Agreement No.: …..Zi-Di………….

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| 文藻外語大學 |

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| |  | | --- | | Internship Agreement |   This Agreement is made between  Party A (host institution): &  Party B: Wenzao Ursuline University of Languages  Party C (the intern):  Duration: from mm dd yyyy to mm dd yyyy  Date of agreement: mm dd yyyy  The contract is signed among \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “Party A”), Wenzao Ursuline University of Languages (hereinafter “Party B”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “Party C”). The aim of this Agreement is to promote the internship program so that both parties can comply with the collaborative rules.  A. Responsibilities  (1) Party A’s responsibilities:  Take part in the planning of the off-campus internship program and provide relevant practical training for Party C’s specific internship program; make arrangement for work unit assignment and work schedule for the training of various practical skills and cultivation of talent.   1. Take charge of the safety lecture prior to the internship, setup of protective equipment at the internship work site, and planning of the relevant occupational health and safety measures. 2. Accept Party B’s regular on-site inspection, work with the faculty advisor designated by Party B to co-advise Party C, and part take in the evaluation of internship performance.   (2) Party B’s responsibilities:  Establish off-campus internship committees at various levels according to the Implementation Measures for Industry-Academia Cooperation for Colleges and Institutes of Higher Education, and take charge of all affairs relating to the off-campus internship system.   1. Properly plan the off-campus internship program with reference to the Department’s development and core professional skills. 2. Party B is responsible for safety assessment of the work environment and the intern’s rights and interests at Party A’s internship organization. 3. Party B should designate an internship advisor who will make regular visits to Party A for on-site inspection and guidance, understand Party C’s learning and adaption status as well as Party A’s execution of the internship agreement, and to work with Party A to co-advise Party C. Party A should be informed of the visit time in advance and agree to it.   (3) Party C’s internship rules:   1. Party C should observe the internship-related rules, and accept the guidance of the manager at Party A’s internship unit and the faculty advisor from Party B during the internship period. 2. Party C shall not disclose, publicize, or make known to others in any way the business secrets, information, or any form of data that come to his/her knowledge during the internship period.   B. Duration   |  | | --- | | Type: □ with credit □ without credit  Category: □ during summer □ during semester □ during academic year □ other:\_\_\_\_\_\_\_\_\_\_\_  Duration: from mm dd yyyy to mm dd yyyy  Working Hours: (Example) Monday to Friday, 8:00 AM to 5:00 PM (Lunch Break: 12:00 PM to 1:00 PM) |   Month(s)/week(s): 0 month(s)/ 0 week(s)  Hours: 000 hours (the total hours are recorded in the Certificate of Internship)  (Total internship hours shall be based on the internship certificate, to be calculated according to the provisions in the labor law and regulations: Daily internship hours shall be based on the regular working hours of 8 hours per day, and no more than 40 hours per week. For protection of Party C’s physical and mental health and safety, all parties concerned shall abide by the relevant labor law and regulations pertaining to working hours, even if Party A and Party C are not in employment relationship.)  C. Data of student (Party C)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Educational system | Grade | Grade (for interns in cross-academic year) | | | | | Class | Student ID No. | Name | Remarks | |  |  |  |  |  |  |   D. Contents and related matters   1. Job items and description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Job items are arranged based on students’ health and safety. 3. Legal basis for employment relationship/non-employment relationship:   □ Employment relationship: Party A employs Party C as a regular employee according to the labor law-related provisions in the Implementation Measures for Industry-Academia Cooperation for Colleges and Institutes of Higher Education and the Labor Standards Act.  □ Non-employment relationship: Party A and Party C are purely in learning and training relationship according to the Implementation Measures for Industry-Academia Cooperation for Colleges and Institutes of Higher Education.  E. Report in   1. Party B should send the list of interns and their data to Party A one week prior to the start of the internship. Upon request, the duration can be extended after the agreement has been signed by both parties. 2. On-the-job training should be carried out after reporting in; interns will be guided by a designated person; the hours of this orientation will be counted towards the internship hours. 3. Location of internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of organization) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address). Party A shall not change the internship location at discretion without the agreement of Party A and Party C.   F. The following is provided:  □ Salary (amount: \_\_\_\_\_\_\_\_\_) □ Allowance (amount: \_\_\_\_\_\_\_\_\_)  □ Scholarship (amount: \_\_\_\_\_\_\_\_\_) □ Other (please specify: \_\_\_\_\_\_\_\_\_\_\_\_)  G. Meals & accommodation allowance: □ Yes (amount: \_\_\_\_\_\_\_\_\_\_\_) □ No  H. Transportation allowance: □ Yes (amount: \_\_\_\_\_\_\_\_\_\_\_) □ No  I. Insurance:  □ Employment relationship:   1. Party A shall cover Party C with labor insurance during the internship period according to the actual internship salary and allowances, contribute to the labor pension fund, acquire the □National Health Insurance, □Labor Occupational Accident Insurance, □Employment Insurance, and pay the premiums as required. 2. Party A shall notify the labor union about the talent training program under the Industry-Academia Cooperation and the number of people involved.   □ Non-employment relationship: Party B shall cover Party C with student accident insurance for NTD 2,000,000 and injury medical insurance for NTD 50,000 during the internship period.  J. Counseling   1. Each intern is guided by the professionals of Party A who are in charge of his/her job contents and skills. 2. A faculty advisor from Party B will be arranged to visit Party C depending on actual needs, who is responsible for matters of counseling, communication, and contact. 3. In case of adaption problem during the internship period, Party A and Party B shall jointly provide counseling for Party C. If Party C still indicates inability to adapt, upon assessment of Party A and Party B, Party B may terminate the agreement and transfer Party C to another internship organization or deal with it according to the relevant school regulations. 4. Party A should agree to Party B’s termination of agreement request in case of the abovementioned situation. 5. Party A shall not engage Party C in illegal behavior during his/her internship. If Party A violates the law, Party B has the right to terminate this Agreement and the relationship between Party C and Party A will be terminated accordingly. 6. During the agreement period, if one party needs to terminate the contract before the expiration for a reason, it shall notify the other two parties in writing 10 days in advance, and the internship contract will be terminated after the expiration of the notice period. If Party A provides a regular internship salary or allowance for Party C, the termination of this internship contract shall be handled in accordance with the government’s labor laws.   K. Evaluation   1. Performance should be evaluated by the manager of Party A and the faculty advisor from Party B. Party A should send the Internship Evaluation Form and the Certificate of Internship issued by Wenzao Ursuline University of Languages back to Party B within one week after the termination of the internship. 2. Attendance during the internship period should be determined by Party A. If Party C has poor performance or difficulty adapting to his/her job, Party A should inform Party B and solve the problem together. After counseling, if the expected result cannot be achieved, Party C’s internship will be cancelled or he/she will be transferred to another unit. 3. Ad-hoc reviews will be implemented during the period of internship in order to accomplish successful results.   L. Supplementary Provisions   1. Party A should ask Party C to sign an Agreement of Intellectual Property Rights and Confidentiality for the related business. The business secret known or held by Party C or his/her faculty advisor should not be disclosed to any third party or used by Party C 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. 2. 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 Party A, Party B, and Party C. 3. Party A shall fulfill its duty to protect Party C’s personal data. The use of said data shall fall within the scope of the Personal Data Protection Act. 4. To implement the spirit of gender equity and protect interns’ rights and interests, Party A shall fulfill its duty to protect Party C, establish relevant regulations, and provide an appeal channel and handling mechanism according to the Gender Equality in Employment Act. When Party C encounters violations of gender equality laws and regulations, Party A shall provide assistance and methods to handle such violations. Party A shall also notify Party B within 24 hours. 5. This Agreement shall be construed and governed according to the laws of the Republic of China. 6. Any dispute arising with respect to this Agreement shall be determined by arbitration with Kaohsiung District Court as the jurisdictional court of first instance, as the three parties (Party A, Party B, and Party C0 may agree upon. 7. Party C has agreed to the terms and conditions of this Agreement and informed his/her parents.   M. This Agreement is made in triplicate; a copy should be kept by each party.  N. Appendixes  (I.) Internship Evaluation Form issued by Wenzao Ursuline University of Languages  (II.) Certificate of Internship issued by Wenzao Ursuline University of Languages  (III.) Internship Insurance Agreement  Agreement signed by  Party A: OOOOOOOOOOO  Representative: OOOOOOOOOOO  Address: OOOOOOOOOOO  Business Registration No.: OOOOOOOOO  Party B: Wenzao Ursuline University of Languages  Representative: , President  Address: No. 900, Minzu 1st Rd., 80793 Sanmin District, Kaohsiung  Business Registration No.: 76000424  Party C:  Date of agreement: mm dd yyyy  文藻外語大學  Wenzao Ursuline University of Languages  學生校外實習成績考評表Internship Evaluation Form   1. 本表為學生校外實習成績考評表，請實習機構指導人員於學生實習結束後寄回學校之合作窗口（即簽立合約之單位）。This evaluation form is to be completed by the supervisor after the intern’s completion of internship. Please send the completed form to the personnel of the unit of Wenzao that you cooperate with （that is, the unit that you sign the contract with） after students finish their internship. 2. 學生之實習報告最遲應於實習結束前一週內繳交乙份給實習機構指導人員評核。Upon completing the internship, the intern student should hand in the Internship Report to the supervisor within one week.  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 照片  Photo | | 學生姓名Intern’s Name：\_\_\_\_\_\_\_\_\_\_\_學號Student No.：\_\_\_\_\_\_\_\_\_\_\_\_  科系班級Dept. and Class：\_\_\_\_\_\_\_\_\_\_\_  實習機構Name of Institution：\_\_\_\_\_\_\_\_\_\_\_  實習期間Internship Period：自from民國 \_\_\_ 年/yr \_\_\_ 月/mo\_\_\_ 日/day至to 民國 \_\_\_ 年/yr \_\_\_ 月/mo \_\_\_ 日/day  評分說明：每項最高分為6分，總分滿分為60分The highest score of each item is 6, the maximum scores in total are 60. | | | | | | | | 項目 | 評 分 項 目Items | | | | 分數Scores | | 備註Remarks | | | 一 | 學習能力  Demonstrate ability to learn new skills （6%） | | | |  | |  | | | 二 | 積極參與工作實務 Self-motivated and willing to take on tasks （6%） | | | |  | |  | | | 三 | 規劃與執行能力Ability to plan and accomplish tasks effectively （6%） | | | |  | |  | | | 四 | 專業技術能力  Exhibit professional ability and attitude （6%） | | | |  | |  | | | 五 | 人際關係與團隊合作 Interpersonal Skills and work cooperatively with others （6%） | | | |  | |  | | | 六 | 負責、認真、守紀律  Demonstrate reliability and work ethics （6%） | | | |  | |  | | | 七 | 溝通及問題解決能力Ability to create and communicate possible solutions to problems （6%） | | | |  | |  | | | 八 | 應變能力與抗壓性Ability to accommodate changes and cope in stressful situations （6%） | | | |  | |  | | | 九 | 確實遵守服勤規定時間【含上下班】  Report to work as scheduled and on-time （6%） | | | |  | |  | | | 十 | 合宜行為與儀容  Appropriate behaviors and Appearance （6%） | | | |  | |  | | | 總 分 Total Scores | | | | |  | |  | | | 總評與改善建議  Overall Assessment and suggestion for the intern’s improvement | | |  | |  | | | | | 請假紀錄（請務必填寫）  Leave-taking Records （Please ensure to fill out this part） | | | 假別  Leave Types | 事假  Personal leave | 病假  Sick leave | 曠職  Absence w/o official leave | | 其他  Others | | 日（時）數  Days（hours） |  |  |  | |  | | 簽 章  Signature | | | 實習機構指導人員：  Intern’s Supervisor | | | | | | |
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文藻外語大學

