# 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: | |