

**Training agreement  
relating to the practical study semester  
in the study programme “Public Administration” at HWR Berlin  
(Work placement agreement)**

Between

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(Name of the institution / company / organization)

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(Address of the institution / company / organization)

- subsequently referred to as the internship organization -,

and

Ms/Mr

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(first name and surname)

Student of the Bachelor's degree programme “Public Administration” at the Berlin School of Economics and Law (HWR Berlin), Department of Public Administration

Date of birth

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Place of birth

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Address \_\_\_\_\_  
Street, Post Code, City

- subsequently referred to as the student -

has concluded the following **internship agreement**.

## § 1 General

The student is to complete the work placement semester stipulated in the study and examination regulations of the Bachelor's degree programme Public Administration during \_\_\_\_\_ Semester 20\_\_\_\_. The structure of the work placement semester including the internship is to follow that stipulated in the internship regulations issued as part of the study and examination regulations for the respective degree programme.

## § 2 Obligations of the contracting parties

(1) The internship organization undertakes to provide the student with training within the period between

\_\_\_\_\_ and \_\_\_\_\_ \* (= \_\_\_\_\_ weeks)

\* In the case of a contract conclusion for the work placement II stipulated as express study, the individual parts of the internship are to be listed as an appendix to this contract.

within the scope of an internship. Moreover, it undertakes to

- a. Draw up an internship plan for each work placement which sets out a descriptive timetable, that is adequate to requirements for the higher intermediate civil service of the subsequent employment and which further regulates work scope and tasks (see Appendix of this Agreement "Notes regarding the drafting of an internship plan")
- b. Name a contact person at the internship organization for the duration of the work placement.
- c. Provide an adequately equipped workplace for the duration of the work placement.
- d. Employ and further educate the student in accordance with the internship plan.
- e. Allow the student to participate in repeat examinations at the university.
- f. Enable participation in university courses accompanying the internship; courses accompanying the internship are considered part of the required daily working hours.
- g. Fill out the form for recorded absences from work and hand it over to the student.
- h. Check and counter-sign the internship report drawn up by the student.
- i. Issue the student with a detailed testimonial proving their completion of the internship, which further specifies the duration, contents and completion of the work placement.

(2) The student undertakes to comport him-/herself in a fashion appropriate to the aims of the training, in particular to:

- a. Take advantage of the working opportunities and training provided.
- b. Perform with care all tasks allotted to them within the scope of the internship plan.
- c. Comply with all instructions issued by the internship institution and the persons authorized to issue such instructions.

- d. Observe and comply with all regulations - especially work regulations, accident protection regulation and those relating to confidentiality, notably professional and official discretion - which apply to the internship institution.
- e. Inform the internship institution about any reasons for absence from the internship (a medical certificate confirming that they are unfit for work has to be provided by the fourth day of absence at the latest).
- f. Compile an internship report outlining the content, structure and results of the internship; this must be signed by the internship supervisor at the internship institution.

**§ 3 Contact person within the internship institution  
(Internship supervisor in accordance with § 5 section 2 Internship regulations)**

The institution in which the internship is to be conducted names

Ms/r \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

as the contact person (internship supervisor) for the student during the duration of the work placement.

**§ 4 Claims for reimbursement of costs**

This agreement does not constitute any claim on the part of the internship organization for the reimbursement of costs, which arise during the course of its completion. This provision does not apply to any damages for which the student is liable.

**§ 5 Holiday and leave**

(1) Based on a six-month work placement, the student and the internship organization agree on a vacation of twelve days (see § 6 section 4 Internship regulations).

(2) The student can apply for a leave of absence of up to four days for the purposes of composing the internship report. The internship institution can only reject such a leave of absence on grounds that it would interrupt operating procedures or schedules.

**§ 6 Termination of the contract**

The internship agreement can be terminated prematurely

- a. For cause without notice,
- b. Following a hazard, alteration of or abandonment of a training target with a notice period of four weeks.

Termination of the internship agreement requires written notification to the contracting partner. It further requires prior consultation with the university internship officer.

**§ 7 Insurance cover**

(1) The student is insured against accidents for the duration of the internship by statutory stipulations (§ 2 section 1, 8 lit. c) SGB VII). Should the student suffer an accident, which is to

be notified to the insurance provider, the internship institution is to make a copy of the notification and send it to the university internship officer.

(2) For the duration of their internship, the personal liability risk borne by the student at the place of their internship is covered by the general employer's liability insurance (*Betriebshaftpflichtversicherung*) of the internship institution.

### **§ 8 Versions of the agreement**

Three identical copies of this agreement have been signed. Each party to the agreement will receive a copy, as does the relevant internship office of the Department of Public Administration.

### **§ 9 Other agreements**

This agreement does not constitute an employment contract.  
In cases of doubt, this agreement is to be interpreted in the light of the Internship Regulations of the Bachelor's degree course Public Administration, dated 15<sup>th</sup> May 2019 (Mitteilungsblatt/Bulletin 29/2019, dated 3<sup>rd</sup> September 2019).

For the duration of the internship, the student will be paid a monthly remuneration to the sum of \_\_\_\_\_ €.

The student is responsible for paying any taxes due.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Internship institution

\_\_\_\_\_  
Student

## Appendix

### Notes regarding the drafting of an internship plan

As specified under § 2 (1), the internship plan constitutes part of the agreement. It outlines the contents and tasks of the student during the work placement.

The level of the tasks set in the work placement must satisfy the requirements of the higher intermediate career-path (*Laufbahngruppe 2 im ersten Einstiegsamt im allgemeinen nichttechnischen Verwaltungsdienst*) in general non-technical administration.

The following specifications serve as a guide to those requirements as well as an orientation when creating the internship plan. They are not meant to be conclusive.

#### **Requirements:**

##### **The independent completion of tasks in key areas of business and administration**

- Independent task processing on a senior level
- Independent project planning and implementation
- Independent application of legal prescriptions when processing and completing official or business transactions

##### **The organization of operational procedures**

- Independent Planning
- Decision-making
- Implementation and
- Control

##### **Information processing**

- Independent collection, evaluation and transmission of information in official or business working process
- Presenting results
- Applying IT procedures

##### **Customer-oriented action and communication**

- Receiving requests from internal and external customers
- Providing services for internal and external customers
- Providing information, advising and supporting internal and external customers in official or business working process