
Internship Agreement

between

(Company, authority, establishment)

(Address, telephone)

- hereinafter referred to as organisation offering the internship -

and

Mr / Ms _____ Matriculation no.: _____

born: _____ in _____

resident at: _____

a student at

Schmalkalden University of Applied Sciences, Blechhammer, 98574 Schmalkalden

– hereinafter referred to as student –

the following agreement is concluded for the practical semester in the 4th semester of studies (hereinafter referred to as practical semester):

§ 1 General

(1) The practical semester is a component of the studies. It covers a time period generally comprising 20 consecutive weeks, during which the student is employed in the scope of the standard working hours of a full-time employee. The practical semester is completed at suitable companies and establishments outside of the university, it integrates studies and vocational practice and is supervised by the university. The student remains a member of the university for the duration of the practical semester.

(2) The general university regulations apply for the practical semester. In particular, these are the study and examination regulations for the Business Law bachelor course at the Faculty of Business Law at Schmalkalden University of Applied Sciences.

§ 2

Obligations of the contractual partners

(1) The organisation offering the internship commits itself to:

1. train and provide specialist supervision to the student in the period from _____ to _____ (__ weeks) for the aforementioned practical semester, in accordance with the terms of § 1,
2. enable him/her to participate in accompanying courses and examinations of the university,
3. check and countersign the internship documentation to be prepared by the student,
4. issue a reference, in a timely manner, covering the success of the internship according to the respective requirements and detailing any absence,
5. grant the student a qualified reference on request,
6. enable the full-time tutor at the university to support the student at the workplace.

(2) The student commits him/herself to behave in accordance with the purpose of the internship, in particular to:

1. make use of the offered training opportunities and observe the daily internship times, corresponding to the standard working hours at the organisation offering the internship,
2. carry out the assigned tasks with care,
3. follow the instructions of the organisation offering the internship and the persons assigned by it,
4. observe the regulations of the organisation offering the internship, in particular work regulations, accident prevention regulations and regulations regarding confidentiality,
5. draw up the internship documentation in a timely manner and in accordance with the relevant university guidelines,
6. report his/her absence from the organisation offering the internship without delay, moreover, in the event of inability to work as a result of illness, to present a certificate of incapacity to work without delay.

§ 3

Remuneration

(1) Internship payment may be freely negotiated. It is recommended that compensation is at least paid for the necessary costs of travel and accommodation. A statutory claim to remuneration does not exist.

(2) The organisation offering the internship will pay before deductions (monthly/total):

_____ €

§ 4

Internship officer

The organisation offering the internship appoints Mr/Ms

(Name, telephone)

as internship officer for the student. This internship officer is also the contact for the student and the university for all issues regarding this contractual relationship.

§ 5

Designated tasks

The organisation offering the internship names the following as subject/task for the practical semester:

(Amendments to or deviations from the designated tasks are possible. These are to be documented in writing and require the agreement of the full-time tutor supporting the student.)

§ 6

Leave, interruption of the internship

The student has no entitlement to leave during the contractual duration. Short-term release for personal reasons is to be granted where necessary.

§ 7

Termination of the agreement

This agreement may be terminated ahead of schedule:

1. for cause, without observance of a period of notice (§ 626 BGB - German Civil Code),
2. with the abandonment or amendment of the goal of the internship or of the course with a period of notice of 4 weeks (§ 622 BGB).

Termination occurs via unilateral written declaration to the other contractual partner, following prior consultation with the university. The university is to be notified by the terminating party without delay.

§ 8

Insurance cover

(1) For the duration of the practical semester the student is insured against accidents by law (§ 2 para. 1 SGB VII - Social Security Code). In the case of an insured event the organisation offering the internship shall provide the university with a copy of the accident notification form, too.

(2) At the request of the organisation offering the internship the student shall take out third-party liability insurance for the duration and for the content of the internship agreement. This obligation does not exist where the third-party liability risk is covered by group insurance cover taken out by the organisation offering the internship.

(3) The student shall only be liable for intent and gross negligence.

§ 9

Agreement copies

This agreement is signed in three identical copies. One copy is received by the university.

Organisation offering the internship:

Student:

Place, date: _____

Place, date: _____

(Signature, stamp)

(Signature)

Schmalkalden University of Applied Sciences recognises this Internship Agreement

Date

Full-time tutor supervising the internship
