

Tripartite Internship Contract for Students of Kainan University (Template)

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

Contracting parties: ○○○ (student intern) (hereinafter referred to as “Party A”)
○○○○○○○ (internship provider) (hereinafter referred to as “Party B”)
Kainan University (hereinafter referred to as “Party C”)

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

I. Contents of student internship cooperation:

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

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

- ☐ During the semester (each semester comprises a maximum of 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 B shall offer pre-job training to Party A when he/she reports for internship, and assign special personnel to guide him/her accordingly.
- (III) Party B 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 B shall not require Party A to assist with or conduct unlawful acts.
- (V) Party B shall provide Party A 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 C shall mail the list of student interns and their registration information to Party B 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 Party A by bank transfer via the relevant financial institutions.)

V. Insurance:

- (I) Party B shall cover labor insurance and health insurance for Party A 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, Party A may continue his/her health insurance coverage under his/her original status in accordance with Article 20 of the “Enforcement Rules of the National Health Insurance Act.”
(II) Party C shall cover accident insurance for the student intern (with an insured amount of at least NT\$2 million).

VI. Intern mentorship:

- (I) During the internship period, the executives of Party B’s organization shall act as the supervisors, oversee the internship contents, and offer skills training.
(II) During the internship period, Party C shall assign mentors to visit the student intern and offer mentorship, communication, and liaison assistance on an occasional basis.
(III) Party C shall be responsible for stipulating that the assigned student intern abides by the internship contents and work schedule set forth by Party B.
(IV) During the internship period, Party A shall not be absent from duty without a valid reason; in the event of such an absence, Party B shall immediately notify Party C so it may assist in addressing it.
(V) If Party B considers Party A to be performing poorly during the internship period, Party B shall formally notify Party C and the two parties shall jointly offer mentorship to Party A. In the event of gross misconduct, the student internship committee of the department or institute to which Party A belongs shall handle the matter. If Party A is dismissed by Party B due to his/her failure to successfully demonstrate improvements after due mentorship, Party B shall notify Party C within three days of the event.
(VI) If Party A is unwilling to intern at the assigned internship organization for certain reasons, he/she may request to terminate the internship contract ahead of schedule with one month’s advance notice to Parties B and C. In the event of a major accident, Party B may terminate the internship contract ahead of schedule with one month’s advance notice to Parties A and C. If the internship contract is terminated under the above circumstances, none of the three parties

hereto shall make any claim for damages.

VII. Internship appraisal:

- (I) During the internship period, the executives of Party B's organization and the mentors assigned by Party C shall jointly appraise the internship performance.
(The rules on internship performance appraisal shall be formulated by the department or institute in which Party A is studying.)
- (II) The three parties hereto shall occasionally review various internship measures to improve the student internship program.
- (III) Upon completion of the internship, Party C may, as required, request for Party B to issue an Internship Certificate, which shall include contents such as the name, department or institute, and class, internship period, course name, and internship hours relevant to Party A.

VIII. Cooperation obligation:

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

IX. Confidentiality:

To protect the business secrets of Party B, Party A and his/her mentors shall maintain the confidentiality of any business secrets and technical expertise belonging to Party B 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 B. In the event of any violation of the above regulation, Party A and his/her family shall be liable for damages. Party C shall assist Party B 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 B, Party C shall urge Party B to make corrections in writing within a specified period; if Party B fails to do so, Party C has the right to terminate this contract and claim damages.
- (II) During the internship period, if a dispute arises between Parties A and B, the three 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 associated with allowance, welfare, insurance, and leave shall be handled pursuant to the relevant provisions of Party B. Party C may, with notice to Party B, require Party A to return to school in accordance with teaching

needs, in which case, Party B shall grant a leave of absence to Party A.

(II) Upon the expiration of the internship, Party A shall undergo resignation procedures as required by Party B.

(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 **any of the three** parties hereto terminates this contract. Other internship-related matters not mentioned herein shall be handled pursuant to the relevant laws and regulations of Taiwan, and the three parties hereto shall sign a separate agreement as required following further negotiation.

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

Contracting parties:

Party A: (student intern)

Contact number:

Address:

Parent or guardian:

(to be signed by the student's parent or guardian if he/she is under 20 years of age)

Student Date of Birth: _____ (YYYY/MM/DD)

☐ Under 20 years old, Parent/Guardian Signature: _____

☐ 20 years old or older, Signature-free.

Party B: (internship provider)

Authorized representative:

Professional title:

Contact number:

Address:

Party C: 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)