

Internship Agreement

Between the Institution offering the internship

Name of institution:
Street, house number:
Postal code, town/city:

Supervisor/contact:
Telephone:
Fax:
Email:

and the Student of (subject):

Ms/Mr:
Born on:
Street, house number:
Postal code, town/city
Telephone:
Email:

the following Agreement is contracted:

§ 1

Nature and duration of the internship

- (1) The present Agreement is contracted for the period of time from to and embodies an internship of hours per week.
- (2) The internship is a mandatory internship in the sense of the study regulations/examination regulations (for subject). An excerpt from the study regulations/examination regulations is attached to the present Agreement.
- (3) The present Agreement does not denote any employment.
- (4) After completion of the internship, the student shall have no claim to either training or work placement.

§ 2

Duties of the Contracting Parties

(1) The institution offering the internship undertakes:

- a) as far as possible to convey knowledge and skills to the student. The student will gain insights into various areas of the organization, be regularly involved in workflows and may possibly handle a (small) project of his/her own and/or a specific assignment working on his/her own. Deployment will be defined in the light of prevailing factors and the aim of the internship.
- b) to have an experienced employee from the institution guide and supervise the student. The institution makes no charge for this supervision.
- c) to provide the student immediately after completion of the internship with a reference on the nature and duration of the internship as well as on the activities carried out by the student.

(2) The student undertakes:

- a) to make use of the educational opportunities on offer.
- b) to carry out the assignments conferred upon him/her with care.
- c) to abide by the regulations, particularly the code of practice and the regulations governing accident prevention as well as data protection .
- d) to follow the instructions of the supervisor and other authorized persons of the institution.
- e) to compile a report upon the completion of the internship if this is required by the study regulations/examination regulations. The report shall be presented to the institutions.
- f) to give immediate notification of any absence from the student's working premises.
- g) to treat all knowledge acquired during the internship concerning people, issues etc. in confidence.

§ 3

Allowance

For the term of the internship, the student shall receive a monthly allowance of € / no financial compensation¹.

§ 4

Accident insurance cover/third-party liability insurance

(1) By law, the student is insured against accidents for the term of the internship. Cover against accidents is provided by the accident insurance body responsible for the institution.

¹ Please indicate as appropriate.

