National Tsing Hua University

Student Internships Contract

**Contracting Party:** National Tsing Hua University (Department of Environmental and Cultural Resources )(here in after referred to as “Party A”) with

(here in after referred to as "Party B"), based enhance students' professional competence and practical experience, promote cooperative education and internship training so as to benefit all participants. To fulfill the objectives, Party B agrees to offer employment for interns from Party A, who agree to accept such employment subject to the following terms and conditions. The relevant provisions of the agreement are as follows：

1. **Responsibilities：**

Party A need to undertake student internships and relevant business contacts, professor responsible for guiding the student internship.

Party B is responsible for internship arrangement, training, help and counseling matters.

1. **Period of Internship:**

The internship starts on the 01 day of July 2017 and ends on the 31 day of August 2017.

**3. Working hours and job descriptions：**

(1) Jobs assigned to student interns are limited to the ones whose working environment is not hazardous to students’ health and safety.

(2) The quota of people, each student, needs to work **40** hours per week.

**4. The internship student shall be responsible for his/her own personal expenses including travel expenses, accommodation, living costs, health care fees and insurance, and student union fees. All students shall be required to become members of such health care insurance scheme as the host institution recommends.**

**5. Internship and Internship counseling：**

(1) Party B internships should provide professional guidance, training, living and working counseling. If the intern shows poor performance or adaptation, Party B can inform Party A and solve together.

(2) Party A intern use the internships spaces where Party B provided, be sure to comply with the rule of Party B, and pay attention to maintaining safety and secrecy of business.

(3) Party A should arrange intern’s professor to investigate, and responsible for school counseling practice, communication, contact work.

**6. Internships evaluation:** Party B should fill in “Off-Campus internship performance evaluation” and “Off-Campus internship attendance sheet”. By the student is sent back to the Party A, Party A intern’s professor should according to the results of its visits. Party B check intern’s performance, intern’s log book, give the achievement of the internship.

**7. Internship dispute or dispute settlement:** By Party A and Party B mutual agreement.

**8. If there are temporary changes in the contract or the contract did not mention the part, both parties may amend or supplement coordination.**

**9. This contract is made in two originals that should be held by each party.**

用印處

**Parties in Agreement**

Party A：National Tsing Hua University

Representative：President Hong Hocheng

Advising Professor:

Associate Professor

Department of Environmental and Cultural Resources

Internship student:

用印處

Party B:

Representative:

Address:

Telephone:

May , 2017