

中華醫事科技大學 107 學年度學生境外實習合約書(機構名稱)

Chung Hwa University of Medical Technology Oversea Internship Agreement for the Academic Year 2018 (Institution )

立合約書人；\_\_\_\_\_ (以下簡稱甲方)與中華醫事科技大學 (以下簡稱乙方)、實習生 \_\_\_\_\_ (以下簡稱丙方)，三方基於培訓科技專才，共同推展實習合作教學與實務訓練之互惠原則，協議訂定下列事項，共同遵循。

Parties to the Agreement: OOOOO (hereinafter referred to as Party A) and Chung Hwa University of Medical Technology (hereinafter referred to as Party B) with OOO (hereinafter referred to as Party C), a student at the Department of OOOOO; the three parties, on the reciprocal basis of training technological professionals and jointly carrying out internship collaborative teaching and clinical training, have agreed to concluded the following items for all the parties to comply with:

一、 實習合作職掌 Collaborative Internship Responsibilities:

甲方：聘雇乙方學生負責實習職務分配、報到，訓練指導學生實習業務及協助輔導生活言行。

Party A: To hire Party B's students to perform internship duty assigned and registration (check-in), train/guide the students in internship, and assist in the tutorship of conduct and behavior.

乙方：協助遴選實習學生，輔導學生實習相關業務。

Party B: To assist in selecting internship students, and coaching students in internship-related business.

二、 實習生 Intern:

1. 實習生姓名 Intern's Name: \_\_\_\_\_

2. 科系 Department: \_\_\_\_\_

3. 實習課程名稱 Training Course: \_\_\_\_\_

4. 學分數 Academic credit: \_\_\_\_\_

5. 實習時間：Duration of Training: ○months(月) from ○○○ to○○○

6. 一周工作時數 Weekly Working Hours: \_\_\_\_\_ 小時(hours)，共計 totally \_\_\_\_\_ 小時(hours)。

三、 校外實習工作項目 Off-campus Internship Programs:

1. 甲方安排實習以不影響學生健康及安全的工作環境為原則。

Party A shall arrange internship that provides safe working conditions for the students.

2. 合作系別、實習項目及名額如附件「實習機構基本資料表」。

Collaborative departments, internship programs and students assigned are specified in the attachment [Internship-related Organization Basic Data Sheet].

四、 實習報到 Internship Registration (Check-in):

1. 乙方於實習前一週將實習學生名單及報到資料寄達甲方。

Party B shall send the list of interns and the information of registration to Party A one week prior to internship.

2. 甲方於學生報到時，應即給予職前安全衛生訓練，並派專人指導。

On students' check-in, Party A shall at once provide orientation training on safety and sanitation, and send specially-assigned persons for guidance.

五、 實習學生輔導 Coaching of interns:

1. 甲方實習單位應安排專業實務工作，訂定學習主題及教育訓練計畫，並指派專人指導，嚴格要求敬業精神與培訓專業實務技能，並適時灌輸「管理實務知識」。

Party A's internship organization shall arrange professional, practical work, draw up learning

subjects or objectives and education training plans, and assign specially-assigned persons for guidance, impose a strict requirement on professional ethics and training in professional, practical skills, and opportunely teach management practice knowledge.

2. 甲方所安排之實習內容不得要求學生協助從事違法行為。甲方如有違反，乙方得逕行終止本合約，丙方與甲方勞動關係亦告終止。

The internship responsibilities arranged by Party A shall not require students to assist in any illegal activities. In case Party A fails to comply, Party B shall terminate this agreement at once, and the labor relations between Party C and Party A shall terminate as well.

3. 實習期間每位學生均由專業老師及實習單位主管擔任指導老師，督導實務實習內容及進行技能指導工作。

Every student shall have a professional teacher and an internship organization manager as advisor during his/her internship to supervise work performance and to provide guidance on skills.

4. 乙方於實習期間安排之輔導老師得視境外實習機構需要，赴境外進行輔導訪視，並且應定期透過電子郵件、視訊或其他方式，輔導學生境外生活及工作適應問題，以確實瞭解學生境外學習情況。

Advisors assigned by Party B during the internship shall go overseas for advisory visits as required by internship organization overseas, and should regularly coach students in issues related to the students' adaption to life and work overseas via emails, video communications or other means, so as to really understand students' study-related conditions overseas.

#### 六、實習考核 Internship Evaluation:

1. 實習期間由甲方主管及乙方專業實習老師共同評核實習成績。

Party A's managers and Party B's professional internship teachers shall jointly evaluate interns' performance during internship.

2. 學生表現或適應欠佳時，由甲方知會乙方輔導處理，經輔導未改善者得予辭退處分。

In case a student has a poor performance or adaptation, Party A shall inform Party B for a coaching, and those who fail to improve after coaching shall be dismissed.

3. 學生於實習期間依各系規定完成「校外實習報告」，印送乙方輔導老師、甲方實習單位主管各乙份。

Students shall complete the "Off-campus Internship Report" according to relevant departments' requirement during their internship, and submit one copy of the said report to Party B's advisor and managers of Party A's internship organization respectively.

4. 甲乙雙方不定期協調檢討實習各項措施，期使實習合作更臻完善。

Both Party A and Party B shall coordinate to review various internship-related measures from time to time to better their internship collaboration.

#### 七、附則 Supplementary Provisions:

1. 合約所有相關附件均視為合約之一部分，具合約條款完全相同之效力，其他有關實習合作未盡事宜，三方得視實際需要協議後，另訂之。

All attachments related to the Agreement shall be deemed as part of the Agreement, and have the same legal force as the Agreement; for matters not covered in this Agreement in respect of internship collaboration, the three parties shall settle them according to actual situation through discussion.

2. 本合約書之準據法為中華民國相關法令，合約書未盡周詳之處，均以中華民國法令為準則。

This Agreement shall be governed by the relevant laws and regulations of the Republic of China, and any matters not fully and thoroughly addressed by this Agreement shall be settled pursuant to the laws and regulations of the Republic of China.

3. 甲、乙、丙因本合約內容涉訟時，三方合意以臺灣臺南地方法院為第一審管轄法院。

In case that a lawsuit arising out of the Agreement is filed in connection with Party A, Party B and Party C, the three parties agree that Taiwan Tainan District Court shall be the court of first instance.

八、實習條件(Training allowance)：(詳如附件)

1. 實習津貼(subsidization)：
2. 膳宿安排(accommodation)：
3. 休假方式(vacation)：

九、本合約書一式三份，甲、乙、丙三方各執乙份存照。

This agreement is made in triplicate, and Party A, Party B and Party C each hold one copy.

甲方 Party 1：〔機構名稱 Name of Company〕

Institutional Representative 機構代表：

地址 Address：

聯絡電話 Tel No.：

乙方 Party 2：中華醫事科技大學 CHUNG HWA UNIVERSITY OF MEDICAL TECHNOLOGY

校長 Principal：

地址 Address：台南市仁德區文華一街 89 號

聯絡電話 Tel No.：06-267-4567

丙方 Party 3: Intern's Name 實習生姓名：

Passport No. 護照識別碼：

地址 Address：

聯絡電話 Tel No.：

Intern's signature 實習生簽名：

Parent/Guardian signature 家長/監護人簽名：

聯絡電話 Tel No.：

Date 日期：

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