

## Memorandum of Understanding for Internship

Parties to the agreement: ○○○○○(name of organization) ( hereafter refers to as Party A )  
Tainan University of Technology ( hereafter refers to as Party B )

This Memorandum of Understanding is hereby made and entered into by and between \_\_\_\_\_, Tainan University of Technology (TUTech) and \_\_\_\_\_, the above three parties agree to be bound by the following terms and conditions.

### I. Roles and responsibilities in this off-campus internship program

1. The management department of Party A is in charge of processing enrollment, as well as assigning jobs, training and guiding the internship students.
2. Party B is in charge of communication and coordination for all details relating to the internship program, including assigning students to the participating businesses and designating advisers to guide the students through the process of professional training.

### II. Content of the professional internship program:

1. Party A has the right to assign internship work and decide on the content of training based on the corporate needs and plans.
2. Work arranged may not pose any harm to the health and safety of TUTech's student(s).

### III. Reporting to work:

Upon reporting to work, Party A shall provide pre-work training to Party B and assign dedicated personnel to guide Party B through the process.

### IV. Consultation for internship students

1. During the internship period, from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_, student(s) shall be supervised by personnel assigned by Party A on the content of internship work and guidance on technical practice.
2. Party A shall require student(s) to follow the work rules and schedules arranged by Party A at the internship organization.
3. In case that Party A found student(s) to be performing under the expected level, Party A shall

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notify Party B to handle the matter jointly.

V. Performance evaluation

**When the internship ended, Parties A and B shall issue a Certificate of Completion for the respective internship program jointly. The content of the certificate shall include the name of the internship student, year and department of the student, name of course, period of internships and hours completed.**

VI. Confidentiality

To protect confidential business information of Party A, student(s) and the assigned adviser are strictly prohibited to disclose any confidential information of Party A gained from the internship program to any third party or use such confidential information for self-benefiting purposes in any form during or after the internship period. In case of leakage, the student involved and his/her parents shall be held responsible for the liability. Party B shall assist Party A in the process of claiming indemnity or supply relevant documents.

VII. Appendixes

Upon completion of the internship program, student(s) shall complete all processes required before leaving the company of Party A.

VIII. Other terms and conditions relating to the above internship program not stated in this Agreement shall be drawn in a separate document as needed upon agreement of Parties A and B.

IX. This Agreement is made in a set of three copies, each to be held respectively by Parties A and B.

**Signed** for and on behalf of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
President

**Signed** for and on behalf of

Tainan University of Technology

\_\_\_\_\_

Zong-Cheng Huang  
President

Dept.: \_\_\_\_\_  
Business Code: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date