

Contract of Internship

(Contract of practical professional training)

Between _____

(exact company name, address, telephone) – hereinafter referred to as “place of internship”

and Mr/Ms _____

(forename and surname)

date of birth: _____ place of birth: _____

student at Westsächsische Hochschule Zwickau, University of Applied Sciences,
hereinafter referred to a WHZ,

faculty: Faculty of Foreign Languages

study course: Languages and Business Administration

Westsächsische Hochschule Zwickau

Kornmarkt 1

08056 Zwickau

(address of WHZ)

the following contract is concluded:

§ 1 Duration of the Practical Professional Training

The practical professional training comprises at least 20 weeks without interruption

and lasts from _____ to _____

During this time he/she remains in the status of a student.

§ 2 Tasks of the Place of Internship

(1) For the duration of the internship, the place of internship gives the student support and offers him/her opportunities to acquire experience and knowledge in the solution of operational tasks, also considering linguistic and intercultural peculiarities.

(2) After completing his/her practical professional training, the student is given a written certificate containing the beginning and end of the internship, possible days not served, and the statement whether the training, according to the judgement of the place of internship, was finished successfully or unsuccessfully. On the student's request, a testimonial can be made out.

(3) The place of internship recompenses the trainee's work with _____ (€).

§ 3 Tasks and Duties of the Student

The student commits him/herself to

- (1) taking all opportunities offered by his/her place of internship to acquire experience, abilities and knowledge;
- (2) obeying to the instructions given within the framework of the training by the place of internship and the persons authorized by it;
- (3) abiding by the works regulations, the shop floor regulations and the accident prevention rules as well as handling tools, machines, equipment as well as other facilities, materials and products with care;
- (4) adhering to the working hours as fixed by the company;
- (5) safeguarding the interests of the place of internship, maintaining silence about corporate/operational processes and respecting the secrecy requirements of the place of internship;
- (6) notifying the place of internship without delay in case of absence and submitting a medical certificate by the third day in case of illness;
- (7) submitting a report about the practical professional training on the topic as given by the place of internship and in the form as prescribed by the Faculty of Foreign Languages.

Topic of the Job:

§ 4 Supervisors

(1) The place of internship appoints

Mr/Ms _____ Telephone/Fax _____

E-mail _____ as supervisor for the student's training and simultaneously as contact person with WHZ.

(2) The supervisor on WHZ's part is

Mr/Ms _____ Telephone/Fax _____

E-mail _____ .

§ 5 Insurance Cover

(1) for the internship abroad:

During the practical professional training abroad the student has to sufficiently insure him/herself against accident and illness for the time of his/her sojourn abroad and is urgently recommended to take out liability insurance.

(2) During the student's participation in examinations and lecture days the responsibility for which rests with WHZ (in the Federal Republic of Germany) he/she is insured against accident by the Saxon Communal Accident Insurance Association

(§ 2, section 1, clause 8b, book 7 of German Social Welfare Code).

§ 6 Termination of Contract

The contract can be terminated prematurely:

(1) for an important reason without adhering to the period of notice

(2) in case of abandoning or changing the objective of the training with adherence to a period of notice of four weeks.

The termination of the contract is carried out in the form of a written statement giving the reasons for the termination. The party terminating the contract has to notify WHZ without delay.

§ 7 Copies of Contract

The contract is to be signed in three identical copies. Each party is given a copy. The student is to immediately send one copy to the Examination Board of the Faculty of Foreign Languages.

§ 8 Supplementary Agreements

Place, date

Place, date

Signature by place of internship

Student's signature