

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

## **(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, as well as the Labor Standards Law, this program is to be treated as a general off-campus job internship in which Party A employs Party B as a formal employee. 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:** ○○ Company (Floor # ○○ St. Rd., City (County) District○○) .
- (2) Without the agreement of Party B and Party C, the location of the internship shall not be changed.
- (3) Internship time: The internship time shall be arranged according to the Labor Standards Law.

### 5. Daily Internship Hours:

Party A shall arrange the intern's internship hours according to the Labor Standards Law.

- (1) Standard daily internship hours and rest time: Standard daily internship hours shall not exceed eight (8) hours a day and be no more than a total of 40 hours per week.
- (2) Without the agreement of Party B and Party C, internship hours shall not be extended and the intern shall not work on holidays or rest days.

### 6. Intern Salary and Relevant Benefits:

In compliance with rules and regulations, Party A shall pay Party C's salaries, and the relevant salary calculations and benefits are as follows:

- (1) Salaries: NT\$ \_\_\_\_\_ /hr or NT\$ \_\_\_\_\_ /month, not lower than the minimum wage of the current year. Party A shall pay the salary to the intern in full and wire it to the designated bank account of the intern. Party A shall not deduct any money in the form of penalties or compensation from the salaries of Party C.
- (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) Other labor rights: Procedures of taking rest time, special leave, regular leave, rest days, and sick leave shall be performed according to the Labor Standards Law, the Gender Equality in Employment Act, and the Regulations of Leave-Taking for Workers.

### 7. Insurance and Pension:

During the internship period, Party A (the Internship Organization) shall, in accordance with applicable laws and regulations, apply for Party C (the Student) in labor insurance, labor occupational accident insurance, employment insurance, and national health

insurance, as well as contribute to the labor pension fund, and shall pay the required premiums accordingly. Party B (the University) shall ensure that Party C is covered by a Group Accident Insurance Policy for Off-Campus Internship during the internship period.

**8. Counseling and Adjustment in Case of Maladaptation to Internship:** In the event that Party C (the Student) demonstrates difficulty in adapting to the internship, Party A (the Internship Organization) and Party B (the University) shall jointly provide counseling and guidance. Should Party C remain maladapted after mutual evaluation or upon the Student's request, either Party A or Party B may propose the termination of this Agreement. The both parties shall make appropriate arrangements for subsequent matters.

**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, the Labor Standards Law, the Labor Insurance Act, the Labor Occupational Accident Insurance and Protection Act, the Employment Insurance Act, and the Labor Pension Act.

14. This Agreement is executed in three counterparts, with each of Party A (the Internship Organization), Party B (the University), and Party C (the Student) retaining one copy for recordkeeping.

Contracting Parties:

Party A:

Representative:

Address:

GUI #:

Executive Unit:

Contact Person:

Contact Telephone Number:

Contact Telephone Number:

Party B: Chang Jung Christian University

President: Huey Min Sun

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

GUI #:06479492

Contact Person:

Contact Telephone Number: (06)278-5123

Party C:

Student Number:

Telephone number:

Guardian:

Telephone number of Guardian:

MM   DD,   YYYY