

## **Internship Contract**

**in SS/WS (year)**

The contracting parties

Company:

- called "company" below -

in:

and Ms./Mr.:

born on:

in:

Student at the Hochschule Ostwestfalen-Lippe, division Höxter, faculty of landscape design and environmental planning enter into the following contract on the employment for a practice term:

### **§ 1**

#### **Duration of the practice term**

The duration of the practice term is 22 weeks. The contract is made for the period between ..... and .....  
It will end on ..... without any declaration of the student or of the company.

## § 2

### **Duties of the student**

The student commits himself/herself to

1. carry out the tasks that have been assigned to him within the scope of the training program with the utmost care and to look after all training possibilities offered to him/her,
2. comply with the instructions given to him/her within the scope of the training program by the company and its representatives,
3. observe the rules of the company, especially the work regulations and the safety provisions, about the contents of which he/she has been instructed by the company at the start of the practice term,
4. keep to the working hours of the company. If he/she stays away from the place of work he/she has to notify the company 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 devices and further equipment of the company, materials and products put at his/her disposal.

### **§ 3**

#### **Obligation of secrecy**

The student has to maintain silence about company transactions that are covered by the obligation of professional secrecy due to the nature of the transactions or by virtue of a special order; this also applies after the termination of the practice term.

### **§ 4**

#### **Insurances**

1. The assignment to the statutory health insurance, accident insurance and statutory pension insurance funds depends on the existing legal regulations.
2. If the liability risk is not covered by a group insurance effected by the company, the student will have to effect a liability insurance the duration and purpose of which are adapted to the terms of this contract.

### **§ 5**

#### **Obligations of the company**

The company is willing to

1. introduce the student into the work of an engineer on the basis of the knowledge he/she has already gained and for the duration of the practice term,
2. cooperate with the representative or the lecturers in charge of the faculty of landscape design and environmental planning in all questions concerning the practice term that are relevant to the student,

3. make out a certification after the termination of the practice term giving indications on the duration, the contents and the success of the practical work,
4. assist the student with the preparation of his/her final report. This assistance mainly means the permission to use internal information relating to the organisation of the office, number of staff, main fields of activity, the student's assignments, projects, characteristics of projects etc.,
5. fill in and return the short questionnaire of the Hochschule Ostwestfalen-Lippe for the benefit of future students,
6. grant two days off for a meeting in Höxter. At this meeting experiences are discussed and assistance is given for the remainder of the practical term.

## **§ 6**

### **Report**

The student undertakes to write a comprehensive report after completion of his work placement. This report is to be presented to the employer who allows publication by his signature and stamp (or not).

## **§7**

### **Leave**

The student is entitled to have 7 days leave.

## § 8

### Payment

The payment is € ..... per month.

## § 9

### Dissolution of the contract

1. The contract can be prematurely terminated

- mutually for an important reason as per § 626 BGB<sup>1</sup>  
without respect of the prescribed period of time,

- by the student because of the abandonment or the  
modification of the training goal with a period of notice of four  
weeks.

2. The dissolution is declared in a written statement giving details on the  
reasons for the dissolution. A copy of the statement has to be sent to the  
faculty without delay.

## § 10

### Authentic copies

The contracting parties and the faculty receive an authentic copy of the  
contract.

Company:

Student:

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<sup>1</sup> German Civil Code (translator's note)