



Contract of Internship

concerning a **compulsory internship** within the framework of
the course of study

Herein the parties to the contract are the student of the Faculty of Economics at the
Westsächsische Hochschule, University of Applied Sciences, Zwickau:

| Family Name | Given Name | Course | Matriculation No. |
|--------------------------------------|------------------------------|------------------|-------------------|
| <i>Smith</i> | <i>John</i> | <i>07-2021/3</i> | <i>12345</i> |
| | | | |
| Address (Main Residence) | Street and House No. | | |
| | Postcode and Town | | |
| | Country | | |
| | (if applicable) State | | |
| Please complete using BLOCK CAPITALS | | | |

and the company / the firm / the association or the institution:

| | | | |
|----------------|------------------------------|--|--|
| Address | Company / Designation | | |
| | Street and House No. | | |
| | Postcode and Town | | |
| | Country | | |
| | (if applicable) State | | |

Please complete using BLOCK CAPITALS

§ 1 Duration of Internship

To fulfil the minimum requirements in accordance with the study / examination / internship regulations the internship must have a minimum duration of:

- Business Studies (Bachelor of Art) at least 12 weeks
- Management of Public Utilities (Bachelor of Art) at least 12 weeks
- Business and Engineering (Diploma) at least 20 weeks

Please tick!



The internship encompasses the minimum duration required for the course selected above and lasts:

| | |
|-------|-----|
| from: | to: |
|-------|-----|

Please enter dates

§ 2 Tasks of the Place of Internship

1. For the duration of the internship semester will be offered the support of the place of internship and be offered opportunities to acquire experience and knowledge in the solution of business and/or engineering tasks for the company.
2. After completion of the internship semester the student will receive written certification (form attached) containing the beginning and end of the period of training, days of absence (if any) and the statement that it comprises the appropriate minimum duration. At the student's request a testimonial may be issued.
3. The place of internship will remunerate the intern's work with the sum of:

§ 3 Obligations of the Student

The student commits him/herself:

1. to take advantage of all opportunities offered by the place of internship to acquire experience, skills and knowledge,
2. to obey within the framework of the internship the instructions of the place of internship and those of the persons authorised by it,
3. to abide by the works, shop and accident prevention regulations and to handle tools, machines, equipment and instruments as well as other facilities, materials and products with care,
4. to adhere to the working hours set by the company,
5. to safeguard the interests of the place of internship, to maintain silence about corporate activities and operational procedures and to respect the confidentiality requirements of the place of internship,
6. to notify the place internship without delay in case of absence and to submit a medical certificate within three days in case of illness,
7. to submit a report about the internship on a topic named by the place of internship in the form prescribed by the faculty.

Topic of report:

Please enter if not apparent or separately specified



§ 4 Supervisors

1. The Place of Internship appoints:

| | |
|--------------------|----------------|
| Title | |
| Given Name | |
| Family Name | |
| Telephone | (if available) |
| e-Mail | (if available) |

No specific qualification is required – however, a university degree would be desirable

as supervisor for the training of the student. This person is also the contact person for the university.

2. The University appoints:

| | |
|--------------------|----------------|
| Title | |
| Given Name | |
| Family Name | |
| Telephone | (if available) |
| e-Mail | (if available) |

No specific qualification is required – however, a university degree would be desirable

as supervisor and contact person for the place of internship.

§ 5 Insurance Cover

- (1) During the internship abroad the student has to insure him/herself sufficiently against accident and illness for the duration of his/her stay abroad and is urgently recommended to take out liability insurance.
- (2) While participating in examinations and study days for which responsibility lies with the university, the student is insured against accident by the Saxon Communal Accident Insurance Association (in accordance with §2, Section 1, Clause 8b, Book 7 of the German Social Welfare Code).

§ 6 Termination of Contract

The contract may be terminated prematurely:

1. for a serious reason without adhering to the period of notice,
2. in case of abandonment or change of the training objective with a period of notice of 4 weeks.

The termination of the contract occurs in the form of a written statement giving the reasons for termination.

The party terminating the contract must notify the university without delay.

§ 7 Copies of Contract

The contract is to be signed in three identical copies. Each party to the contract will receive one copy. The third is to be sent by the student to the Faculty Officer for Internship Matters (Study Organisation Office).

| | Place of Internship | Student / Intern |
|----------------|---------------------|------------------|
| Place and Date | | |
| Signature | | |

Please fill out

For your information

Supervisor at the University: _____
Date Signature

If desired by the company

File note: