

國立臺灣戲曲學院
國際機構實習合約書 (範本)
National Taiwan College of Performing Arts
Agreement for International Institution Internship

立合約書人： _____ 公司（以下簡稱甲方）
國立臺灣戲曲學院（以下簡稱乙方）

Contract Parties: _____ Company (Party A)
National Taiwan College of Performing Arts (Party B)

為培訓 _____ 系之專才，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。

To cultivate specialists in the _____ department, the two parties promise to jointly promote and implement internship courses and practical training upon mutually beneficial principles as agreed and listed below.

第 1 條、實習合作職掌：

Article 1. Responsibilities:

- (1) 甲方依中華民國勞動基準法及有關勞動法令規定提供乙方學生實習機會，並參與課程規劃、實習職務分配、報到、訓練及協助輔導實習學生之生活言行。

Party A agrees to offer Party B with student internship opportunities in accordance with the Labor Standards Act and related regulations; to participate in the internship course planning; to manage the distribution, registration and training of internship; and to provide necessary assistance and guidance to students during internship.

- (2) 乙方承辦學生實習有關業務、課程規劃及行政聯繫，乙方教師負責輔導學生實習工作。

Party B agrees to undertake project coordination, course planning and administrative communication. Teachers from Party B is responsible for student consultation.

第 2 條、參與計畫及實習內容：

Article 2. Project and Internship Content:

- (1) 計畫名稱： _____

Project Name: _____

- (2) 實習內容： _____

Internship Content: _____

- (3) 實習名額：合約期間每梯次 _____ 名額、總計 _____ 名額。

Internship Quota: _____ quotas per batch, _____ quotas in total during Agreement

period.

第 3 條、合約期間：

Article 3. Duration of Agreement:

本合約有效期間自_____年_____月_____日至_____年_____月_____日止。

This Agreement is effective from _____ mm dd, yyyy to _____ mm dd, yyyy.

第 4 條、實習期間：

Article 4. Periods of Internship:

(1) 第一梯次實習期間自_____年_____月_____日至_____年_____月_____日止。

第二梯次實習期間自_____年_____月_____日至_____年_____月_____日止。

第三梯次實習期間自_____年_____月_____日至_____年_____月_____日止。

First batch from _____ mm dd, yyyy to _____ mm dd, yyyy.

Second batch from _____ mm dd, yyyy to _____ mm dd, yyyy.

Third batch from _____ mm dd, yyyy to _____ mm dd, yyyy.

(2) 每月實習日數最低_____日、最高_____日。

每月實習時數最低_____小時、最高_____小時。

Minimum of _____ days and maximum of _____ days per month.

Minimum of _____ hours and maximum of _____ hours per month.

第 5 條、實習環境：

Article 5. Internship Environment:

(1) 甲方所安排實習項目以不影響學生健康及安全的工作環境為原則，並且應於實習之前告知學生實習場所安全注意事項及相關規定，不得安排從事具有危險性之項目。

The internship environment arranged by Party A should not influence students' health and safety. Party A should in advance inform students about the safety instructions and related rules of the internship venue, and should not arrange dangerous missions.

(2) 甲方所安排實習時間應以一般工作時間為準，若需要調整則不得早於上午 6 時、不得晚於晚間 10 時。

The internship hours should comply with normal regular working hours. If an adjustment is necessary, the working time should NOT be earlier than 6 a.m. or later than 10 p.m.

第 6 條、實習學生資格及條件：

Article 6. Qualification Requirements for Internship Students:

(1) 甲方應於實習前_____週將所需求實習學生資格及條件寄達乙方。包含但不限於語言檢定程度、電腦證照、學歷程度等。

Party A should deliver the qualification requirements for internship students, including but not limited to language proficiency, computer certificates or degree programs, to Party B _____ weeks before the internship.

(2) 乙方應於獲得以上實習學生資格及條件後，徵求符合條件之學生。

Party B should recruit qualified students after obtaining the above mentioned qualification requirements for internship students.

第 7 條、實習報到：

Article 7. Internship Registration:

- (1) 乙方於實習前____週將實習學生名單及報到資料寄達甲方。
Party B should deliver student list and registration information to Party A ____ weeks before the internship.
- (2) 甲方於學生現場報到時，應即給予職前安全衛生訓練，並派專人指導。
Party A should provide pre-internship safety and health training and arrange a specific consultant to students during on-site registration.

第 8 條、實習津貼：

Article 8. Internship Subsidy:

- (1) 實習津貼以(月/時)薪計，每(月/時)給付新臺幣_____元。
Internship Subsidy will be calculated on a (monthly/hourly) basis: NTD _____ per (month/hour).
- (2) 實習津貼以金融機構轉存方式直接發給乙方實習生。
Internship Subsidy will be provided directly to students through bank transfer.

