

廠商參與學生校外實習登記表

Registration Form for Companies Participating in Student Off-Campus Internship

★每個欄位皆要填寫All fields must be completed

一、廠商資料Company Information		填表日期Date: 年Year 月Month 日Day	
廠商名稱 Company Name		統一編號或 立案登記字號 Tax ID Number	
負責人 Person in Charge		公司 營業登記地址 Address	
公司簡介 (600字以內) Profile (Within 600 words)			
產業類別 Industry category	☐ 1.農、林、漁、牧業 Agriculture, Forestry, Fisheries, and Animal Husbandry ☐ 2.礦業及土石採取業 Mining and Quarrying ☐ 3.製造業Manufacturing ☐ 4.電力及燃氣供應業 Electricity and Gas Supply ☐ 5.用水供應及污染整治業 Water Supply and Pollution Remediation ☐ 6.營造業Construction	☐ 7.批發及零售業 Wholesale and Retail Trade ☐ 8.運輸及倉儲業 Transportation and Storage ☐ 9.住宿及餐飲業 Accommodation and Food Services ☐ 10.資訊及通訊傳播業 Information and Communication ☐ 11.金融及保險業 Finance and Insurance ☐ 12.不動產業Real Estate ☐ 13.專業、科學及技術服務業 Professional, Scientific, and Technical Services ☐ 14.支援服務業Support Services	☐ 15.公共行政及國防;強制性社會安全 Public Administration and Defense; Compulsory Social Security ☐ 16.教育服務業Education ☐ 17.醫療保健及社會工作服務業 Healthcare and Social Work Services ☐ 18.藝術、娛樂及休閒服務業 Arts, Entertainment, and Recreation ☐ 19.其他服務業Other Services
聯絡人 Company Contact Person		任職單位及職稱 Department and Job Title	
電子信箱 E-mail		聯絡電話 Phone Number	
二、實習說明Internship Description			
招募實習對象 Eligibility for Student Applicant	☐ 大學部三年級學生Undergraduate Junior (Third-year) Student ☒ 大學部四年級學生 Undergraduate Senior (Fourth-year) Student ☐ 碩士班碩一學生 Master's Program, First-year Master Student		
實習類型 Internship Type	☐ 寒假實習Winter Break Internship ☐ 暑期實習Summer Internship ☒ 學期期間實習In-Semester Internship ☐ 學年實習Academic Year Internship		

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實習期間 Internship Period	From ____年Year ____月Month ____日Day至 to ____年Year ____月Month ____日Day		
實習時間 Internship Duration	From上午__:__AM至to下午__:__分PM, 每日Daily ____小時hours, 每週Weekly ____小時hours (僱傭關係之實習須符合勞動基準法相關規定Internships under an employment relationship must comply with relevant regulations of the Labor Standards Act) (非僱傭關係之實習每日實習時間不得超過8小時, 每週實習時間不得超過40小時, 且不得於晚上10時至翌晨6時之時間內進行Internships without an employment relationship should not exceed 8 hours per day and 40 hours per week, and must not take place between 10 PM and 6 AM the following day)		
實習地點 Internship Location			
實習相關保險 Insurances	☐ 勞工保險 Labor Insurance ☐ 全民健康保險 National Health Insurance ☐ 勞工退休金 Labor Pension	☐ 公司意外險 Company Accident Insurance ☐ 公司團體保險 Company Group Insurance	
福利制度 Benefits	☐ 宿舍 Accommodation ☐ 膳食 Meals	☐ 交通費 Transportation ☐ 其他 Other: _____	
三、實習職缺詳細內容 Detailed Internship Job Description (需提供職稱、實習內容、薪資待遇及條件, 亦可直接提供電子文宣 Kindly provide the job title, internship duties, compensation, and requirements. If possible, you may also provide the EDM directly.)			
實習職稱 Internship Title	內容 Description	實習給付 Internship Compensation	條件 Requirements
		☐ 薪資 Salary: _____ ☐ 津貼 Allowance: _____ ☐ 無 None	

收件單位名稱 Recipient Unit Name:

聯絡電話 Phone Number:

電子信箱 E-mail:

▲僱傭關係 Employment Relationship: 實習生於期限內為廠商提供勞務, 且受到指揮或管制約束, 由廠商給付報酬, 廠商具有指揮監督權, 就屬僱傭關係, 須依勞基法之規定, 應為實習生負擔勞保、健保及勞工退休金提撥等。If an intern provides labor services to a company within a specified period, operates under its command or control, and receives compensation from the company, the company holds the right to direct and supervise the intern. In this case, an employment relationship is established, and the company must comply with the Labor Standards Act by covering labor insurance, health insurance, and labor pension contributions for the intern.

▲依教育部中華民國113年12月30日臺教技通字第1132303690號來函辦理, 外籍生參與實習課程赴校外實習, 「實習契約」與「學生個人與廠商的工讀契約」必須明確區隔, 學生於同一廠商從事校外實習課程及工讀活動, 每週總時數不得逾40小時, 且學生每日實習及工讀總時數不得超過8小時, 且結束時間不得超過晚上10點。

According to the Ministry of Education's official letter No. 1132303690 dated December 30, 2024 (ROC Year 113), foreign students participating in internship courses and engaging in off-campus internships must clearly distinguish between the "Internship Contract" and the "Student's Personal Work-Study Contract with the Company." When a student is involved in both an off-campus internship and a work-study program at the same company, the total weekly working hours must not exceed 40 hours. Additionally, the daily total hours for both internship and work-study activities must not exceed 8 hours, and all work must conclude by 10:00 PM.