

亞洲大學學生校外實習合約書
Asia University Student Off-Campus Practical Training Agreement

Signatories: ○○○ (Student name) ("Party A")

○○○○○(Company name) ("Party B")

Asia University ("Party C")

Whereas, the three parties abovementioned have made and entered into this Agreement for the purposes of cultivating expertise in ○○○○, off-campus practical training program promotion, and practical training under the principle of reciprocity, and agree to the followings:

1. Off-campus practical training scope

- (1) Party A fully understands the scope, rights, and obligations pertaining to the practical training and voluntarily engage and complete the practical training program.
- (2) Party B is responsible for Party A's task assignment, report for duty, training, and guidance pertaining to the practical training.
- (3) Party C is responsible for coordinating all matters pertaining to the practical training and training placements for the Student, and assigning advisors to manage and advise the Student regarding to the practical training.

2. Practical training details

- (1) Total vacancies are available for students in the practical training.
- (2) Party A are studying in department.
- (3) The name of the practical training is .
- (4) Practical training period begins from (year) (month) (day) to (year) (month) (day); hours per day, and Practical training hours per week.

3. Report for duty

- (1) Party A shall report for duty on time as directed and submit a Reply Note (回覆單) to the designated advisor at the Asia

University.

- (2) Party C shall submit trainee student roster and personal information to Party B two weeks before practical training begins.
- (3) Party B shall release a Reply Note upon Party A's reporting for duty and begin to administer orientation and provide guidance by dedicated personnel during practical training period.

4. Insurance

Party C shall procure group insurance policy for students on off-campus practical training.

5. Guidance for trainee students

- (1) During the practical training period, Party B's respective unit shall assign _____ as dedicated supervisor for Party B, being responsible for supervising the scope of practical training and advising on skills, and jointly file the "Practical Training Plan Standards (實習合作計畫標準登錄表)" prior to the beginning of practical training as the guideline for the student's practical training.
- (2) During the practical training period, Party C may send advisor teacher to visit the trainee students at Party B's facility and take the responsibilities in terms of practical training advice, communication, and contact, while Party C shall bear the expenses required.

6. Practical training evaluation

- (1) During practical training period, Party C's advisor teacher and Party B's dedicated personnel shall jointly evaluate training performance. Each department shall provide its own practical training standard for students. Party B shall submit practical training performance evaluation to Party C before the end of the respective semester for summarizing practical training score.
- (2) Party B shall acknowledge Party C about student with poor performance or adaptability; should improvement not seen after guidance, the student's qualification for practical training may be

revoked, provided such decision is agreed upon by both Party B and Party C, and future practical training credit-hours and score of the student will be thus evaluated.

- (3) After the end of practical training, Party B will issue to the trainee student an “Certificate of Practical Training” affixed with the seal stamp of the training organization and states, among others: name of the trainee student, department/class, program name, practical training period, and credit-hours earned.
- (4) Party B and Party C shall coordinate and review their measures from time to time as to further perfect the cooperation of the off-campus practical training program.

7. Coordination on practical training issues

- (1) Party B shall acknowledge Party C should Party A fails to comply with applicable regulations and harms Party B’s reputation or shows incompetence during practical training period, and Party B and Party C shall jointly determine whether or not terminate the practical training at their discretion.
- (2) Party C may appeal to the University’s committee concerning practical training for training dispute or contention and request a meeting be summoned to discuss the said issue, where Party B should have a representative to attend the said meeting. Party C’s representative should be invited to take part in the handling should the issue is to be handled through Party B’s internal system.
- (3) Party A wishing not to take practical training at the assigned organization and terminate the labor-management relation and agreement should notify Party B at least 10 days in advance. The Labor Standard Act shall govern the termination of the said labor-management relation and agreement.

8. Confidentiality:

As to preserve Party B’s business secrets, Party A and advisor teacher may not disclose any of the said business secret known to them in the course of taking part in the off-campus practical training during and

after the training period and may not reveal, describe, or publish on the matters of the practical training. Trainee student or the student's parents' failure to comply shall be subject to restitution. Party C should provide assistance for Party B in damage claim proceedings or required papers.

9. Salary for practical training (scholarship or incentive) :
(choose one)

. Not available

.Salary (scholarship or incentive) paid as monthly salary of NT or hourly rate at NT .

10. Any issue not comprehensively covered pertaining to off-campus practical training shall be determined jointly by Party A and Party B through negotiation and at their discretion.

11. This Agreement is made in three counterparts, each of which shall be held by Party A, Party B, and Party C.

Signatories :

Party A (name of student) : ○○○ (Signature and seal stamp)

Citizen ID No. :

Telephone :

Address :

***Add fields accordingly for more than one student.**

Party B : ○○○ (Company seal stamp)

Person in charge : ○○○ (Seal stamp of the person in charge)

Supervisor : (Job title and name) ○○○ (Signature or seal stamp)

Telephone :

Address :

Party C : Asia University (University's seal stamp)

Representative : Tsai Jin-Fa (President's seal stamp)

Job title : President of the university

Telephone : (04)2332-3456

Administrative agency : ○○○○○ Department

Department head (or advisor teacher) : ○○○ (Job title and name)

(Signature or seal stamp)

Address : 41354 No.500, Liufeng Rd., Wufeng Dist., Taichung City

Date: Year _____ Month _____ Day