



## **INTERNSHIP AGREEMENT**

### **Study course “Nature conservation and landscape development”**

For the \_\_\_\_\_ Internship WS/SS \_\_\_\_\_ the following agreement is entered into between

\_\_\_\_\_  
(Company or other)

\_\_\_\_\_  
(Address, Telephone)

- hereafter referred to as “Trainer” -

and

Mr. / Ms

\_\_\_\_\_  
(Last name, first name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
email/telephone number

Student at Hochschule Neubrandenburg  
University of Applied Science  
Brodaer Straße 2  
17033 Neubrandenburg  
Telephone: +49 395-5693-4001, Fax: +49 395-5693-4999  
[www.hs-nb.de](http://www.hs-nb.de)

School of (department) \_\_\_\_\_

Department of (study way) \_\_\_\_\_

- hereafter referred to as “Student”- .

## § 1

### Character and length of training

(1) Including the associated classes, the internship lasts for a period of \_\_\_\_\_ weeks.

(2) The contractual period is

from \_\_\_\_\_ to \_\_\_\_\_

## § 2

### Obligations of the parties

(1) *The training facility agrees to,*

1. Train the Student for the period mentioned above, in accordance with the attached training plan and internship regulations of the Department of \_\_\_\_\_,
2. Give the student time to participate in accompanying classes and examinations,
3. Check the reports prepared by the student,
4. Permit the advisor named by the Hochschule Neubrandenburg to observe the Student at work,
5. Prepare an evaluation immediately after completion of the training period containing length, content and success of the internship.

(2) *The Student agrees to conduct himself in a manner appropriate to the internship, particularly*

1. To take advantage of opportunities offered by the internship, including being an hand in the firm during the usual working hours,
2. To execute the tasks assigned in the course of the internship carefully and conscientiously,
3. To obey instructions given by the superiors of the firm,
4. To obey all rules of the firm, particularly those pertaining to work, safety and confidentiality,
5. To complete reports according to the rules of the School of Technology and to present them to the person in charge of trainees in the firm,
6. To report all absences in the firm immediately and to present a physician's certificate the third day of any illness at the latest.

**§ 3**  
**Expenses and Compensation**

Compensation and/or reimbursement of expenses, if any, are up to the Training Agency and subject to negotiation between Trainer and Trainee.

**§ 4**  
**Training supervisor**

The firm names

Mr. / Ms \_\_\_\_\_  
(Name, Telephone)

as supervisor in charge of student training. This supervisor is the contact person both for the student and for the *Hochschule* in all questions concerning this contract.

**§ 5**  
**Vacations/Interruption of Training**

The Student is not entitled to any vacation time for the course of this contract. The firm may, at its Option, grant time off for personal reasons. Such time off is generally to be made up.

**§ 6**  
**Dissolution of the Contract**

The contract may be dissolved prematurely if

1. Without notice for compelling reasons,
2. With two weeks notice if focus of training is changed or discontinued.

Dissolution is accomplished through unilateral written declaration toward the contractual partner after a hearing with the *Hochschule*. The *Hochschule* is to be notified immediately by the party seeking dissolution.

**§ 7**  
**Insurance**

(1) During the internship semester the Student has accident insurance as per (§2 Abs.1 Nr. 5c SGB VII). In case of an accident, the training organization will supply the *Hochschule* with a copy of the accident report.

(2) Upon demand of the training organization, the Student shall supply liability insurance for the duration of the internship, if the training organization is not already so covered.

**§ 8**  
**Copies of the contract**

This contract will be executed in three identical versions, one for the training organization and two for the Student.

This contract is signed in three same-being issues, one receives of it the education place, one the student and the third one remains with the representative for the practical study semesters.

**§ 9**  
**Other provisions**

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

Training Organization:

Student:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

The University Neubrandenburg agrees to the internship during the internship semester.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor in charge of Internships