

AGREEMENT FOR STUDENT OVERSEA INTERNSHIP COLLABORATION

The Contractors:

Tainan University of Technology (hereafter referred as Party A)

Internship Organization/Institution (hereafter referred as Party B)

Intern (hereafter referred as Party C)

In order to enhance students' learning by integrating theory and practice, to cultivate their positive attitudes at work, and to increase their competitiveness in the job market, the three parties agree to launch an internship program subject to the terms and conditions set forth below to equip students' knowledge of industry in reality and workplace experience in advance.

I. Scope of Responsibilities

1. Party A agrees to be responsible for the arrangements related to students' internships and for the coordination among participants. To fulfill these responsibilities, Party A also agrees to assign teachers from the students' programs of study to provide guidance for their internship.
2. Party B agrees to offer Party C employment to gain working experience in accordance with the law and related regulations. Party B agrees to be responsible for the students' work assignments to different areas related to their programs of study, offers students required training, job supervision and other necessary guidance for their employment.
3. Party C must obey the field practice regulations and relevant rules of Party A and the practice rules of Party B. Party C is also expected to obey the attendance policy and all safety rules, follow workplace ethics and guidance, protect confidential business information as well as trade secrets, and keep in touch with the school tutor.

II. Duration of Internship Service

From _____(MM/DD/YY) to _____(MM/DD/YY).

The contract automatically loses its effectiveness since the expiration of internship.

(Duration: 4.5 months in a semester / 8 weeks 320 hours during summer vacation.)

III. Job Description

1. It is understood that the safety of the workplace must be considered as a first priority.
2. Internship work items shall be in accordance with the attached Internship Institute Information Form.

IV. Location of Internship: _____ city / _____ country

V. Time and Attendance

Attendance does not exceed _____hours a day, _____hours per week. However, a flexible and rotating schedule might be required for the need of business.

VI. Registration at Host Institute

1. It is understood that Party A should provide the list of selected intern(s) and relevant information to the host institution at least two weeks beforehand.
2. It is understood that Party B should give Party C orientation training for occupational safety and health issues on the day of registration.

VII. Remuneration

1. The internship remunerated is agreed to be:
 - Monthly salary / allowance: NT/U.S.\$ _____
 - Hourly wage / allowance: NT/U.S.\$ _____
 - Grants for merits: NT/U.S.\$ _____
 - No payments
2. Overtime: Requirement or permission to work overtime must be done and paid in accordance with the Labor Standards Act of Party B's country.
 - No
 - Yes, please state in details: _____Compensation:
 - Overtime pay (with salary or allowance) °
 - Time off in lieu (without salary or allowance) °
3. The salary should be wired to students' account on a monthly basis.

VIII. Accommodations & Transportation

1. Dorm: None Provided by Party B without charge
 Provided by Party B at rent of NT/U.S.\$ _____/month.
2. Meal: None Provided by Party B without charge
 Provided by Party B at rent of NT/U.S.\$ _____/month.
3. Transportation: None Provided by Party B without charge
 Provided by Party B at rent of NT/U.S.\$ _____/month.

IX. Insurance

1. Once after Party C reports to Party B, Party B shall apply for proper insurance, including, health care insurance and employee retirement plan, if applicable, while an employment relationship exist between two parts in accordance with the Labor Standards Act.
2. Party C must insure oversea medical insurance and accident insurance for at least 2 million NT dollars including _____ NT dollars of oversea medical insurance.

X. Counseling

1. During the internship period, tutor(s) from Party A should periodically visit the intern(s) at Party B. The tutor(s) is responsible for counseling, communication, and contacting. Meanwhile, they should also know the duties and work scope of the interns so as to give advice on their jobs and help with difficulties they may have. Records made during the

periodical visits should be kept for a reference.

2. During the internship period, Party B should also assign a tutor to instruct the intern and provide practical skills, job training for the assigned duty, regulations and codes, operation guidelines and other relevant materials.
3. In the case that any of the duties assigned to an intern by Party B violate the law, the Agreement and the internship may be terminated automatically without giving prior notice to the other party.

XI. Evaluation

1. The evaluation will be conducted both by the tutor from Party A and the supervisor from Party B. Party B should notify Party A the evaluation result after the completion of the internship for the final grading of the semester.
2. For this internship as an academic credit course, the interns will be evaluated on their presentations and reports as well as their periodical meet-ups with supervising professors, learning reports, and attendance.
3. Party B should report to Party A if Party C is performing poorly or is not adjusting to the environment. If no improvements are made after counseling, internship status may be revoked and relevant arrangements will be made according to the regulation of the department to which Party C is affiliated.
4. During the internship period, when needed, the interns should ask for leaves of absence from their site supervisor. Failure to complete the procedure is regarded as absenteeism. When Party B does not give clear regulations, the interns should abide by the Codes for External Internship and relevant regulations of Party A for taking a leave of absence.
5. To improve the internship program, all three parties should meet to review all aspects of the cooperative education program when necessary.

XII. Disputes Resolution

When any dispute cannot be settled by the mutual mediation between Party A and B, either party of A, B, and C can submit the dispute to the Department Authority for External Internship and the University Committee of External Internship for resolutions.

XIII. Supplementary

1. Appended document: Oversea Internship Program, TUTech application Form
2. All relevant documents are considered to be part of this agreement and with the same legal effectiveness. Any matter not covered can be added if both parties of this agreement regard it as necessary and reach an agreement through negotiations.
3. This agreement is reached based on the Civil Code and Labor Standards Law of the Republic of China, Taiwan. All the matters not specifically included in this agreement will be based on the laws and regulations of the R.O.C.
4. If any legal action regarding the content of this agreement is taken, both parties agree that the trial court or the court of first instance will be the Tainan District Court in Taiwan.

XIV. The agreement has the same form in triplicate. Party A, Party B, and Party C hold one copy separately for reference.

Parties in Agreement

Party A: Tainan University of Technology(台南應用科技大學)

President: Tzung-Cheng Huan

Address: No.529, Zhongzheng Rd., Yongkang District, Tainan City 71002, Taiwan (R.O.C.)

VAT Number: 73502206

Party B: _____ (Internship Organization/Institution)

Owner: _____

Address: _____

VAT Number: _____

Party C: _____ (Intern)

Student: _____

ID No. of the student: _____

TEL: _____

Guardian: _____

ID No. of the Guardian: _____

TEL: _____

Residence Address: _____