**國立高雄科技大學職場實習合約書**

**National Kaohsiung University of Science and Technology**

**Workplace Internship Contract**

**【職場實習工作型】**

**【Work Type Workplace Internship】**

立合約書人: 國立高雄科技大學 (以下簡稱甲方)與 公司 (以下簡稱乙方)，雙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，本合約實習以學習為主要目的，除從事學習訓練外，並有勞務提供或工作事實，實習生於實習機構之身分認定，兼具學生及勞工身分，屬職場實習工作型，協議訂定下列事項，共同遵循。

Parties to this Contract: This Contract is drafted between the National Kaohsiung University of Science and Technology (hereinafter referred to as Party A) and Company (hereinafter referred to as Party B) to train technical professionals and jointly promote internship-related cooperative teaching and practical training based on the principle of mutual benefit. The primary objective of this contract internship is learning. In addition to engaging in learning and training, interns shall provide labor or work. The positions of interns in the internship agency are as a student and a worker. This is a work type workplace internship. The following agreement items shall be complied with:

一、實習合作職掌Internship cooperation job：

甲方(Party A) ：

承辦學生實習有關業務及聯繫，各系專業教師負責指導學生職場實習。

Undertakes student internship-related business and contact. Each department’s professional teachers are responsible for guiding students’ workplace internship.

乙方(Party B) ：

提供甲方學生實習項目分配、報到、訓練及協助輔導實習學生之職場知能。

Provides Party A’s students with internship assignments, reporting, and training, while helping to teach them workplace knowledge.

二、合約期限Contract period：

實習期間自＿＿年＿＿月＿＿日至＿＿年＿＿月＿＿日止，

每日＿＿小時，每週＿＿小時。

Internship period is from \_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)to \_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy);

\_\_\_\_hours per day, \_\_\_\_hours per week.

三、職場實習工作項目及名額Workplace internship work items and quota：

（一）工作項目安排以不影響學生健康及安全的工作環境為原則。

In principle, the work scheduling and work environment shall not affect students’ health and safety.

（二）本次實習名額共＿＿人，合作系別、工作項目詳如實習名冊。

This internship has a quota of ＿＿ people. For details on cooperating departments and work items, see the internship list.

四、實習報到Internship reporting：

（一）甲方於實習開始前一週將學生相關資料寄達乙方。

Party A shall send students’ information to Party B one week prior to the start of the internship.

（二）乙方於學生報到時，應即給予職前安全衛生訓練，並派專人指導。

When students report in, Party B shall provide job safety training and assign a designated person to guide them.

五、薪資給付方式Salary payment method：

（一）實習薪資/津貼Internship salary/allowance

□每月給付新臺幣Payment of NT$＿＿＿＿元each month

□每時給付新臺幣Payment of NT$＿＿＿＿元per hour

□其他Other：＿＿＿＿（請註明please specify)

（二）薪資給付以（金融機構轉存／現金／＿＿＿＿）方式直接發給甲方實習生。

Salary shall be paid using (financial institution transfer/cash/ ＿＿＿＿) directly to Party A’s interns.

（三）若有延長工時給付，則依勞動基準法等相關規範辦理。

For overtime pay, the process is according to the Labor Standards Act.

六、膳宿與福利Accommodations and benefits：

|  |  |  |
| --- | --- | --- |
| （一）住宿Lodging： | □提供(Provided) | □未提供(Not provided) |
| （二）伙食Meals： | □提供（一日＿餐）Provided (＿ meals per day) | □未提供(Not provided) |
| （三）提供福利Benefits provide：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿。 | | |

七、保險Insurance：

（一）甲方應於實習學生報到前辦理意外及醫療保險，意外保險保額至少為新臺幣200萬意外保險及新臺幣5萬元醫療險。

Party A shall provide health and accident insurance for interning students prior to their reporting for work. The insurance amount should be at least NT$ 2 million for accident insurance and NT$ 50,000 for medical insurance.

（二）實習學生報到時，乙方應即辦理勞工保險、健保、勞動基準法所定職業災害補償額度之商業意外保險暨勞工退休金提撥。

When an interning student reports for duty, Party B shall immediately provide him/her with labor insurance, health insurance, commercial accident insurance in the occupational disaster compensation amount stipulated by the Labor Standards Act, as well as set aside the labor pension for him/her.

八、實習時間、休息時間、請假、例假及休息日規定等不得違反勞動相關法規。

Intern time, rest time, leave, weekends, holidays, and rest days shall not violate labor-related regulations.

九、實習學生輔導Intern student guidance：

（一）實習期間，每位學生由學校及實習機構輔導老師，共同督導實務實習工作內容及進行技能指導工作，並以「個別實習計畫」為依據。

During the internship period, each student shall be supervised by the school’s and internship agency’s guidance teachers regarding the internship work content and technical skills. The supervision and guidance shall be according to the Individual Internship Plan.

