

Internship Agreement

between

enterprise / authority / institution: _____

address: _____

telephone, fax: _____

– thereafter referred to as organization –

and

Mr. /Mrs. _____

born on _____ in _____

resident in _____ telephone: _____

student of the Fachhochschule Dortmund, University of Applied Sciences and Arts
Sonnenstrasse 96-100
D-44139 Dortmund

course of studies _____ Matr.-Nr. _____

– thereafter referred to as student –

the following

Agreement

is concluded:

§ 1 Purpose of the Internship

- (1) The internship serves as a practical application of the knowledge attained during the course of studies. The organization will not use the trainee for work of subordinate purposes that are contradictory to the purpose of the work experience.

§ 2 Assigned tasks during the internship

- (1) The tasks assigned to the student are as follows (short description of function/main tasks/project):

§ 3 Duration of the internship

- (1) The organization in question is to offer the student training and professional guidance from _____ to _____ (= _____ weeks) for the duration of the above mentioned internship. The first _____ weeks count as trial period.

§ 4 Duties of the organization

- (1) The organization is obliged
- to instruct the student with regard to his/her field of study within the potential of the organization and to provide the student with the necessary experience and professional knowledge;
 - to designate a supervisor who shall be in charge of the student;

- to cooperate with the Praxissemesterbüro International of the Fachhochschule Dortmund in all matters concerning the internship;
- to inform the Fachhochschule Dortmund in case of early drop-out, non-attendance or failure of student to complete the assigned task;
- to provide the student at the end of the practical period with an evaluation/letter of reference which gives information on the duration of the activity, an exact description of the activities, as well as information on the performance and behaviour of the student.

§ 5 Duties of the student

- (1) The student is obliged
- to take part in all trainings offered during the internship;
 - to accomplish all assigned tasks conscientiously;
 - to observe working rules, company guidelines and safety regulations to prevent accidents and to handle equipment carefully;
 - to behave in the interest of the organization and to treat company-internal matters with strictest confidentiality;
 - to write a report about the internship for both parties, the Fachhochschule Dortmund and the organization, within the period stipulated;
 - to notify the organization immediately in case of absences due to illness and to submit a medical certificate on the third day of illness at the least.

§ 6 Termination of the agreement

- (1) During the trial period both parties can withdraw from the agreement without giving prior notice or formally stating any reasons.
- (2) After expiry of the trial period the agreement can only be terminated as follows:
1. the company can terminate the agreement solely in the event of major conflicts by giving notice of at least four weeks;
 2. the student can terminate the agreement solely for personal reasons by giving notice of at least four weeks;
 3. the notice must be given in writing including reasons for termination and in agreement with the Fachhochschule Dortmund.

§ 7 Insurance

- (1) During an internship abroad, the student him/herself is obliged to take all necessary arrangements for a sufficient health, accident and liability insurance.
- (2) The student is not insured against accidents by the German state insurance programme while performing his/her internship abroad. He/She is required to clarify the issue of accident insurance protection with the organization before commencing the internship. The student needs to insure him/herself against accident.
- (3) In the eventuality of an accident, the organization is required to provide the Fachhochschule Dortmund with a copy of the accident report also.

§ 8 Reimbursement and remuneration claims

- (1) This contract does not entitle the organization to make any claims concerning the reimbursement of costs that may arise from the fulfilment of this contract.
- (2) The Student may receive remunerations from the organization during the internship. The organization and the student settle on compensation without participation of the Fachhochschule Dortmund. The organization offers the student a monthly compensation of _____ per month.
(Currency) (Amount)
- (3) In case a monthly recompense is granted by the organization, it remains the responsibility of the student to pay tax on it and to count the received payments towards any other granted scholarships.

§ 9 Vacation

- (1) Within the duration of the agreement the student is not entitled to any vacation. The organization may however, grant a short leave for personal reasons. Any time lost due to other interruptions is to be made up for.

§ 10 Contract copies

- (1) This contract is to be signed in 3 identical copies. Each contracting party is to receive one copy. The third copy is to be sent to the "Praxissemesterbüro International" of Fachhochschule Dortmund.

§ 11 Disagreements, Conflicts

(1) Before resorting to litigation any conflicts arising from the terms of the contract should be arbitrated through consultation with the Fachhochschule Dortmund.

§ 12 Additional Agreements

(1) Supplements or modifications of this contract must be made in writing.

In addition, this contract comprises _____ further annexes.

Organization: _____
place, date signature

Student: _____
place, date signature

On behalf of the Fachhochschule Dortmund:
This agreement is approved subject to the admission to internship.

_____ signature
place, date