

# **Chang Jung Christian University Domestic Internship Agreement**

## **((Non-Employment Relationship Version))**

This Internship Agreement is made by and among \_\_\_ ( Internship Organization ) \_\_\_(hereinafter referred to as Party A ) , Chang Jung Christian University (hereinafter referred to as Party B), and (Student)\_\_\_(hereinafter referred to as Party C), based on the principle of mutual benefit. The contract is designed to jointly promote off-campus internship courses and on-the-job practical trainings for connecting talent cultivation via academia and the industry by teaching practical concepts and skills. Furthermore, in compliance with the relevant Industry Cooperation laws and Regulations for Junior Colleges and Higher Educational Institutions, this program is to be treated as a general off-campus job internship in which Party A and Party B have a learning and training relationship only (non-employment relationship). Both parties agree to the following:

### **1. Responsibilities of Party A :**

- (1) Participating in off-campus internship course planning, providing relevant practical training and arranging the interns' schedules for practical skill training and talent cultivation according to the individual internship plan of the student.
- (2) Being responsible for safety training, site safety protection equipment and relevant occupational health and safety measure planning.
- (3) Allowing Party B to conduct site visits and jointly counsel and evaluate the intern with the internship coordinator assigned by Party B.

### **2. Responsibilities of Party B:**

- (1) Establishing Off-campus Internship Committees at different levels according to Article 6 of the Industry Cooperation Relevant laws and Regulations for Junior Colleges and Higher Educational Institutions and being responsible for relevant tasks related to the off-campus internship system.
- (2) Properly planning off-campus internship courses according to the department's development goals and core competencies and enacting the "Individual Internship Plan for Individual Students" before the internship.
- (3) Evaluation of the environmental safety of Party A's internship organization as well as interns' rights.
- (4) Party B shall assign a teacher as an internship coordinator to regularly visit the site of Party A and assist the intern to implement the internship agreement. The coordinator shall jointly counsel the intern with Party A.

### 3. Internship Information of Party C:

- (1) Party C is a student of \_\_\_\_\_ Department/Program of Party B.
- (2) The internship course title is \_\_\_\_\_ with \_\_\_ credits.
- (3) The internship duration is from \_\_MM\_\_ DD \_\_YYYY\_\_ to \_\_MM\_\_ DD \_\_YYYY\_\_ with a total of \_\_\_\_\_ hours.

### 4. Location of Internship:

- (1) Address of internship organization: OO Company (Floor # OO St. Rd., City (County) DistrictOO) °
- (2) Without the agreement of Party B and Party C, the location of the internship shall not be changed.

**5. Daily Internship Hours:** Party A and Party B shall consider both the training needs and the mental and physical health of the intern to arrange daily internship hours which do not exceed eight hours a day and 40 hours a week. The internship shall not be conducted between 22:00 and 6:00 (this is not limited to off-campus internship organized by CJCUC that belongs to the qualification requirements of specific occupational and technical personnel).

**6. Intern Payment and Relevant Benefits:** Relevant payment and benefits are as follows:

- (1) Internship Payment:  NA  Scholarship  Internship Allowance NT\$ \_\_\_\_\_/month.

Party A shall pay internship payment to the intern and wire to the designated bank account of the intern.

- (2) Benefits:

A. Dormitory:  NA  Free Provision  Paid by the Intern NT\$ \_\_\_\_\_/month

B. Meal:  NA  Free Provision  Paid by the Intern NT\$ \_\_\_\_\_/per meal

C. Transportation allowance:  NA  Free Provision  Paid by the Intern NT\$ \_\_\_\_\_/month

Transportation allowance NT\$ \_\_\_\_\_/month

D. Other benefits : \_\_\_\_\_.

- (3) Rest time and rules for taking leave: As agreed by Party A and Party B, reasonable rest time and rules for taking leave shall be properly enacted according to each individual's internship plan and the intern's needs for practical training at the internship site.

**7. Insurance and Pension:** During the internship, Party B shall purchase off-campus internship group accident insurance.

**8. Counselling for Internship Change Request:** If Party C feels the internship is not right for himself/herself, Party A and Party B shall jointly counsel him/her. If after Party B's evaluation or Party C's feedback, the internship is still not right for the intern, Party B shall propose to terminate the internship and arrange for Party C to transfer to another internship organization or take other alternative courses.

**9. Internship Dispute Resolution and Handling:**

- (1) Both parties agree that the agency in charge of dispute resolution shall be\_\_\_\_\_.
- (2) During dispute resolution, relevant parties shall be invited to take part, and when necessary, experts and scholars of labor rules and regulations shall also be invited.

**10. Intern Scores and Certificate Issuing:** Party A and Party B shall agree on standards set according to the student's internship plan, and the intern's evaluation shall be based on their internship performance and content reports. If the intern passes the course, credits shall be given to the intern and if needed, an internship certificate shall be issued.

**11. Agreement Effectiveness, Termination, and Cancellation:**

- (1) This Agreement is made effective from the date when this Agreement is entered into by all three parties.
- (2) Both parties shall agree on the agreement termination and cancellation terms; if Party A seriously harms the rights of the intern, Party B shall request a termination or cancellation of the agreement and claim for compensation to be paid by Party A according to the relevant rules and regulations.

12. If any party has a dispute over this Agreement, a judicial remedy shall be adopted. All parties agree that Tainan District Court is the governing court.

13. Any issue not regulated here shall be proceeded according to the Industry Cooperation Relevant laws and Regulations for Junior Colleges and Higher Educational Institutions.

14. This Agreement is made of four copies in one set held respectively by Party A, Party B, Party C, and CJCUCareer Development Center.

Contracting Parties:

Party A:

Representative:

Address:

GUI #:

Executive Unit:

Contact Person:

Contact Telephone Number:

Contact Telephone Number:

Party B: Chang Jung Christian University

President: Lee Yung-Lung

Address: #1, Chang Da Rd., Guiren District, Tainan City

GUI #:06479492

Contact Person:

Contact Telephone Number:

Party C:

Student Number:

Telephone number:

Guardian:

Telephone number of Guardian:

MM DD, YYYY