



\_\_\_\_\_ Academic Year

**Student Internship Agreement**

This document establishes an agreement between Nanhua University (hereinafter referred to as “Party A”), (Name of Internship Provider) (hereinafter referred to as “Party B”), and (Name of Student Intern) (hereinafter referred to as “Party C”).

1. Cooperative Internship Training

- 1.1. Party A: The Academia-Industry Collaboration and Career Services Office of Nanhua University agrees to be responsible for arranging related matters to the internship and liaise with students. To fulfill these responsibilities, Party A also agrees to assign an internship faculty advisor from the relevant academic department/institute to provide guidance to the student intern.
- 1.2. Party B: The Internship Provider agrees to be responsible for arranging the related details of the work and training of the internship. Party B also agrees to assign a manager/supervisor who is responsible for overseeing the student intern.
- 1.3. Party C: The student intern agrees to abide by the rules and regulations of the Internship Provider and follow the advice and guidelines of the manager/supervisor, and agrees to not cause damage to the properties of the Internship Provider. The student intern also agrees to hold all confidential information and trade secrets in confidence and to not use, disclose, publish or otherwise disseminate any such confidential information and trade secrets to any other person.

2. Content of Internship

2.1. Name of Department/Graduate Institute:

\_\_\_\_\_

2.2. Number of student interns: \_\_\_\_\_ (or see attached name list)

Student name: \_\_\_\_\_

Student number: \_\_\_\_\_

2.3. Name of internship program: \_\_\_\_\_

2.4. Number of credits for internship program: \_\_\_\_\_

2.5. The internship starts from the date of \_\_\_\_\_ (yyyy/mm/dd), and ends on the date of \_\_\_\_\_ (yyyy/mm/dd). Total internship duration: \_\_\_\_\_ days/hours.

2.6. Address of internship provider:

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3. Reporting to the Internship Provider

3.1. Party A shall send Party B the list of interns and their relevant information before the commencement of the internship.

3.2. Upon the intern's reporting for work, Party B shall designate a manager/supervisor for the student intern and provide training.

4. Insurance

Students shall be provided with general and accident insurance by Party A according to what is required by Taiwan's laws and regulations.

5. Internship Grant or Financial Aid: \_\_\_\_\_

6. Supervision and Guidance:

6.1. Party B shall arrange practical work and guide the intern with professional skill and knowledge.

6.2. During the internship, the internship faculty advisor assigned by Party A and the manager/supervisor assigned by Party B shall provide technical guidance and supervision for the student intern based on the agreed contents of the internship.

6.3. During the internship, the internship faculty advisor assigned by Party A is required to pay a visit to the Internship Provider at least once to gain a better understanding of the student intern's training. The internship faculty advisor is also required to arrange periodic phone calls to provide guidance to student interns.

7. Evaluation of Student Intern

7.1. The intern's performance shall be evaluated and graded by Party A and Party B.

7.2. According to the regulations governing the Student Internship of Nanhua University, Party B must complete and submit the internship report provided by Party A at the end of the internship.

8. Jurisdiction and Related Matters

Contents of this Agreement may be amended after being agreed upon by all three Parties. In the event that there are disputes that cannot be resolved through negotiations, all Parties agree that the court of law at which the Internship Provider is located has jurisdiction on the matter.

9. Internship matters not specifically stated in this Agreement shall be implemented according to the regulations stated in the Student Internship of Nanhua University or according to the terms agreed upon between Party A and Party B (e.g. accommodation and meals).
10. If Party A or Party B would like to terminate this Agreement, both parties must come to a negotiated agreement without infringing upon the rights of Party C to complete his/her internship.
11. This Agreement is executed in triplicate, with each party holding one copy, and is deemed equally effective under the law.

Parties in Agreement:

Party A:

Nanhua University

Representative: Tsong-Ming Lin

Position: President

Contact No.: +886-5-2721001

Address: No. 55, Sec. 1, Nanhua Rd.

Dalin Township

Chiayi County 62249

Taiwan

\_\_\_\_\_ (Signature)

Party B:

\_\_\_\_\_

Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Signature)

Party C:

\_\_\_\_\_

Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Signature)