

Off-Campus Internship Agreement Between National Taipei University of Technology and \_\_\_\_\_ Co., Ltd. (unpaid internship)

This is an agreement between \_\_\_\_\_ (hereafter referred to as the “Company”) and the National Taipei University of Technology (hereafter referred to as the “University”). This agreement is established by both parties to develop professional talents and promote off-campus internship cooperation and practical training on the basis of reciprocal principles. By signing this agreement, both the Company and the University agree to observe the following terms and conditions.

I. Respective Duties in Off-Campus Internships

\_\_\_\_\_ (Department) of the Company:

The Company shall employ the student of the University according to the ROC Labor Standards Act and relevant regulations and engage in internship-related affairs such as course planning, allocation of intern posts, interns’ attendance, training, and providing counseling on interns’ daily conduct and behavior.

\_\_\_\_\_ (Department/Institute) of the University:

The Department/Institute of the University shall be responsible for internship-related affairs and contact, and the professional teachers of each department/institute shall be in charge of instructing off-campus interns.

II. Off-Campus Interns:

A.  Off-campus practical research project:

Graduate students of \_\_\_\_\_ (department / graduate institute)

Off-campus practical internship:

Students of \_\_\_\_\_ (daytime undergraduate programs)

B. The University shall recommend several students from the \_\_\_\_\_

(department/graduate institute) to the Company, which then interview the candidates to determine the successful candidates.

III. Duration of the Agreement :

The internship lasts from \_\_\_\_\_ to \_\_\_\_\_ (dd/mm/yy), for a total of \_\_\_\_\_ hours.

IV. Insurance:

The University provides accident insurance for the students.

V. Internship Environment:

The Company shall provide a professional internship environment that does not negatively affect interns' health and safety. Locations of off-campus internships shall comply with relevant regulations specified by the Ministry of Education.

VI. Counseling for Interns:

- A. The department responsible for internship affairs in the Company shall arrange professional and practical work, set learning topics and training programs, and assign specific persons to guide interns to develop conscientiousness, professional and practical skills, and the "knowledge of management practices."
- B. The Company may not demand the intern to assist with illegal activities in the internship arranged by the Company. Any violation of this requirement on the part of the Company shall result in the direct termination of this agreement on the part of the University, and the labor relations between the Company and the students of the University shall be terminated as well.
- C. All interns shall have teacher-counselors and the supervisors of the internship providers as their instructors. Instructors shall supervise the internship work, provide guidance on developing skills, and confirm and review the interns' "Off-Campus Internship Records" as proof of internship learning and counseling.
- D. During internship, the University may arrange teacher-counselors to visit interns at the Company and take charge of off-campus internship counseling, communication, and contact.

VII. Ownership of Internship Research Results:

- A. Internship research results are shared by the Company and the University according to the following percentages:
  - The Company: \_\_\_\_\_%
  - The University: \_\_\_\_\_%
- B. After presenting a written consent, either the Company or the University may use the research results derived from this internship to apply to competent authorities for intellectual property rights such as patents and copyrights. The applicant shall cover all expenses incurred by the application, maintenance, and other relevant causes; however, if the two parties collaborate in the application, the aforementioned expenses shall be borne by both parties according to the proportions of the results individually owned by them.
- C. When the research results specified in the first paragraph of this article are used by either the Company or the University to apply to competent authorities for intellectual property rights, the other party shall provide all necessary assistance, and the ownership of rights and research results in the application shall be consistent with the percentages determined in the first paragraph of this article.

- VIII. Internship evaluation:
- A. Attendance during internship shall be evaluated according to the regulations of the Company.
  - B. Internship performance are jointly assessed by the supervisors of the internship-related departments of the Company and the University as well as the teacher-counselors of the University.
  - C. The Company and the University adjust and review internship measures as required to improve off-campus internship courses.
- IX. Collaborative Duties: The Company shall comply with the “National Taipei University of Technology Guidelines for Off-Campus Internships,” and the content of the Guidelines pertaining to the Company shall be regarded as part of this agreement and observed by the Company. The University shall notify the Company in writing if any amendments to the guidelines are made.
- X. Confidentiality Agreement: To protect the trade secrets of the Company, students of the University shall be obligated to keep confidential all information, including trade secrets and professional techniques that are made known to them due to the internship. All the information shall not be disclosed to any third party except for information already known to the public or except when the third party has obtained the Company’s consent.
- XI. Dispute Settlement:
- A. Disputes occurred during internship and remaining unresolved after the mediation of the internship teacher-counselor may be presented to the Internship Counseling Team for discussion.
  - B. If the Company violates the agreement or the laws, the University may summon the Company in writing to stop the violation before a deadline. The University may terminate this agreement and claim damages if the Company fails to do so.
  - C. Both the Company and the University agree that the Taiwan Taipei District Court shall be the court for settling disputes pertaining to this agreement in the first instance.
- XII. This agreement shall enter into force upon signature and be terminated when the internship is completed or when determined so by the Company and the University. Any details not mentioned in the Guidelines shall be discussed and formulated by both parties according to internship needs.
- XIII. This agreement is made in duplicate with a copy retained by each party.

The Company: \_\_\_\_\_ Co., Ltd.

Representative: \_\_\_\_\_ (signature/seal)

Address:

Date (dd/mm/yyyy):

The University: National Taipei University of Technology

President: Yao, Leeh-Ter (signature/seal) authorizes

Dean \_\_\_\_\_ to act on his behalf.

Address: 1, Sec. 3, Zhongxiao E. Rd., Taipei 10608 Taiwan, R.O.C.

Date (dd/mm/yyyy):