

## Internship Contract

Concluded by .....  
– referred to below as “Internship Company” –  
located in .....  
and .....  
– referred to below as “student” –  
degree course .....

born on .....  
in .....  
living in .....

### § 1 Duration of internship semester

The internship starts on ..... and ends on ..... .  
The internship is part of the degree program. Therefore, the student remains registered  
at the university during this time.

### § 2 Obligations of the Internship Company

The Internship Company is obliged

1. to teach intern and train the student according to the plan for the internship semester,
2. to communicate with the appropriate representative of the Leipzig University of Applied Sciences with regard to questions about the student during his/her internship,
3. to support the student in her/his efforts to communicate with the Leipzig University of Applied Sciences.

### **§3 Duties of the student**

The student is obliged

1. to fulfil all training requirements,
2. to observe the given working rules and company guidelines, and to handle all tools, instruments, machines and materials with due care,
3. to write a report on his/her activities to be regularly checked over by a representative of the Internship Company,
4. to respect the interests of the Internship Company and to observe the codes and practice of confidentiality,
5. to inform the Internship Company at once about every working day on which she/he cannot be present. Days lost due to sickness are to be verified by a doctor's certificate.

### **§ 4 Dissolving the contract**

The withdrawal from the contract is only possible under the following circumstances:

1. Immediate terminations must be well founded.
2. Four weeks notice where the student is forced to withdraw from the internship due to personal reasons.

Written notice must enclose a declaration of reason and has to be set up in coordination with the authorities of the Leipzig University of Applied.

### **§ 5 Certificate (working record)**

After finishing or withdrawing the Internship Company should write a certificate which gives information about the contents and duration of internship.

### **§ 6 Insurance**

The student is insured on the basis of student health insurance.

## **§ 7 Payment**

The monthly payment amounts to ..... EUR Taxation according to local laws and amendments.

## **§ 8 Disagreements, Conflicts**

Before laying claim to jurisdiction all parties involved should try to settle conflicts related to the contract amongst themselves.

## **§ 9 Copies of the contract**

Three copies of the contract are to be signed by the Internship Company, the student and a representative of the Leipzig University of Applied Sciences. It is the student's duty to show the copies at the Leipzig University of Applied Sciences and send one copy to the Internship Company.

## **§ 10 Further agreements**

.....

Signature, stamps and date

.....  
Internship Company

.....  
Student

.....  
Leipzig University of Applied Sciences