

# Agreement

3 identical  
copies required!

## On an internship semester at the degree course Holztechnik (Wood Engineering)

### Between

\_\_\_\_\_  
(Company, institute, government authority, other practice-oriented establishment)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone, Fax, E-mail address)

-hereinafter referred to as the „internship provider” –

### and

Mrs / Mr \_\_\_\_\_  
(Name, surname)

Born on: \_\_\_\_\_ in: \_\_\_\_\_  
(Date of birth) (Place of birth)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone, mobile, fax, e-mail address)

Student at

Hochschule Ostwestfalen-Lippe  
Department Produktion und Wirtschaft  
Degree course Holztechnik  
Liebigstr. 87  
32657 Lemgo

\_\_\_\_\_  
(Matriculation no.)

- hereinafter referred to as the „student” -

the following internship semester agreement is concluded:

### § 1 General

(1) The degree course Holztechnik (Wood Engineering) includes a compulsory internship semester following the Bachelor's examination regulations of the degree course Holztechnik (Wood Engineering) at the Hochschule Ostwestfalen-Lippe (BPO HLPBW) of 15 July, 2010 in

its up-to-date version. The internship semester is part of the degree course in the sole responsibility of the Hochschule Ostwestfalen-Lippe. Under supervision of the university the internship takes place mainly in practice-oriented establishments outside the university.

(2) The internship semester follows the regulations of the internship semester regulations of the degree course Holztechnik (Wood Engineering) at the Hochschule Ostwestfalen Lippe (PSO PuW)) of 16 December, 2010 in its up-to-date version.

(3) The agreement must be approved by the examination board.

(4) By re-registering the student remains member of the university during the internship semester. Further he / she complies with the instructions and rules of the internship provider to guarantee business as usual.

## **§2**

### **Duration of the internship semester**

(1) The internship semester at above-mentioned internship provider lasts for 20 weeks in a block, including the accompanying lectures at the university.

(The agreement is concluded for the time of \_\_\_\_\_ to \_\_\_\_\_ (=20 weeks including 10 days vacation (§5)).

(3) Thus the contract ends on \_\_\_\_\_ without further action required by the internship provider or the student.

## **§3**

### **Duties of the contracting parties**

(1) The student is obliged to,

1. diligently carry out the tasks assigned under the internship schedule and to profit from all internship -training opportunities,
2. follow instructions of the internship provider and the persons appointed by it,
3. follow the regulations applying to the internship provider, especially codes of practice and safety regulations as well as provisions on the requirement of confidentiality and data security, on which the student was instructed at the beginning of the internship semester.
4. keep the company's working hours. If the student stays away from the place of work the internship provider must be notified immediately and in case of inability to work he / she has to submit a certificate of health on the third day at the latest.
5. handle with the utmost care tools, machines, installations and further equipment of the internship provider, materials and products put at his / her disposal.
6. keep absolute secrecy about operational and other processes as well as information, data, facts of the internship provider in all cases, also beyond the term of this contract,

7. produce and present on time documents, reports and presentations reflecting the student's work, following the rules of the internship semester regulations of the degree course Holztechnik (Wood Engineering) at the Hochschule Ostwestfalen-Lippe and to do this in accordance with the tutor and the internship provider.

(2) the internship provider is obliged to

1. introduce the student into his / her work on the basis of the knowledge he / she has already gained and to assign a qualified person to supervise the student according to the internship task and the operation schedule (§ 8)
2. coordinate all questions concerning the student's internship with the tutor of the Hochschule,
3. enable the student to take part in seminars and exams of the Hochschule,
4. provide a certificate with details on the internship's duration, content and success and possible absenteeism, at the end of the internship semester,
5. assist the student with the preparation of the final report. This refers mainly to the permission to use internal information, such as office structure, main fields of activity, accomplished projects, operating figures.

#### **§ 4**

#### **Insurance coverage, liability and costs**

(1) Assignment to the statutory health, accident and pension insurance depends on the existing legal regulations.

(2) The internship provider must register the student with the competent insurance institution.

(3) The internship provider must include the student in an existing third party liability or take out a third party liability to the benefit of the student.

(4) The Hochschule Ostwestfalen-Lippe is not liable for the student. If in compliance with the applicable law the student's liability comes into consideration, the student shall not be liable for slight or medium negligence.

(5) The internship provider cannot constitute a claim on refunding costs, occurring by fulfilment of this contract.

**§ 5**  
**Remuneration and holidays**

(1) The student will receive a monthly remuneration of \_\_\_\_\_ €. \*

If necessary, the student will inform his / her funding partner accordingly.

(2) The student is entitled to a holiday of 10 working days during the internship semester. Remuneration will be granted during the holidays, according to (1).

**§ 6**  
**Premature termination of the agreement**

(1) The contract can be terminated prematurely:

1. without observing a period of notice in the case of good cause, as per §626 BGB,
2. by the student with a period of notice of four weeks in the case of altering or withdrawing from the degree course.

(2) The agreement will be cancelled by a written statement submitted to the other party to this agreement. A copy of the statement is to be sent to the tutor at the Hochschule without delay.

**§ 7**  
**Copy of the agreement**

Both parties sign three identical copies of the agreement. Each party to the agreement is to receive one copy. The student will send one copy to his/her tutor at the Hochschule.

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\* The monthly remuneration during the internship semester should not exceed € 650. According to an agreement of the "Zukunftsinitiative der Möbelindustrie (ZiMit NRW)", the remuneration should be based on the currently agreed 3<sup>rd</sup> year apprenticeship allowance of the wood industry in Westfalen-Lippe and the carpenters' trade NRW.

## **§ 8**

### **Internship task and plan of action**

(1) The main topic of the practice-oriented work, focussing on engineering is described by the internship task, agreed with the tutor representing the Hochschule.

(2) For the internship task the student will work and be supervised according to the following plan of action, approved by the tutor of the Hochschule:

## **§ 9**

### **Contact**

(1) The employee assigned by the internship provider to supervise the internship task and the student's work is:

Mr./Mrs. \_\_\_\_\_

Position \_\_\_\_\_

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

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

(2) To supervise the internship semester, the Hochschule assigns:

Mr./Mrs. \_\_\_\_\_

Position                      Professor

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

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

**§ 10**  
**Severability clause**

If one point or paragraph of this agreement becomes invalid or cannot be put into execution, this does not affect the effectiveness of the other points and conditions. The parties to the agreement agree to replace any such invalid provision or part of a provision by a provision reflecting the purpose of this contract to the best extent possible.

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Internship Provider                      Stamp, Signature

\_\_\_\_\_  
Student                                      Signature

The examination board of the relevant degree course accepts the student for an internship semester and agrees to an internship in above-mentioned internship provider.

\_\_\_\_\_  
Place, Date, Signature of Head of Examination Board

**Supplements:**

1. Extract of the Bachelor's examination regulations of the degree course Holztechnik (Wood Engineering) at the Hochschule Ostwestfalen-Lippe (BPO HLPBW) of 15 July, 2010 in its up-to-date version.
2. Internship semester regulations of the degree course Holztechnik (Wood Engineering) at the Hochschule Ostwestfalen-Lippe (BPO HLPBW) of 15 July, 2010 in its up-to-date version.