Work Placement Agreement

Between

the BSEL student	Surname, first name	Matriculation number
	Street	Postcode and town
	Email address	Telephone
on the study programme (hereinafter referred to as "the intern")	(course title, and specify whether Bachelor or Master degree)	
the company / government authority / institution		
	Name of the Company / Authority / Institution	Telephone
(hereinafter referred to as the "work pla	Street acement provider")	Postcode and town

the following Work Placement Agreement is concluded pursuant to § 10 of the Regulations on Taking a Work Placement Semester in Study Programmes in the Faculty of Business and Economics at the Berlin School of Economics and Law (BSEL) (Work Placement Regulations).

§ 1 General, Length of the Work Placement

(1) A semester of work experience is provided for under the Work Placement Regulations of the Faculty of Business and Economics at the Berlin School of Economics and Law (BSEL). These Regulations and the Work Placement Schedule drafted by the work placement provider are part of this contract. This contract does not establish an employer-employee relationship.

§ 2 Duties of the Contracting Parties

(1) The intern is obliged to behave in a way commensurate with the purpose of the work placement and in particular

- a) to accept the training possibilities offered
- b) to diligently carry out the tasks assigned under the Work Placement Schedule
- c) to comply within the framework of the work placement with instructions from the work placement provider and the persons appointed by it,
- d) to follow the regulations applying to the work placement provider especially codes of practice and safety regulations as well as provisions on the requirement of confidentiality.
- (2) The work placement provider is obliged to
 - a) train the intern for the above period of time observing the Work Placement Regulations of the Faculty of Business and Economics at the Berlin School of Economics and Law (BSEL) and the Work Placement Schedule,
 - b) allow the intern to attend lectures and seminars at the BSEL pertinent to the work placement semester and to take part in examinations required for her/his course of study,
 - c) provide a certificate with details on the work placement's duration, content and success
 - d) provide, if the intern so desires, a certificate of employment.

(3) The BSEL is obliged to fulfil the tasks it has been assigned by the Faculty of Business and Economics' Regulations on Taking a Work Placement Semester in Study Programmes.

§ 3 Remuneration and Claims for the Reimbursement of Costs and Expenses

(1) The intern is to receive a monthly remuneration of Euro from the work placement provider.

(2) This contract does not establish any basis for the work placement provider to claim for the reimbursement of costs incurred in fulfilling this contract; claims in tort against the intern remain unaffected.

§ 4 Work Placement Supervisor

(1) The work placement provider names Mr/Msas the Training Supervisor.

(2) The BSEL names Mr/Ms/ Professor ... Janke, Madeleine as the Work Placement Supervisor. Surname, first name

§ 5 Holidays

(1) Holidays will only be granted if the work placement comprises a guaranteed working period of at least a total of 5 month.

(2) The work placement provider may allow an intern to be temporarily freed from their obligations for personal reasons.

§ 6 Terminating this Agreement

(1) The Work Placement Agreement can be cancelled prematurely:

- a) without observing a period of notice in the case of good cause,
- b) with a period of notice of four weeks in the case of altering the objective of or withdrawing from the course of studies.

(2) The Agreement is cancelled by a unilateral written statement submitted to the other parties to this Agreement. If the work placement provider wishes to cancel the Agreement, it is first to contact the BSEL Work Placement Supervisor.

§ 7 Insurance Cover

(1) The intern is legally covered by an accident insurance policy for the duration of the work experience semester (§ 2 (1) Nr. 8c Social Code Book Seven - SGB VII). In the case of an insurance claim, the work placement provider will provide the BSEL with a copy of the accident notification.

(2) The intern's third party risk at the work placement provider is covered for the duration of the placement by that provider's general employer's liability insurance.

§ 8 Copy of the Agreement

Each party to the Agreement is to receive an identical copy of the Agreement signed by all the contracting parties.

Place. Date

Work Placement Provider Stamp and Signature

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