Wenzao Ursuline University of Languages

實習時數證明書

Certificate of Internship

文藻外語大學\_\_\_\_\_\_系學生\_\_\_\_\_\_，自民國\_\_\_年\_\_\_月\_\_\_日至民國\_\_\_年\_\_\_月\_\_\_日至\_\_\_\_\_\_\_\_\_機構實習，實習時數共\_\_\_小時，特此證明。

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_ Department, has successfully completed Internship Program from \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_, totally \_\_\_\_\_ hours.

公司章戳：

**公司章戳**

Host Institution ：

實習機構指導人員簽章：

Supervisor：

中華民國 年 月 日

Date：

備註：本證明書可送交實習學生本人，或請逕自寄回學校之合作窗口（即簽立合約之單位）

實習保險同意書

本人　　　　 就讀文藻外語大學　　　　　系/所/科　 年級、學號　　　　，參加本校校外實習，（海外實習為　　年度

　　　　計畫），本人已清楚瞭解所簽訂實習合約書所載之相關保險內容，且本人視個人需求於實習前額外自行購買較高保額之保險，以保障自身權益，並提供投保證明至學校留存，特此聲明。

謹致

文藻外語大學

系主任/計畫主持人：　　　　　　　　 （簽章）

立切結書人： 　　　　　　　　　　 （簽章）

通訊住址：

聯絡電話：

中　華　民　國　　　　　年　　　　月　　　　日