第 9 條、膳宿補助：

Article 9. Meals and Accommodation Subsidies:

- (1) 住宿：* * * *。
Accommodation: * * * *。
- (2) 伙食 Meals：* * * *。
Meals: * * * *。

第 10 條、交通費補助：

Article 10. Traffic Subsidies:

- (1) 高鐵/火車往返費用(共兩張檢據核銷 / 補助_____元)。
Cost of roundtrip trains (two trips reimbursed with proofs / NTD _____)
- (2) 機票往返費用 (共兩張檢據核銷 / 補助_____元)。
Cost of roundtrip flights (two trips reimbursed with proofs / NTD _____)

第 11 條、保險：

Article 11. Insurance:

實習學生報到時，甲方應即辦理勞工保險、健康保險及勞工退休金提撥。若至國外實習時，則由實習學生自行辦理旅遊平安保險，持收據向甲方申請核銷。

After the on-site registration of students, Party A should immediately apply labor insurance, health insurance and labor pension deposit for the students. If the internship venue is located outside of R.O.C (Taiwan), students should complete travel safety insurance by themselves and apply for reimbursement through providing proofs of receipts and documents to Party A.

第 12 條、實習學生輔導：

Article 12. Student Consultation:

- (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，嚴格要求敬業態度與培訓專業實務技能，並適時灌輸管理實務知識。

Party A should arrange professional and practical missions; map out study topics and educational training plan; assign a specific consultant to strictly request students about professional working attitude and to cultivate their pragmatic expertise; and deliver timely management knowledge.

- (2) 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，並於實習之前共同訂定「實習計畫表」作為學生實習工作學習之依據。

During internship, a teacher from Party B and a supervisor from Party A should be assigned as consultants for the students, supervising the internship content and students' skill learning. Before the internship, an Internship Plan should be completed as a guidance for students' learning.

- (3) 實習期間乙方每____個月定期安排輔導老師赴甲方訪視實習學生，負責校外實習輔導、溝通、聯繫工作。若乙方輔導老師未定期訪視，請甲方單位主管協助告知乙方。Party B should arrange a teacher to make an on-site visit to the students every ____ month(s) and to be responsible for the off-campus internship consultation, communication and dialogues. If the teacher assigned did not pay a visit, Party A should inform Party B.

第 13 條、實習考核：

Article 13. 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，學生每____個月完成一份報告，經評核成績合格者授予____學分。

During the internship, a supervisor from Party A and a teacher from Party B will jointly evaluate and give grades to students. Each student should complete a report every ____ month(s). Students whose performances and reports are approved will be issued ____ credit(s).

- (2) 實習期間考勤依甲方規定考核，每____個月配合實習報告評核。

Students' attendance performance will be evaluated according to the work regulations of Party A on a ____ month basis.

- (3) 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。If a student's performance or adaptation is not qualified, Party A should inform Party B for student consultation. A student who still fails to improve performance after consultation will be dismissed from internship.

- (4) 學生於實習期間依規定期限完成「學生實習報告表」，印送乙方輔導老師、甲方實習單位主管各乙份，並作口頭報告，書面及口頭報告由老師、主管共同評核。

Every student is requested to complete an internship report before the end of internship period. One copy to a teacher from Party B and the other copy to a supervisor from Party B. Oral report is also requested. The written and oral reports will be jointly evaluated by a teacher and a supervisor.

- (5) 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。

The two parties will constantly overview and assess internship methods to improve the cooperation.

第 14 條、終止實習：

Article 14. Internship Termination:

- (1) 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，乙方學生與甲方勞動關係亦告終止。

Internship content arranged by Party A should not violate legal rules. If Party A has a violation of law, Party B has the right to terminate this Agreement; the students' internship relation with Party A is also ended as a result.

- (2) 乙方實習學生實習時，如有未按甲方監督、指揮或相關管理規則從事實習，或有其他不適任之情事，經甲方規勸或輔導後，仍無法改善者，甲方得隨時終止該學生之實習，乙方不得異議。

If a student acts incompetently or fails to conduct internship according to the supervision, orders or related rules of Party A, after Party A gives advice and consultation, Party A has the right to terminate the student's right of internship, to which Party B shall not raise any objection

第 15 條、附則：

Article 16. Supplement:

- (1) 附件一：「實習機構基本資料表」。

Appendix 1: Basic Information about Internship Institution

- (2) 附件二：「實習計畫表」。

Appendix 2: Internship Plan

- (3) 附件三：「學生實習報告表」。

Appendix 3: Student Internship Report

- (4) 附件四：「成績評分表」

Appendix 4: Evaluation Form

- (5) 本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，甲乙雙方得視實際需要協議後，另訂之。

All appendices included are regarded a part of the Agreement and have the same legal effects as the Agreement clauses. If any related detail is not described in this Agreement, both parties have the right to provide supplements in written form according to practical needs and mutual consensus.

