

_____ (country) Overseas Internship Agreement (Sample)

This Agreement is made between:

Fooyin University (hereinafter referred to Party A)

***** Company (hereinafter referred to Party B)

□□□□ Department ○ year student △△△ (hereinafter referred to Party C)

Based on the purpose of training technology talents with global vision, both parties jointly organize and hold this overseas internship program in order to provide Party C with the opportunity of overseas training and internship for professional proficiency, as well as made and agreed subject to the following terms and conditions.

I. Duration of Agreement:

The period of performing the responsibilities and obligation for these 3 parties shall be based on the internship period from _____YY_____MM_____DD to _____YY_____MM_____DD.

II. Responsibilities of Party A

1. Party A shall plan and make the teaching contents of internship, establish the learning subject and educational training for the internship plan, so as to provide Party B with corresponding data and mutually plan related details of implementation.
2. Party A shall actively strive for legal and reasonable labor conditions for Party C, as well as make Party C to truly understand his/her rights and obligations.
3. During the internship period Party A shall certainly supervise and understand the status of Party C's internship, and with Party B's assistance Party A shall arrange regular visit, counseling and evaluation.
4. During the internship period Party A shall designate responsible unit to handle the overseas internship program, and ensure having a good communication channel with Party B.

III. Responsibilities of Party B

1. Party B shall assist and arrange corresponding skill training programs in accordance with Party A's requirement for such internship.

2. Party B shall assist Party A's internship counseling teachers to those cooperative overseas companies to conduct the regular visit to intern students.
3. Party B shall be in accordance with applicable laws and regulations to provide Party A with corresponding information of legal assurance, insurance, salary and transportation & accommodation stated in this Agreement and assist Party A to conduct the presentation of this internship program.
4. During the internship period, Party B shall assist Party A to conduct the life management for Party C, as well as provide them with dealing emergency events (accidents).
5. During the internship period, if Party C has any maladaptation, Party B shall negotiate with cooperative institute/company for handling method, as well as inform Party A about Party C's current status of internship; in case of no improvement after counseling, Party B, if necessary, shall assist Party A to terminate the internship, and conduct the cooperative institute/company transfer or arrange Party C to return to his/her country.
6. If Party C is one of the objects specified in local labor laws, Party B shall be obligated to provide him/her with legal assurance, as well as to insure, report and responsible for corresponding taxation or pension contribution.

IV. Responsibilities of Party C

1. Before going abroad, Party C shall certainly understand the orientation and purpose of overseas internship program Party A planned, and the internship contents arranged by Party A and Party B jointly.
2. Party C shall comply with local laws and regulations of internship in order to ensure his/her own safety.

V. Major cooperative agreement items of this overseas internship are stated as follows, except non-applicable items, all items shall be filled.

1. Units of all amount shall be indicated both NT\$ and foreign currency.
2. Please list corresponding details and responsible party for all expense items.

VI. Employment Details

1. Company Name:
2. Position and Main Duty and Responsibility:
3. Work Place:
4. Employment Period:

VII. Work Time and Leave

1. Work Time Details
 - (1) Regular Work Time:

(2) Office Break Time:

(3) Total Work Time (excluding break time):

✧ Hours of Party C's internship shall be based on the local basic weekly work hours: ○○ hours.

2. Weekly Work Days and Leaves:

3. Types of Leave

(1) Annual Leave:

(2) Sick Leave:

VIII. Salary for Internship

1. Basic Salary:

2. Pay Day:

3. Other Salary Related Issues:

✧ Party C's actual salary shall comply with the protection of minimum salary regulated by local laws, and pay to Party C with direct transfer by financial institutes.

✧ In case of any change in salary of this internship, it shall be agreed by Parties A, B and C before executing.

4. Overtime:

5. Pay Day of Overtime:

✧ In case of over the legal work hours stated in this Agreement, Party C shall request overtime according to local labor laws, or leaves or pay leaves to make such compensation.

IX. Insurance and Medical Benefit

1. Local insured items: (Please be specified the item).

2. Responsible insurance premium:

3. Other medical insurance items: (Please be specified the item).

4. Responsible medical insurance premium:

✧ Before the internship, Party A shall ensure Party C does cover by related insurance during the internship period (such as accident insurance).

✧ Before the internship, Party B shall assist Party C to apply related insurance that comply with local regulations (such as labor insurance, medical insurance).

X. Other Issues

1. Pension Contribution:

2. Prior Notice Period of Agreement Termination:

3. Other related expense items for this overseas internship, regardless of fixed

or one-time charge, please fill in amount, charge method and specified the responsible object.

- (1) Event Expense (interview, presentation): (shall be responsible by school, including____, single event NT\$ 00, 0 events totally).
- (2) Visa Application Fee: (shall be responsible by student, including____, single time NT\$ 00).
- (3) Air Ticket Expense of Overseas Internship: (shall be responsible by student, including____, single time NT\$ 00).
- (4) Administrative Operation Fee: (shall be responsible by cooperative institute/company, including insurance, account opening in local bank, accommodation arrangement, air-port pick up, single time Foreign Currency \$ 00(NT\$00)).
- (5) Visiting Expense (Transportation Fee of Counseling Visit): (shall be responsible by school, single time NT\$ 00, 0 times totally).
- (6) Training Expense: (shall be responsible by cooperative institute/company, including professional proficiency and language program, weekly/single time Foreign Currency \$ 00 (NT\$ 00), 0week/time totally).
- (7) Accommodation fee: (shall be responsible by cooperative institute/company, including____, weekly/single time Foreign Currency \$ 00 (NT\$ 00), 0week/time totally).
- (8) Meal Fee: (shall be responsible by cooperative institute/company, including____, weekly/single time Foreign Currency \$ 00 (NT\$ 00), 0week/time totally).
- (9) Others:

XI. For other related items, they shall be handled in accordance with related laws and regulations of Taiwan and_____, as well as stated in the Appendix of this Agreement; at the same time, both Party A and Party B shall actively and publicly make presentation of these items to Party C.

XII. Supplementary Provisions

1. In case of dispute arose by failing performing or insufficient performance of this Agreement, all parties (Parties A, B and C) agreed to firstly discuss in good faith; in addition, if there's no conclusion made after discussion, then Party A can terminate this Agreement and request Party B to return all amount Party A and Party C paid for the administrative fees and participation fees of overseas internship.
2. All related appendices of this Agreement shall be regarded as a part of this

Agreement with identical legal effect as the terms and conditions of this Agreement. All three parties hereto may set and make through negotiation and agreement for the internship items not mentioned herein.

3. This Agreement is made in triplicate; a copy should be kept by each party.

Undersigned:

Party A: Fooyin University

Principal: Chi-Yuan Gu Ph.D.

Address: No. 151, Jinxue Rd., Daliao Dist., Kaohsiung City

Uniform No.: 85500287

Party B: _____

Representative:

Address:

Uniform No.:

Please read the agreement contents thoroughly before signing.

Party C: Student (Student ID)_____

Seal & Signature:

ID No.:

Address:

Guarantor of Party C: Legal Guardian _____

Seal & Signature:

ID No.:

Address:

YY

MM

DD