party A
		1. Party A provides the salary of NTD per hour/month to the Party B Intern directly by the method of transfer a deposit by the financial institutions.
		2. Catering, Accommodation and Transportation allowance( filled-in by the Party A).
			1. Accommodation: □supply \_\_\_\_\_\_\_\_\_\_\_\_ □non-supply.
			2. Catering: □supply \_\_\_\_\_\_\_\_\_\_\_\_ □non-supply.
			3. Transportation: □supply \_\_\_\_\_\_\_\_\_\_\_\_ □non-supply.
		3. Insurance: Party A shall immediately apply for the labor insurance, health insurance and the labor pension allocation upon the Party B intern reporting for duty.
		4. Before internship, Party A shall inform the safety notes of the workplace and the relevant environmental introduction to the Party B and Party B intern, and shall avoid to arrange the work with danger for the Party B Intern.
		5. Party A shall arrange the professional and practical work, formulate the learning topics and the educational training plans, and assign a supervisor of internship unit to Party B Intern for individual or group consulting.
		6. During the internship of Party B Intern, Party A shall accept on-site visits from the teachers or personnels of Party B, in order to understand and evaluate the internship status of Party B Intern and to assist Party B Intern to obtain more appropriate internship experience.
		7. Termination:
			1. During the internship period, if any termination of this Agreement is not attributable to the negligence of Party B Intern, the severance pay shall be paid by Party A in accordance with Article 12 of the Labor Pension Act, and regarding the termination of internship period before expiry, it shall apply, mutatis mutandis, to the provisions of the termination of labor contract in the Labor Standards Act.
			2. The internship content arranged by Party A shall not request the Party B Intern to assist in the illegal acts. Any violation of this Agreement by Party A, Party B may directly terminate this Agreement without any responsibility and liability, and the labor relationship between the Party B Intern and Party A will also be terminated at the same time. Besides, Party A shall not claim for any compensation.
	2. Party B:
		1. The teacher of Party B shall be responsible for designating, scoring and reviewing the internship assignments of Party B Intern, and shall guide the Party B Intern.
		2. During the internship period, the teacher of Party B will visit Party B Intern in the workplace of Party A and will be responsible for the off-campus internship counseling, communication and contacting.
6. Internship Assessment
	1. The internship grades shall be jointly assessed by the internship supervisor assigned by Party A, and by the teacher of Party B.
	2. The assessment by Party A accounts for \_\_\_\_\_\_% of the internship grades, and the assessment of the teacher of Party B accounts for \_\_\_\_\_% of the internship grades. (Filled in by Party B).
	3. The poor performance or adaptation of Party B Intern will lead Party A to notify Party B for the counseling, and Party A may dismiss Party B Intern and terminate this Agreement if there is no improvement after counseling. Besides, the labor relationship between Party B Intern and Party A will also be terminated.
	4. The internship assignments include : (1) the weekly internship notes; (2) the general experience report of the internship.
	5. Party B Intern shall complete the internship assignments within the limited period during the internship duration. The internship assignments may be adjusted by the practical demand if the adjustment of the internship assignments is necessary, based on the evaluation of the internship content made by Party A or Party B. If Party B Intern fails to complete the internship assignments in accordance with the regulations, and there is no improvement after counseling, Party B may terminate this Agreement with negotiation with Party A. And the labor relationship between Party B Intern and Party A will also be terminated.
	6. The attendance and leave of Party B Interns shall be applied with the regulations of Party A.
	7. Both parties coordinate and review various internship measures from time to time, and are in wish of the internship cooperation to be more perfect.
7. The internship dispute appeal process:
	1. If any punishment of off-campus internship held to be illegal or inappropriate and leading to the damage and/or lose of the Party B intern, he/she may submit an appeal to the Student Appeals Committee in accordance with the Student Appeals regulations of Party B.
	2. If any management measures or treatments of the internship content made by the internship unit is inappropriate and leading to the damage and/or lose of the Party B intern, he/she may submit an appeal to the internship promotion department of Party B. And the internship promotion department shall invite the Party A, Party B Intern and the relevant units to co-negotiate the solution, and shall deliver the solution to the Student Internship Committee of Party B for future reference.
8. Miscellaneous:
	1. Any modifications, waiver or amendment of this Agreement shall be mutually negotiated and modified by both Parties.
	2. This Agreement shall be governed by and constructed in accordance with the Civil Code, the Labor Act and other relevant law or regulation of Republic of China. In the event that any right and remedy provided under this Agreement are in addition to, and not exclusive of, any rights or remedies provided by the laws of Republic of China.
	3. In the event that a dispute between the Parties shall arise under or relating to this Agreement, the dispute shall be submitted to the district Court of Taoyuan.
9. This Agreement shall be executed in three (3) counterparts, and Party A, Party B and Party B Intern shall keep one counterparts of this agreement.

**Parties**

Party A：

Representative：

Address：

Uniform Number (BAN) ：

Pary B : National Central University

Representative: the Principal Jou, Jing-Yang

Address： No. 300, Jhongda Rd., Jhongli District, Taoyuan City 32001, Taiwan (R.O.C.)

Uniform Number (BAN): 45002931

The Executive Department:

The Undertaking Personnel：

Party B Intern：

ID Number：

Household Registration Address：

**Intern under 20 year old shall be signed by the legal representative**

the legal representative of Party B Intern：

ID Number：

Household Registration Address：

Republic of China (year) / (month)/ (date)