

Internship agreement

Contract for the on-the-job training as part of the studies of surveying
(Bachelor of Engineering) at the University of Applied Sciences
Bochum

between: :

Company, authority, institution
(-hereinafter referred to as internship provider-)

(po box) :

address :

zip/city :

telephone :

int. Fax :

E-Mail :

and Mrs./Mr. :

Last name, first name (-hereinafter referred to as student-)

born on :

residing in :

address :

zip/city :

telephone :

E-Mail :

arrange the following agreement concerning the work experience that will be carried out by the student.

§ 1 Nature and duration of the internship

- (1) The practical work is carried out in the company listed above and lasts 12 weeks with a usual working time.
- (2) The internship provider undertakes to train the student from _____ to _____ which corresponds to _____ weeks.
- (3) The agreement requires the authorization of the university.
- (4) The use of the student occurs pursuant to § 16 para. 3 of the examination regulations of the studies of surveying (B.Eng.) at the University of Applied Sciences Bochum.
- (5) The internship is part of the studies of surveying at the University of Applied Sciences Bochum; this means that the student remains a member of the university.

§ 2 Obligations of the internship provider

The internship provider undertakes to,

- (1) introduce the student into scientific / engineering / economic work for the duration of the internship by assigning him or her to suitable projects / subprojects. It should be ensured that real use is made of the student's knowledge and skills so far acquired, and that the projects are innovative importance for the enterprise,
- (2) provide the student with a general impression of the tasks and functions of the enterprise by appropriate discussions with responsible persons in each case,
- (3) appoint an engineer as supervisor for the student's training for the above-mentioned period in the company,
- (4) issue a certificate documenting duration, contents and success of the practical activity after the completion of the internship,
- (5) provide, if the student so desires, a certificate of employment

§ 3 Obligations of the student

The student undertakes to,

- (1) carefully implement the tasks assigned to him or her as mentioned in § 2 and to increase his or her knowledge and experience as far as possible,
- (2) obey the instructions given within the framework of the internship by the enterprise and its representatives,

- (3) respect the discipline imposed by the enterprise, in particular work regulations and rules for the prevention of accidents as per instructions by the enterprise before the beginning of the internship,
- (4) agree to maintain secrecy about operations which by their nature or by special order require professional confidentiality. This also applies after completion of the internship,
- (5) comply with company times, immediately inform the enterprise about absences and in case of extended illness to provide a medical certificate no later than the third day of his or her absence,
- (6) handle with care tools, machines, equipment and devices as well as other enterprise facilities, materials and products placed at his or her disposal

§ 4 Time of probation and termination of the agreement

A 4 week probationary period is agreed upon, during which each party is legally entitled to terminate this agreement in writing without indication of reasons.

After the time of probation this agreement may be terminated for an important reason without compliance with a deadline or with a period of 4 weeks to the end of month.

The termination of this agreement must be in writing.

§ 5 Leave

During the contractual period the student is not entitled to a vacation. The internship provider can grant a short-term leave from the internship for personal reasons.

§ 6 Payments

If a payment has been agreed by the internship provider to the student, this amounts _____ Euro (€) per month.

§ 7 Supervision of the internship provider and other arrangements

The internship provider appoints Mr./Mrs. _____ as supervisor for the student's internship.

Between the internship provider and the student following other arrangements are made:

§ 8 Copy of the agreement

Three identical copies of this contract are signed by the internship provider, the student, and the representative for the on-the-job-training of the course of studies.
Each contracting party shall receive a copy.

It is the student's task to submit these copies of the contract to the representative for the on-the-job-training in due time before the commencement of the contract and to return the internship provider's copy to the internship provider.

§ 9 Final provisions

The contractual parties reserve the right to modify individual provisions of this contract if such modifications are required for particular reasons.

Modifications must be made in writing. Non-compliance with a provision of this contract does not affect the validity of the rest of the contract

Date: _____

Date: _____

Internship provider

Student

Date: _____

Representative of Bochum University of Applied Sciences