



Hochschule für Technik  
und Wirtschaft Berlin

*University of Applied Sciences*



Hochschule für  
Wirtschaft und Recht Berlin  
Berlin School of Economics and Law

# Internship Agreement

Between

\_\_\_\_\_

(Name of the institution / company / organization)

\_\_\_\_\_

(Address of the institution / company / organization)

- subsequently referred to as the internship organization -,

and

Mr/Ms

\_\_\_\_\_

(Fore and surname)

Student of the Bachelor's degree programme *Public and Nonprofit-Management* at the *Berlin School of Economics and Law (BESEL / HWR Berlin)* and the *University of Applied Science (HTW Berlin)*.

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

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 internship of at least 12 weeks stipulated in the study and examination regulations of the Bachelor's degree programme *Public and Nonprofit-Management* starting \_\_\_\_\_.\_\_\_\_\_.

The structure of the internship is to follow 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)

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

- a) Draw up an internship plan which sets out the basic contents and the timetable of the internship.
- b) Provide the intern with a contact person within the organization during the internship.
- c) Perform the training in accordance with the internship plan.
- d) Allow the student to participate in the accompanying lessons and repeat examinations at the university.
- e) To issue the student with a certificate proving their completion of the internship, which specifies the duration, contents, work performances and behavior of the intern and completion of the internship.

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

- a) To take advantage of the working and training provided.
- b) To perform with care all the tasks allotted to them within the scope of the internship plan.
- c) To comply with all instructions issued by the internship institution and the persons tasked by it to issue such instructions.
- d) To observe and comply with all the regulations - especially work regulations and accident protection regulation and those relating to confidentiality - which apply to the activities of the internship institution.
- e) To inform the internship institution of any reasons for absence from the internship.

### **§ 3 Contact person within the internship institution**

The institution in which the internship is to be conducted names

Mr/s \_\_\_\_\_

Telephone: \_\_\_\_\_

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

as the internship supervisor and contact partner for the student during the duration of the internship.

### **§ 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 which for which the student is liable.

### **§ 5 Holiday and leave**

During the term of the agreement the intern is not entitled to a holiday period. The internship organization may allow short-term absences due to important reasons.

### **§ 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 agreement requires written notification to the partner to the agreement and 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 the statutory stipulations of § 2 section 1, 8 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) The personal liability risk borne by the student at the place of their internship is covered for the duration of their internship 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. The student will be paid a monthly remuneration for the duration of the internship to the sum of \_\_\_\_\_ €. The student is responsible for paying any taxes due.

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Place, date

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Internship institution

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Student