（二）乙方實習單位應安排職前訓練課程、專業實務工作，並指派專人指導，嚴格要求敬業精神與培訓專業實務技能。

Party B’s internship unit shall arrange for pre-work training and practical professional work, and assign designated guidance personnel to cultivate professionalism and practical skills in interns.

（三）乙方所安排之工作不得要求學生協助從事違法行為。乙方如有違反，甲方得逕行終止本合約，甲方學生與乙方勞動關係亦告終止。

The work arranged by Party B shall not require students to assist in illegal activities. If Party B violates this clause, Party A can terminate this Contract and the labor relationship between Party A’s students and Party B shall be terminated.

（四）實習期間甲方應安排輔導老師赴乙方訪視實習學生，負責實習輔導、溝通、聯繫工作。

During the internship period, Party A shall arrange for guidance teachers to visit Party B and the interning students. These guidance teachers shall be responsible for internship guidance, communication, and contact.

（五）實習生於機構學習期間遭性騷擾時，其申訴之提出及認定，依性別工作平等法 、性別平等教育法及相關法令規定辦理。

If an intern is sexually harassed during the internship period at the internship agency, the appeal proposal and judgment shall be processed according to the Act of Gender Equality in Employment, the Gender Equity Education Act, and other related regulations.

（六）實習生於機構學習期間之學習機會、內容、成績評量待遇或獎學金之給予，遭實習機構因性別或性傾向而有差別待遇時，申訴之提出及認定，依性別平等教育法規定辦理。

If the learning opportunity, content, performance evaluation, or grant provision provided by the internship agency during the internship period was biased because of gender or sexual orientation, the appeal and judgment process for this matter shall be according to the Gender Equity Education Act.

十、實習考核Internship assessment：

（一）實習期間由甲方及乙方實習輔導老師共同評核實習成績，並填妥「實習成績考核表」。

During the internship period, Party A and Party B’s internship guidance teachers shall co-evaluate each intern’s performance and fill out an Internship Performance Evaluation Form.

（二）學生表現或適應欠佳時，由乙方知會甲方輔導處理，經輔導未改善者得予終止實習。

When a student shows poor performance or adaptability, Party B shall notify Party A to counsel him/her. If he/she does not improve after counseling, the internship can be terminated.

（三）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 parties shall conduct irregular discussions regarding internship measures to improve the internship cooperation.

十一、附則Supplementary provisions:

（一）實習生不適應之輔導轉換方式與實習爭議處理方式依甲方實習相關法規辦理。

Counseling and transfer for interns who cannot adapt, and handling of internship disputes shall be according to Party A’s internship-related rules.

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

Attachments related to this Contract are perceived as part of this Contract, and are as valid as this Contract’s articles. If required, both parties can set additional clauses after negotiations for matters related to this internship, but not covered by this Contract.

（三）本合約書之準據法為中華民國民法、勞動基準法第七章職業災害補償規定等相關法令，合約書未盡周詳之處，均以中華民國法令為準則。

This Contract is governed by the Republic of China Civil Code and Chapter 7 “Compensation for Occupational Accidents” of the Labor Standards Act. For matters not covered by this Contract, follow the relevant Republic of China laws and regulations.

（四）甲、乙雙方因本合約內容涉訟時，雙方合意以臺灣高雄地方法院為第一審管轄法院。

If litigation occurs between Party A and Party B due to the content of this Contract, both parties agree to use the Taiwan Kaohsiung District Court as the court of first instance.

十二、本合約書一式二份，甲、乙雙方各執乙份存照。

This Contract is made in duplicate. Parties A and B shall each keep a copy.

立合約書人Parties to this Contract

甲　方（Party A）：國立高雄科技大學（National Kaohsiung University of Science and Technology ）

代表人（Representative）：　　　　　　　　　　　校長（President）

系所單位主管（Department supervisor）：觀光管理系（Department fo Tourism）　　　　　　　　主任（Chair）

地　址（Address）：80778高雄市三民區建工路415號（No.415, Jiangong Rd., Sanmin Dist., Kaohsiung City）

統一編號（Tax ID number）：76014406

乙　方（Party B）：

負責人（Responsible person）：

地　址（Address）：

統一編號（Tax ID number）：

中華民國 　　年　 　　月　　 　日

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy)

**附件.實習名冊**

**Attachment - Internship List**

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| --- | --- | --- | --- | --- | --- |
| **實習機構/單位名稱**  **Internship agency/**  **unit name** | **實習職稱及工作項目**  **Internship job title and work items** | **實習生系別**  **Intern’s department** | **姓名**  **Name** | **學號**  **Student number** | **署名**  **Sign** |
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