

# National Chengchi University (NCCU)

## Overseas Internship Agreement

This Agreement is made between:

The Office of Student Affairs, NCCU (hereinafter, "Party A")

(Company) \_\_\_\_\_ (hereinafter, "Party B")

(Student) \_\_\_\_\_, \_\_\_\_\_ (year), Department/Institute of  
\_\_\_\_\_ (hereinafter, "Party C")

With the aim of cultivating scientific and technological expertise professionals with international perspectives, the parties shall jointly conduct overseas internships to provide overseas training and internship opportunities to develop the professional skills of Party C according to the following terms.

### I. Agreement Period:

The period of the internship shall be from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy), with a total of \_\_\_ working hours per week.

### II. Responsibilities of Party A

1. Party A shall prepare internship briefing sessions, process applications, and post open internship positions.
2. Party A will seek to ensure that Party C's working conditions are legal and reasonable, and will inform Party C as to his/her rights and obligations.
3. During the internship period, Party A will collaborate with Party B to conduct regular visits, video interviews, counseling sessions and assessments with Party C to supervise

and monitor internship conditions.

4. During the internship period, Party A will assign a dedicated person or group to manage overseas internships to ensure a good continuing working relationship with Party B.

### III. Responsibilities of Party B

1. Party B shall assist Party A in arranging visits and video meetings with students, along with counseling and assessment.
2. Party B shall specify in this agreement the legal protections and requirements applicable during the internship period including insurance, remuneration, transportation, accommodation, etc., and will assist Party A in providing pre-departure briefings and all relevant information. Party B shall also inform Parties A and C of all relevant safety precautions and environmental concerns regarding any potential hazardous work conditions in the internship workplace.
3. During the internship period, Party B shall assist Party A in ensuring the safety and wellbeing of Party C, and shall provide active assistance in the case of emergency.
4. Party B shall inform Party A of any serious difficulties encountered by Party C during the internship. If counseling does not improve the situation, Party B will assist Party A in terminating the internship, if necessary, and arrange Party C's return home.
5. Party B will assist Party C in securing a visa valid for the internship in accordance with local laws and regulations.
6. Party B will provide or arrange appropriate accommodations for Party C.
7. Party B will assist Party A in performing mid-term and final internship performance assessments for Party C, and shall provide a certificate of recognition upon Party C's completion of the internship.

#### IV. Responsibilities of Party C

1. Party C shall comply all regulations of the school, the internship institution and the local country, and shall not engage in conduct that harms the reputation of the school or violates the laws of Taiwan and the host country.
2. Under the supervision and guidance of Party B, Party C shall implement the internship work content and abide by the professional code of ethics.
3. During the internship period, Party C shall comply the relevant regulations of Party B and shall abide by the required work schedule.
4. Any request for leave during the internship shall be handled in accordance with the relevant regulations of Party B.
5. Any request to reduce or extend the duration or hours of internships must be approved by University and internship institution.
6. Party C may not arbitrarily terminate the internship before its conclusion and return to Taiwan without proper application and approval. If Party C must terminate the internship due to special or emergency circumstances, consent must be obtained from Parties A and B.
7. Party C shall complete all work items assigned by Party B by the end of the internship, and must transfer all relevant materials to Party B.
8. Party C shall apply for all relevant passports, visas and entry and exit permits for the internship country/region, as well as arrange insurance for him/herself.

#### V. Obligations of Party C

1. Submit internship reports including weekly internship diary.
2. Parties A and B may adjust the internship content based on internship performance assessments or as the situation demands.
3. The weekly internship diary should be submitted on time every Sunday, and a

comprehensive internship report (minimum 2000 words) must be submitted within two weeks following the completion of the internship.

4. Participate in overseas internship experience sharing sessions, briefing sessions and other activities organized by the Career Development Center.

## VI. Employment Details

1. Job title:
2. Job description:
3. Work location:
4. Employment duration:

## VII. Working Hours and Holidays

1. Commute time:
2. Break time:
3. Working hours (excluding breaks)

Party C's internship hours are based on local full-time employment hours of \_\_\_\_ hours per week.

4. Working days per week and holidays:

## VIII. Internship Remuneration

1. Internship allowance
2. Allowance payment date
3. Food expenses
4. Others

## IX. Insurance and Medical Benefits

1. Prior to the start of the internship, Party A shall confirm that Party C has secured necessary insurance coverage (including medical and accident insurance).
2. Prior to the start of the internship, Party B shall provide Party C with insurance-related information (e.g., labor insurance, medical insurance) that complies with the regulations of the host country.

X. Other related matters shall be handled in accordance with the relevant laws of the Republic of China and \_\_\_\_\_(host country) as specified in the appendix to this Agreement.

## XI. Supplementary Provisions

1. All parties agree to negotiate in good faith to resolve any disputes or disagreements arising during the internship period. In the event that a dispute cannot be resolved to the satisfaction of all parties, Party A may terminate this Agreement.
2. All relevant attachments to this Agreement are regarded part of the Agreement and have the same force as the contract terms. For other matters not covered by the internship cooperation Agreement, the three parties may enter into separate agreements based on actual requirements.
3. This contract is executed in triplicate, with a copy for each party.

Agreement between the three parties:

Party A (The University): Office of Student Affairs, NCCU

Representative:

Phone:

Address:

Office of  
Student Affairs Seal

Vice President Seal,  
Office of Student  
Affairs

Party B (Company):

Representative:

Tax ID number:

Phone:

Address:

Company Seal

Representative Seal

Party C (Student):

Please read the Agreement before signing

Signature/Seal:

ID Number:

Address:

Phone:

Date: mm/ dd/ yyyy