**Agreement  
for the Standard Cooperative Education Semester (Co-op) Program**

The purpose of this Agreement is to establish the framework for implementing the Standard Cooperative Education Semester ("Co-op") Program administered by the University (hereinafter the "University") in accordance with the "University Co-op Program Operating Regulations" (hereinafter the "Ministry of Education Notice"); set forth the necessary matters between the **Training Organization** that is the co-operator of the Co-op Program, the participating **Student**, and the **University** that is the key administrator of the Co-op Program; and commit to adhering to the above matters in the spirit of good faith.

**Article 1 (Course Schedule)** The \_\_ semester of 20 is operated in the Co-op course mode.

**Article 2 (Course Operations)** The Co-op course is administered as below:

1. Training Organization:
2. The operational details and guidance for the Co-op Program shall adhere to the terms outlined in Exhibit 1 "Operating Plan for the Standard Cooperative Education Semester (Co-op) Program" of the Ministry of Education Notice, as submitted to the University by the Training Organization. Any necessary modifications of these details may be made with the agreement of both the University and the Student, provided that the University is informed in advance.
3. The training duration is set from MM DD, YYYY to MM DD, YYYY. However, for individual students, the actual period may be adjusted based on specific training circumstances. In such instances, the duration shall be decided through mutual discussion and agreement.
4. Training hours and days
5. Training hours: \_\_\_ hours per day / from : to : (including 1 hour of rest)
6. Training frequency and days: \_\_\_ days per week (□ Mon., □ Tue., □ Wed., □ Thu., □ Fri., □ Sat., □ Sun.)
7. Unless specified and agreed upon in the curriculum beforehand, training shall not take place during nighttime hours (from 10:00 p.m. to 6:00 a.m. the following day).
8. If the Training Organization needs to conduct additional training beyond the above-stated training hours, such additional training shall be conducted within the extent of five more hours per week with the prior consent of the Student in accordance with the Ministry of Education Notice. However, if additional training exceeds the maximum limit of five hours per week, it shall be conducted as part of the Co-op Program with the signing of a labor contract as well as this Agreement as required by the Ministry of Education Notice.
9. Rest breaks and holidays
10. As set forth in the Ministry of Education Notice, the Training Organization shall provide the Student with a minimum of one hour of rest breaks each day; at least one full day of rest per week and on public holidays; one additional day of rest per month; and a leave on occasions when the Student is engaged in public duties, observing mourning, or hospitalized during the training period.
11. Apart from the above-mentioned holidays, the Training Organization may allocate extra holidays based on its specific circumstances and needs.
12. Training compensation, etc.
13. The Training Organization shall pay KRW \_\_\_\_\_\_\_\_\_\_\_ (including tax) per [*month / week*] into the Student's account by approximately the \_\_\_\_ day of the [*current month / following month*] according to the training compensation standards set forth in the Ministry of Education Notice. If the Student discontinues or is absent from training, the training compensation shall be prorated based on the number of actual training days.
14. If the Training Organization conducts extra hours of training or nighttime training, it shall pay compensation for such sessions at a rate not less than 150 percent (%) of the minimum hourly wage for the year.
15. The Training Organization shall provide the Student with access to its convenience and welfare resources in addition to training compensation.
16. The University shall provide KRW \_\_\_\_\_\_\_\_ per [*month / week / day*] *specify when / to whom / how (If the University has no obligation to make such payments, please remove section D)*.
17. The Training Organization shall take necessary safety and health measures, including providing appropriate protective gear for the work to prevent industrial accidents; mitigating hazards related to machinery, equipment, and facilities; and preventing health risks associated with raw materials, gases, dust, and others.
18. The Training Organization shall subscribe to workers' compensation insurance for the Student in accordance with the "Industrial Accident Compensation Insurance Coverage for Co-op Students" as defined in Article 123 of the Industrial Accident Compensation Insurance Act (as notified by the Ministry of Employment and Labor). At the same time, the University shall subscribe to accident insurance to provide compensation to the Student in the event of any accidents arising in connection with the Co-op Program.
19. The Training Organization [*shall conclude / may not conclude*] a separate (labor) contract in addition to this agreement and [*shall subscribe / may not subscribe*] to any of the three other social insurance schemes beyond the industrial accident compensation insurance. Even if the Training Organization concludes a separate (labor) contract, it shall comply with the "Standard Co-op Operating and Guidance Plan."

**Article 3 (Cancellation, Termination, Etc.)** In the event of an inevitable or justifiable reason to cancel or terminate this Agreement amid the Co-op Program, either the Training Organization or the Student may cancel or terminate this Agreement upon the unanimous agreement and consent of the Training Organization, the Student, and the University after consultation with the University. However, if the termination arises from circumstances directly attributable to the Training Organization and impedes the Student's ability to complete the Co-op Program, the Training Organization shall make reasonable efforts to engage with other entities in the same or a similar industry field in consultation with the University to prevent any issues that may hinder the Student's completion of the Co-op Program.

**Article 4 (Mutual Cooperation, Etc.)** The University and the Training Organization shall jointly implement measures to safeguard students, including provisions for occupational safety and the prevention of sexual harassment. Furthermore, the Training Organization, the Student, and the University shall acquaint themselves with their rights and duties specified in the Ministry of Education Notice, with the intent of facilitating the seamless operation of the Co-op Program.

**Article 5 (On-Site Guidance and Site Inspection)** The University shall conduct on-site or written assessments to ensure the suitability of the Training Organization's Co-op operations for the Student, and the Training Organization shall actively assist and cooperate with the University's faculty and staff during the above-stated inspections and site visits.

**Article 6 (Attendance and Evaluation)** The Training Organization shall monitor the Student's attendance, conduct evaluations in accordance with the Attendance and Evaluation criteria specified in the Ministry of Education Notice, and submit Exhibit 3 "Co-op Program's Evaluation and Attendance Sheet" to the University.

**Article 7 (Others)** This Agreement will conclude automatically upon the fulfillment of all of the above provisions. Any matters not explicitly addressed in this Agreement will be regulated by the Ministry of Education Notice.

This Agreement shall be created in two (2) duplicate copies, with one (1) copy kept in a manner agreeable to both parties as evidence of its execution after each signature date.

MM DD, 20\_\_\_

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| **[University]** |  | **[Training Organization]** |  | **[Student]** |
| State the University's name. |  | State the Training Organization's name. |  | State the University's name. |
| President or Head of On-Site Training Support Center (Seal) |  | Representative or Head of Department Responsible (Seal) |  | Dept. OOOO Name O O O (Seal) |
| *(Add more rows if two or more students participate in the Co-op Program.)* |
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