

Internship Contract

for the internship and basic internship in WS/SS _____

Between

Company, public authority, association/institution
address, telephone number _____

- subsequently called training company-

and

Mr. / Ms. (surname and first name) _____

born on _____ in _____

present address _____

student of the Augsburg University of Applied Sciences, An der Hochschule 1, 86161 Augsburg, Phone 0049 / (0) 821 / 55 86-0

with major in _____

- subsequently called student -

the following internship contract is concluded:

Contract

§ 1 – General Remarks

- (1) Studies at Bavarian universities of applied sciences generally include internship semesters and/or a basic internship in accordance with the relevant study and examination regulations for the respective course of study. The internship semesters and the basic internship are part of the studies and range from a period of 6 – 22 weeks including the lectures accompanying the internship. They are to be accomplished under supervision of the university at companies and other institutions outside of the university and combine studies and professional life. During the internship semesters and the basic internship the students remain members of the university.
- (2) For the internship semesters and the basic internship regulations enacted by the Bavarian Department of Sciences, Research and Art as well as by the universities respectively are applicable. In particular these are
 1. the Overall Examination Regulations for Universities of Applied Sciences in Bavaria ("RaPO") from Oct. 17, 2001, in the valid version,
 2. the general examination regulations of Augsburg University of Applied Sciences ("APO") from February 12, 2019, in the valid version,
 3. the requirements for accomplishing internship semesters at the state-owned Bavarian universities of applied sciences from August 20, 2007,
 4. the internship semesters/basic internship curricula as denoted in the relevant study and examination regulations of Augsburg University of Applied Sciences.

§ 2 – Duties of the Partners to the Contract

- (1) The training company commits itself
 1. to train and professionally supervise the student from _____ till _____ (= _____ weeks) during the above-mentioned internship semester/basic internship according to the respective internship curriculum and the further requirements listed under § 1;
 2. to allow him/her to participate in the accompanying training lectures and examinations;
 3. to review and sign the report the student is obliged to write;
 4. to give him/her a reference in timely manner which covers the success of the internship in accordance with the required training objectives containing the training period dates as well as possible days of absence and
 5. to name a intern mentor.
- (2) The student commits him-/herself to behave in accordance with the training objectives, in particular,
 1. to take advantage of the training opportunities offered and be present during the daily training time which corresponds with the normal working hours of the training company;
 2. to carefully carry out the tasks handed over to him/her in accordance with the internship curriculum;
 3. to follow the orders of the training company and its authorized personnel;
 4. to follow the training company's valid regulations, mainly working rules and accident prevention regulations as well as professional confidentiality;
 5. to write within the specified time a report in accordance with the relevant university guidelines from which the internship's content and course is evident and
 6. to inform the training company and Augsburg University of Applied Sciences immediately of his/her absence.

§ 3 - Cost und Reimbursement Claims

- (1) This contract does not constitute a claim for the reimbursement of costs which originate from the fulfillment of this contract. This is not applicable in case of damage or injury which are subject to § 7 [2] of the student's personal liability insurance.
- (2) The student receives a monthly remuneration of _____ Euro.

§ 4 – Intern Mentor

The training company names Mr. / Ms.

(name, job title, telephone, E-mail)

as intern mentor for the student's training. The intern mentor is at the same time the contact for the student and the University of Applied Sciences with regard to all questions affecting this contract.

§ 5 – Vacation, Interruption of the Internship

During the contract period the student is not entitled to vacation. In urgent cases the training company can grant a short-term leave on personal grounds. Each leave is to be compensated.

§ 6 – Termination of Contract

The internship contract can be terminated before completion

1. for good cause without due notice,
2. with two weeks' notice in case of abandonment or change of the training objectives.

The contract is terminated by a unilateral written statement to the other party of the contract subject to prior hearing of the university. The university is to be informed immediately in writing by the party terminating the contract.

§ 7 – Insurance Cover

- (1) Accident insurance is provided by law within Germany for the student during the internship semesters and the basic internship (§ 2 [1] No. 1 of Code of Social Law VII – "SGB VII"). In case of an accident the training company is required to send a copy of the accident report to the university.
- (2) By request of the training company the student must provide a personal liability insurance covering the period and content of the internship contract.¹⁾
- (3) For internship semesters/basic internship abroad the student is responsible for providing sufficient health, accident and personal liability insurance coverage.

§ 8 – Office Copies of Contract

This contract will be signed in three identical copies. Each party named in the contract receives one copy. The student immediately forwards one copy to the Internship Office of Augsburg University.

§ 9 – Further Agreements²⁾

§ 10 – Limitation period and disputes

- (1) All claims for remuneration arising from the internship contract must be made in writing within a limitation period of three months of the date on which remuneration was due, at the latest, however, within three months of the date on which the internship contract ended. Otherwise the right to make a claim is forfeited.
- (2) In the event of any other disputes arising from this internship contract, the parties must first attempt to arrive at an amicable agreement before bringing the dispute before the courts.

City, date: _____

City, date: _____

Signature of Training Company

Signature of Student

Signature of legal representative
(if the student is a minor at the time the contract is concluded)

¹⁾ Not applicable in case the personal liability risk is covered by a group insurance affected by the training company.

²⁾ Here the parties can agree upon e.g. the reimbursement of specific costs (such as personal liability insurance premium, travel cost).