

The following contract is agreed

between internship provider:

full company name:

street:

postal code: city:

country:

website:

represented by:
hereafter called "internship provider" full name:

and

intern:

name:

surname:

born on:

date: city:

country:

residing in:

street:

postal code: city:

country:

email:

student at the Technische Hochschule Wildau (Technical University of Applied Sciences Wildau), hereafter called TH Wildau, in the bachelor's degree course European Management, in the faculty of Business, Computing and Law, hereafter called "**student**".

§ 1. Duties of the contract partners

(1) The internship provider guarantees to give work to the student during the period (dd/mm/yyyy) between and

with a weekly working time of hours over days

according to the current "Study and Examination Regulations" of the European Management Bachelor degree published in the "Official Communications" of the TH Wildau, in particular

- to assign him/her tasks in accordance with the aims of the internship period and to fill in the attached job description (see Annex to the contract),
- to allocate him/her a subject supervisor,
- to continuously assess the student's placement report and to countersign it,
- to write an assessment of the internship and to present this to the student at the end of the internship period.

(1) The student guarantees

- to comply with the rules and regulations of the internship provider,
- to comply with the working requirements of the internship provider and the designated internship supervisor,
- to write an internship report and have it countersigned by the supervisor of the internship provider and to hand it to the supervisor at the TH Wildau (within four weeks of the end of the internship period),
- to present the results of the internship period in a colloquium at the TH Wildau by 30 November of the respective year in which the placement took place,
- to provide to the supervisor at the TH Wildau at least two interim reports during the internship period, whereby the content and the length of these reports are to be arranged individually with the supervisor,
- to keep business transactions and information confidential.

(2) The TH Wildau guarantees to support and to supervise the student in preparing for and carrying out the placement period.

§ 2 Costs

This contract does not provide for any right to the reimbursement of any costs which may incur.

Note: The student is obliged to submit a copy of the contract to the TH Wildau before the start of the practical phase, otherwise the recognition of the practical phase by the university is in question.

Postal address:

Technische Hochschule Wildau
Hochschulring 1, 15745 Wildau,
Telefon: 03375 / 508 - 0, Telefax: 03375 / 500 324

§ 3 Supervisors

(1) The internship provider designates

full name:

email: telephone:

as the supervisor for the student.

(2) The TH Wildau designates

full name:

email: telephone:

as the supervisor for the student.

§ 4 Termination of the Contract

The contract for the internship may be terminated at any time by mutual agreement (after prior consultation with the university) if the training objective is no longer applicable or changes.

§ 5 Insurance cover

The student is legally insured against accident during the internship semester. In the case of an accident a notification of accident should be sent to the TH Wildau. The student's personal liability insurance during the internship is covered by the general company liability insurance of the internship provider for the period of this contract.

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§ 6 Other points

The contracting parties affirm that there is no first or second degree relationship between the management/internship supervisor and the intern. Exceptions are decided by the examination board of the relevant department.

The student is not entitled to vacation during the contract period.

An employment relationship is not established by this contract.

The student will receive € per month for the period of the contract.

place, date

place, date

signature internship provider

signature student

seal

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**Annex to the internship period contract European Management
bachelor degree (B.A.)**

Job description

You are welcome to submit an existing job description by the internship provider.

During his/her internship period the student will be working in the following department of the internship placement:

Department:

He/she will be entrusted with the following tasks:

Internship provider
date/signature/stamp

Student
date/signature