

Bilateral Internship Contract for Students of Kainan University (Template)

(The allowance-related version is provided by the internship provider)

Contracting parties: ○○○○○○○ (internship provider) (hereinafter referred to as “Party A”)

Kainan University (hereinafter referred to as “Party B”)

For the purpose of jointly developing professional talent and promoting teaching and practical training through student internship programs on a reciprocal basis, the two parties hereto agree to the following terms and conditions, which shall be observed jointly.

I. Contents of student internship cooperation:

- (I) The student interns shall intern at the workplace of Party A during the internship period according to the provisions of this contract;
- (II) Party A shall be responsible for the job allocation, attendance, training, and mentorship of the student interns;
- (III) Party B shall be responsible for coordinating internship-related affairs, assigning students to internship organizations, and assigning mentors who will offer professional and practical guidance to student interns.

II. Internship period: ()(MM/DD/YY) to ()(MM/DD/YY)

- ☐ During the semester (each semester comprises 18 weeks)
- ☐ During winter and summer vacations (applicable to students not assigned to any internship for an entire semester)

III. Contents of professional internship and description of attendance requirements:

- (I) The internship program is titled _____, covers a total of _____ academic credits, and shall be implemented for _____ hours.

(As stipulated by the Ministry of Education, 1 academic credit shall be earned following the completion of a maximum of 80 internship hours, and the number of daily internship hours shall not exceed 8 hours.)

- (II) Party A shall offer pre-job training to student interns when they report for their internship, and assign special personnel to guide them accordingly.
- (III) Party A shall plan and provide the appropriate internship, mentorship, and training materials based on the needs of the organization and the internship itself.
- (IV) During the internship, Party A shall not require student interns to assist with or conduct unlawful acts.
- (V) Party A shall provide student interns with a healthy and safe professional internship environment, and the site of the internship shall comply with the relevant rules and regulations

of the Ministry of Education and the Ministry of Labor.

(VI) Party B shall mail the list of student interns and their registration information to Party A one week in advance.

IV. Internship allowance:

☐ Monthly internship allowance, disbursed monthly: NT\$_____/-.

☐ Daily internship allowance, disbursed daily: NT\$_____/-.

☐ Hourly internship allowance, disbursed hourly: NT\$_____/-.

(The internship allowance shall be disbursed directly to student interns by bank transfer via the relevant financial institutions.)

V. Insurance:

(I) Party A shall cover labor insurance and health insurance for student interns from the date of reporting (note: labor insurance for overseas students shall be covered in accordance with the provisions of the relevant authorities). If the internship period does not exceed three months, student interns may continue their health insurance coverage under their original status in accordance with Article 20 of the "Enforcement Rules of the National Health Insurance Act."

(II) Party B shall cover accident insurance for student interns (with an insured amount of at least NT\$2 million).

VI. Intern mentorship:

(I) During the internship period, the executives of Party A's organization shall act as the supervisors, oversee the internship contents, and offer skills training.

(II) During the internship period, Party B shall assign mentors to visit student interns and offer mentorship, communication, and liaison assistance on an occasional basis.

(III) Party B shall be responsible for stipulating that the assigned student interns abide by the internship contents and work schedule set forth by Party A.

(IV) During the internship period, student interns shall not be absent from duty without a valid reason; in the event of such an absence, Party A shall immediately notify Party B so it may assist in addressing it.

(V) If Party B considers the student interns to be performing poorly during the internship period, Party A shall formally notify Party B and the two parties shall jointly offer mentorship to the student interns. In the event of gross misconduct, the student internship committee of the department or institute to which the student interns belong shall handle the matter. If the student interns are dismissed by Party A due to their failure to successfully demonstrate improvements after due mentorship, Party A shall notify Party B within three days of the event.

(VI) If the student interns are unwilling to intern at the assigned internship organization for certain reasons, they may request to terminate the internship contract ahead of schedule with one month's advance notice to Parties A and B. In the event of major accidents, Party A may

terminate the internship contract ahead of schedule with one month's advance notice to Party B. If the internship contract is terminated under either of the above circumstances, neither of the parties hereto shall make any claim for damages.

VII. Internship appraisal:

- (I) During the internship period, the executives of Party A's organization and the mentors assigned by Party B shall jointly appraise the internship performance.

(The rules on internship performance appraisal shall be formulated by the department or institute in which the student interns are studying.)

- (II) Both Parties A and B shall occasionally review various internship measures to improve the student internship program.

- (III) Upon completion of the internship, Party B may, as required, request for Party A to issue Internship Certificates, which shall include contents such as the names, departments or institutes, and classes, internship period, course names, and internship hours relevant to the student interns.

VIII. Cooperation obligation:

Party A shall perform the duties stipulated in the provisions under the "Student Internship Implementation Measures of Kainan University" in conjunction with Party B. The contents of this document related to Party A shall be deemed an integral part of this contract. In the event of revisions to these contents, Party B shall notify Party A in writing.

IX. Confidentiality:

To protect the business secrets of Party A, the student interns and their mentors shall maintain the confidentiality of any business secrets and technical expertise belonging to Party A that are learned during the internship, and shall not, during or upon the completion of the internship, disclose the same to any third party or adopt the same for personal use, nor shall it disclose, redistribute, or publish the internship contents in public, except for internship contents already known to the public, or in the event of prior consent from Party A. In the event of any violation of the above regulation, the student interns and their families shall be liable for damages. Party B shall assist Party A in the procedures involved in obtaining compensation for damages or provide relevant documents.

X. Settlement of disputes:

- (I) In the event of a breach of contract or unlawful behavior on the part of Party A, Party B shall urge Party A to make corrections in writing within the specified period; if Party A fails to do so, Party B has the right to terminate this contract and claim damages.
- (II) During the internship period, if a dispute arises between the student interns and Party A, the two parties hereto shall endeavor to settle the dispute via negotiation. If they fail to reach an agreement, they agree to submit the dispute to the Taiwan Taoyuan District Court as the court of first instance.

XI. Supplements

- (I) Based on the nature of the internship, all matters related to allowance, welfare, insurance, and leave shall be handled pursuant to the relevant provisions of Party A. Party B may, with notice to Party A, require the student interns to return to school in accordance with teaching needs, in which case, Party A shall grant a leave of absence to the student interns.
- (II) Upon the expiration of the internship, student interns shall undergo resignation procedures as required by Party A.
- (III) All expenses related to food, accommodation, and transportation incurred during the internship period shall be borne by Party ().

XII. This contract shall come into effect upon the date of its signing, and will become void when the internship expires, or if either of the two parties hereto terminate this contract. Other internship-related matters not mentioned herein shall be handled pursuant to the relevant laws and regulations of Taiwan, and Party A and Party B shall sign a separate agreement as required following negotiation.

XIII. This contract is made in duplicate, and Parties A and B shall each receive one copy, to ensure their ability to abide by the terms and conditions herein.

Contracting parties:

Party A: (internship provider)

Authorized representative:

Professional title:

Contact number:

Address:

Party B: Kainan University

Person-in-charge:

Professional title: President

Authorized signatory:

Contact number: 03-3412500

Address: Kainan Road 1, Luzhu District, Taoyuan City

Date: _____ (M M / D D / Y Y)