- (6) 本合約書之準據法為中華民國民法、勞動基準法等相關法令，合約書未盡周詳之處，均以中華民國法令為準則。

This Agreement shall be governed by and construed in accordance with the laws of the Civil Law, Labor Standards Act and related regulations of Taiwan (R.O.C). Any related detail not described in this Agreement shall refer to the above mentioned regulations.

- (7) 甲、乙雙方因本合約內容涉訟時，雙方合意以臺灣臺南地方法院為第一審管轄法院。

In the event of litigation under or in connection with this Agreement, the two parties

agree that the Tainan District Court shall be the competent court with jurisdiction in the first instance.

(8) 本合約中英文內容有衝突或不一致之處時，以中文為準。

(9) 本合約書一式二份，甲、乙雙方各執乙份存照。

This Agreement is executed in two counterpart originals, with one of the originals to be retained by each of the two parties.

立合約書人

Contract Parties

簽章：

Signature:

簽章：

Signature:

甲 方：_____

Party A：_____

代表人：_____

Representative：_____

地 址：_____

Address：_____

統一編號：_____

Uniform Serial Number：_____

乙 方：國立臺灣戲曲學院

Party B：_____

代表人：_____

Representative：_____

地 址：_____

Address：_____

統一編號：_____

Uniform Serial Number：_____

中華民國_____年_____月_____日

Date: _____

公司名稱 Name of Institution			
負責人 Legal Representative		統一編號 Uniform Serial Number	
聯絡人 Contact Person		職稱 Title	
聯絡電話 Tel	()	傳真 Fax	
公司地址 Address	□□□		
E-mail			
公司簡介 Introduction			
營業項目 Business Category			
員工人數 Number of Employee			
其他說明 Other			

學生姓名 Student Name		班級 Class	學號 Student ID No.
實習企業名稱 Internship Institution		實習部門 Internship Dept.	
實習期間 Internship Duration		自 ____年__月__日起至____年__月__日止 From _____ to _____	
主要實習項目 Internship Content			
項次 No.	期間 Duration	實習訓練主題 Internship Training Topic	
1			
實習 學生 Student		實習 輔導老師 Teacher	實習 單位主管 Supervisor

備註：

Note

- 一、 本表由實習機構主管與輔導老師及學生共同討論後填報，實習訓練主題得依學生實際學習狀況適時調整。
This form of Internship Plan should be completed after a discussion between a supervisor from internship institution and a teacher and students from NCKU. The Internship Training Topics should be adjusted according to students' real learning performance.
- 二、 正本由系辦公室留存。
The original copy shall be retained by the department office of NCKU.

Appendix 3

Student Internship Report

學生姓名 Student Name		班級 Class		學號 Student ID No.	
實習機構 Internship Institution			實習部門 Department		
實習期間 Internship Duration	自 ____年__月__日起至____年__月__日止 From _____ to _____				
主要實習項目 Internship Content					
實習紀錄、心得與影像 Internship Record and Photos					
實習 學生 Student		實習 輔導老師 Teacher		實習 單位主管 Supervisor	

Appendix 4

Evaluation Form

學生姓名 Student Name		班級 Class		學號 Student ID No.	
實習企業 Internship Institution			實習部門 Department		
實習期間 Duration	自____年__月__日起至____年__月__日止 From _____ to _____				
實習時數 Internship Hours	時 hours		實習總分 Evaluation	分 points	
項目 No.	評分項目 Evaluation Items			評分 (0~10 分) (1-10 points)	評語 Comments
1	主動參與及發問之學習態度 active participation and question raising spirit				
2	人際關係及溝通表達能力 interpersonal relations and communication				
3	遵守職場倫理 obedience of occupational ethics				
4	產品、製程、與專有名詞的基礎知識 basic knowledge of product, manufacturing process and professional terms				
5	規劃、業務、技術能力 planning, execution and skills				
6	處理偶發事件能力 Incident management				
7	儀容、禮節、熱忱、謙虛 outer tidiness, politeness, passion and humbleness				
8	執行力與解決問題能力 implementation and problem-solving ability				
9	抗壓性與情緒管理能力 resistance to pressure and emotional management				
10	切實遵守時間(含上下班) attendance performance				
總分 Total Points	整體參與實習課程表現 Overall performance during Internship				
請假 Leaves	病假： sick leave: _____ days _____ hrs.	事假： personal leave: _____ days _____ hrs.	公假： official leave _____ days _____ hrs.		
	曠假： AWOL: _____ days _____ hrs.	婚假： marriage leave: _____ days _____ hrs.	喪假： Funeral leave: _____ days _____ hrs.		
備註 Note	評分人簽章： Evaluator Signature: 實習企業(單位)： Institution:				

以上各項評分標準如下：表現卓越者給分 9~10；表現優秀者給分 7~8；表現一般者給分 5~6；低於水準者給分 3~4；不符者給分 0~2。

Standards of evaluation: Distinction 9-10; Merit 7-8; Average 5-6; Below average 3-4; Unqualified 0-2.