

## Training Agreement for the Internship Semester

Between

Works/Company/Public Authority: \_\_\_\_\_

Address: \_\_\_\_\_

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

(referred to hereinafter as "internship institution")

and

Mr/Ms \_\_\_\_\_

Matriculation Nr. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ in: \_\_\_\_\_

Address: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

(referred to hereinafter as "student")

the following contract for an internship semester shall be concluded which is required as a component of studies at the

Hochschule Wismar,  
University of Technology, Business and Design  
Department:  
PF 1210  
23962 Wismar, Germany.

within the

Degree programme: **Bachelor Course Multimedia Engineering**

at the Department of Electrical Engineering and Computer Science

following project task is to process:

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**§ 1**  
**Nature and Duration of Training**

- (1) The practical training shall be carried out at the above-named place of internship as an internship semester and shall have a duration of 20 weeks. The first 6 weeks are considered as the probationary period during which either party is able to withdraw from the contract at any time.
- (2) The agreement shall be made for the period from..... to .....
- (3) The internship semester is a component of university studies and the student shall maintain his/her status as an enrolled student of the Hochschule Wismar during the internship semester.
- (4) The Internship Semester Regulations for the above-named degree programme form a part of this contract. Art. 19 of the Vocational Training Law (BbiG) shall apply mutatis mutandis.

**§ 2**  
**Obligations of the internship institution**

The internship institution is obliged:

1. to instruct the student during the internship semester in accordance with the Internship Semester Regulations and to supervise his/her performance,
2. to designate a mentor (hereinafter: shop resp. company mentor) who shall work with the Hochschule Wismar on all issues related to the internship semester,
3. to allow the student the necessary time off for attending examinations at the Hochschule Wismar,
4. to supervise the completion of the project work and to sign the reports,
5. to enable the respective mentor (university mentor) from the Hochschule Wismar to provide guidance for the student during the internship,
6. to inform the Hochschule, should the case arise, of a premature termination of the contract by the student or of a failure of the student to commence his/her internship work,
7. to hand out a written work report and certificate for the student after the completion of the internship.

**§ 3**  
**Obligations of the Student**

The student is obliged:

1. to make full use of all training opportunities offered to him/her,
2. to perform all tasks expected of him/her within his/her internship in a careful and conscientious manner,
3. to observe the working regulations, the shop rules and the regulations for the prevention of accidents and to handle all tools, instruments and materials in a careful manner,
4. to respect the interests of the place of internship and observe the confidentiality and secrecy of all its business matters,
5. to notify the place of internship immediately of any absence and, in the case of illness, submit a note from the doctor no later than on the 3<sup>rd</sup> day of absence,
6. to submit a written report (Internship project) in accordance with the project theme and to defend it after its completion in a colloquium. The project work has to be examined in a written form both by the professor mentoring the internship (university mentor) and by the mentor designated by the internship institution. Both results have equal weight. Individual grades as also the final grade shall be formed as to §4 and §5 of the examination regulation and §5 of attachment 3 of the regulation of studies.

#### **§ 4**

##### **Modification of the Theme**

The theme of the internship project work can be changed by the student in a written form only and only with the consent of the university mentor during the first four weeks of the internship period.

#### **§ 5**

##### **Defence of the Internship Project**

The defence of the Internship project has to take place two weeks after the beginning of the following semester at the latest.

#### **§ 6**

##### **Termination of the Contract**

- (1) The contract must be approved by the Hochschule Wismar. The contract loses its validity if the preconditions for the admittance to the internship semester according to the regulation of studies of the Hochschule Wismar are not fulfilled by the time the contract would begin.
- (2) After the probationary period the contract can be cancelled:
  1. due to an important reason without having to observe a deadline,
  2. by the student within a deadline of 4 weeks should he wish to terminate the training at the internship institution because of personal reasons.

## **§ 7**

### **Insurance Coverage**

- (1) The student is insured against accidents during the internship semester by Act of Law (Art. 539, section 1 of the 'Reichsversicherungsordnung' (translated: special insurance regulations of the German 'Reich')). If a case of insurance should occur, the place of internship shall provide the Hochschule Wismar with a document notifying the accident.
- (2) The student's personal liability at the place of internship is covered for the duration of the contract by the general working liability insurance of the internship institution.
- (3) The student is exempt from any payments as to social security pension insurance and unemployment insurance during the internship semester.
- (4) The student has a compulsory insurance for the internship semester as regulated in the terms of the student health insurance.

## **§ 7**

### **Remuneration**

An employment contract is not established by this agreement. The monthly remuneration amounts to ..... EURO. The student is responsible for any obligations as to taxes.

## **§ 8**

### **Settlement of Disputes**

In case of disputes related to this contract, an attempt should be made to reach an amicable agreement in cooperation with the Hochschule Wismar before any legal proceedings should be considered.

## **§ 9**

### **Issue of Contract**

This contract shall be signed in triplicate by the internship institution, the student and the Hochschule Wismar. It is the student's responsibility to present the contract to the Hochschule Wismar and also to return one issue to the internship institution.

## **§ 10**

### **Other Agreements**

- (1) The Hochschule Wismar designates Mr/Ms ..... as university mentor.

(2) The internship institution designates Mr/Ms ..... as shop resp. company mentor for the training of the student.

Mentor of internship institution:

Date:

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(internship institution)

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(student)

This contract was acknowledged by the Hochschule Wismar:

Date: .....

.....  
(Hochschule Wismar, University  
of Technology, Business and Design,  
Department of Electrical Engineering  
and Computer Science)