# Agreement regarding Internship

between

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

and

**Department of Spanish Language and Culture**

***Fu Jen Catholic University, Taiwan***

 **This internship agreement outlines the obligations of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the interns from Department of Spanish Language and Culture, Fu Jen Catholic University, Taiwan.**

 **The purpose of this agreement is to ensure that the experience is productive and beneficial to both parties.**

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|  | **Employer:** |  |
|  | **Address:** |  |
|  | **Tel. & Fax:** |  |
| **D.** | **Represented in Taiwan by:**  |
|  | **Name of School:**  | **Department of Spanish Language and Culture****Fu Jen Catholic University,**  |
|  | **Address:** | **510 Chung Cheng Rd. HsinChuang Dist., New Taipei City 24205, Taiwan (R.O.C.)** |
|  | **Tel. & Fax:** | **TEL.: 886-2-29052591 FAX: 886-2-29052160** |
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| **1.** | **Site of Employment/Training Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **2.**  | **Contract Duration:** |  |
|  | **commencing from Intern’s arrival from the point of origin to the site of employment.** |
| **3.**  | **Employee’s Position:**  | **Internship Trainee** |  |
| **4.**  | **Monthly Salary Allowance:** |  |  |
| **5.** | **Taxation:** |  |
| **6.** | **Work/Entry Permit:** |  |
| **7.** | **Day-Off:** |  |
| **8.** | **Regular Working Hours:** |  |
| **9.** | **Accommodation:** |  |
| **10.** | **Meals:** |  |
| **11.**  | **Air Ticket:** |  |
| **12.** | **Pick up & Drop off:** |  |
| **13.** | **Transportation:** |  |
| **14.** | **Insurance :** |
|  | **Will follow the rule & regulation of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, should have no additional cost to intern. The employer will provide group insurance to intern.** |
| **15.**  | **Termination: Either party may terminate this Sponsorship Agreement by giving one (1)** |
|  | **month notice in writing or payment of 1 month’s allowance in lieu. The employer is entitled** |
|  | **to terminate the Sponsorship Agreement without advance notice and repatriate the Intern at**  |
|  | **Intern’s own cost in case of misconduct, poor performance, breaches of laws, regulations or**  |
|  | **fraternization with guests or company’s clients during or after work.** |
| **16.** | **Working schedule is strictly according to employer’s schedules. Intern may be attached to**  |
|  | **same section or department for the complete internship period at the Employer’s sole**  |
|  | **discretion.** |
| **17.** | **It is illegal for Intern to work with any other employer while in \_\_\_\_\_\_\_and illegal to take part**  |
|  | **in any drugs, alcohol, illegal, immoral, dishonest, criminal or political activities while in\_\_\_\_\_.** |
| **18.** | **Intern shall not stay at any accommodation other than the accommodation provided by the**  |
|  | **employer and not allowed to bring any visitors, friends or relatives to visit or stay at the**  |
|  | **accommodation.** |
| **19.** | **Smoking, drugs, and alcohol consumption is prohibited in the accommodation. Intern shall**  |
|  | **respect the privacy, health, environment and comfort of others living in the accommodation.**  |
|  | **Intern is required to undertake cleaning and maintaining the accommodation in clean &**  |
|  | **hygienic condition at all times.** |
| **20.** | **Intern undertakes to fully observe and comply with the laws of \_\_\_\_\_and the prevailing Rules**  |
|  | **and Regulations of the employer.** |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **Department of Spanish Language and Culture****Fu Jen Catholic University** |
| By : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | By : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Professor Chairman |
| Date:  | Date:  |