Academic Year: 2024/2025

**National Taiwan University**

**Off-Campus Internship Agreement**

This Agreement is established between the following signatories:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as Party A); and Center for Sport, Peace and Society, University of Tennessee (hereinafter referred to as Party B); and

Bachelor Program of International Sports Affairs, National Taiwan University (hereinafter referred to as Party C); and

\_\_\_\_\_\_\_\_\_\_\_\_\_, a \_\_\_\_\_\_\_-year \_\_\_\_\_\_\_\_\_\_ degree student in the Bachelor Program of International Sports Affairs(hereinafter referred to as Party D)

In pursuit of the shared objective of nurturing professionals with an international outlook, Parties A, B and C mutually agree to jointly organize an overseas internship program aimed at furnishing Party D with opportunities for professional skill enhancement and internships abroad. The following terms have agreed upon and shall be adhered to by all parties:

1. **Term and Termination of the Agreement**

The rights and obligations of all three parties shall remain in effect throughout the internship period.

1. **Duties and Responsibilities of Party A**
2. Assist in coordinating relevant skill training courses in accordance with Party C’s internship requirements.
3. Consent for regular on-site visits by Party B and Party C to mentor students.
4. Ensure that legal protection, comprehensive insurance coverage, salary arrangements, transportation, and accommodation details pertinent to the internship period are clearly outlined in this Agreement. In addition, support Party C in conducting pre-departure briefings to provide participants with relevant information.
5. Assist Party C in overseeing Party D’s daily activities throughout the internship and offer support in addressing any emergencies or incidents that may arise.
6. In the event that Party D does not adapt well during the internship period, Party A is obligated to engage in consultations with Party D to deliberate on appropriate measures and promptly notify Party D of the current internship status of Party D. Should the situation persist despite efforts to provide counsel, Party A will cooperate with Party B and Party C in terminating the internship if deemed necessary, facilitating Party D’s return to Taiwan.
7. If Party D falls under the jurisdiction of local labor laws and regulations, Party A must provide legal protection in accordance with the applicable laws. Additionally, Party A shall comply with relevant provisions regarding insurance and declarations and shall bear the responsibility for relevant taxes or the allocation of pension funds as required.
8. **Duties and Responsibilities of Party B**
	1. Assist Party C in overseeing Party D’s daily activities throughout the internship.
	2. Consent for regular on-site visits by Party B and Party C to mentor students.
9. **Duties and Responsibilities of Party C**
10. Appropriately plan the internship program in terms of the subjects taught and the training provided, provide relevant information to Party A, and collaboratively develop the internship implementation details.
11. Proactively secure lawful and fair working conditions for Party D, ensuring that Party D fully understands his or her rights and obligations.
12. Diligently monitor and assess Party D’s internship performance, conduct regular visits, provide guidance, and perform evaluations with Party A’s assistance.
13. Maintain effective communication with Party A during the internship.
14. **Duties and Responsibilities of Party** D
15. Before departing, ensure a comprehensive understanding of the positioning and objectives of the overseas internship program devised by Party C, along with the content of the internship program arranged by Party A.
16. Adhere to the laws of the host country throughout the internship period to ensure personal safety.
17. **Internship Details**
18. Name of the organization:
19. Job position:
20. Location:
21. Internship period:
22. **Daily Internship Hours**
23. Standard daily internship hours and day offs: Standard internship hours may not exceed 8 hours per day and 40 hours per week. The daily working hours begin from \_\_\_:\_\_\_to \_\_:\_\_\_, totaling \_\_\_ hours per day.
24. Without the prior consent of Party C and Party C’s student(s), Party A shall not extend the internship working hours or require the student(s) to work on a day off or holiday.
25. **Internship Salary and Benefits (please specify the currency)**
26. Internship salary/Stipend:
27. Benefits:
28. Dormitory accommodation: □ None □ Provided free of charge □ Provided at a charge of \_\_\_\_\_\_\_\_\_ per month.
29. Meals: □ None □ Provided free of charge □ Provided at a charge of \_\_\_\_\_\_\_\_\_\_ per meal.
30. Transportation/Transportation stipend: □ None □ Provided free of charge □ Provided at a charge of \_\_\_\_\_\_\_\_\_\_ per month □ Transportation stipend of \_\_\_\_\_\_\_\_\_ per month.
31. Other benefits:
32. Any changes to the internship salary package must be mutually agreed upon by Party A, Party B, Party C and Party D prior to implementation.
33. **Insurance**

During the internship period, Party C shall enroll the student in an off-campus internship group accident insurance policy through the designated insurer specified by the Ministry of Education and shall pay the insurance premiums.

1. All other matters shall be handled in accordance with the relevant laws or regulations of both Taiwan and the internship host country and shall be specified in the appendix to this Agreement. Furthermore, Parties A and B shall provide explanations of such matters to Party D in a proactive and open manner.
2. Supplementary Provisions
3. In the event of disputes arising from non-performance or inadequate performance of this Agreement, the parties agree to first enter into negotiations in good faith. If negotiations prove unsuccessful, Party A reserves the right to terminate this Agreement.
4. All attachments to this Agreement are considered an integral part of the Agreement and hold the same validity as the terms of the Agreement. Any other matters pertaining to the internship collaboration not covered herein shall be subject to negotiation among Parties A, B, C, and D accordingly agreed upon based on practical needs, and stipulated in an additional Agreement.
5. This Agreement is made in triplicate, with Party A, Party B, Party C, and Party D each holding an original copy for their records.

Signatories

Party A:

Representative:

Address:

Uniform Serial Number / Company Number:

Party B:

Representative:

Address:

Uniform Serial Number / Company Number:

Party C: Bachelor Program of International Sports Affairs, National Taiwan University

Representative: Yu-Hui Lien, Bachelor Program of International Sports Affairs, National Taiwan University

Address: Bachelor Program of International Sports Affairs, No 1, Sec. 4, Roosevelt Rd., Taipei City, 106319, Taiwan

Uniform Serial Number.: 03734301

Party D:

Degree:

Dept.:

Student ID No.: