

**Internship Agreement**  
(Template)

Company/institution/public authority

Name: .....

Address: .....

Tel.: .....

and

Ms/Mr (hereafter referred to as the intern)

Last name: ..... First name: .....

Enrollment. No.: .....

Date of birth: ..... Place of birth: .....

Address: .....

hereby conclude the following agreement regarding the completion of an internship. Internships form part of the Bachelor's study programs in the Faculty of Humanities, Social Sciences and Education.

**§ 1**  
**Type and position of internship**

- (1) The internship must be carried out in accordance with the internship regulations.
- (2) The internship, which is conducted after enrollment by the intern at Otto von Guericke University Magdeburg, does not constitute an employment relationship under employment law between the intern and the internship setting.
- (3) Whether or not an employment relationship has been established under employment law between an intern and an internship setting due to a pre-study internship before commencing the program of studies is at the discretion of the internship setting.

**§ 2**  
**Duration of internship**

The internship lasts ..... weeks of full-time employment and is to be completed in the period from ..... until ..... in the above-mentioned company/institution/public authority (internship setting).

**§ 3**  
**Obligations of the internship provider**

The internship setting declares that in principle it is in a position, in accordance with its circumstances, to carry out practical training as described in the technical requirements of the study program in accordance with the appendix to this agreement, however with the following limitations:

.....  
.....

The technical requirements are part of this agreement.

The internship setting undertakes:

1. to ensure that the necessary skills and knowledge required in order to achieve the objective of the internship are conveyed to the intern and that the internship is organized in terms of schedule, time and content in such a way that the internship objective can be achieved in the time allocated for the internship and additionally to allow the intern to make up for any absences;
2. to permit the intern to use the documentation, equipment and similar required for the internship free of charge;
3. only to assign activities to the intern that serve the purpose of the internship and are appropriate for their physical powers;
4. to nominate a supervisor who will draw up a schedule together with the intern and who will provide him or her with technical and organizational assistance during the internship;
5. to enable the intern to work on the required internship report/documentation during the internship period and to objectively check it and countersign it;
6. to issue the intern with a qualified certificate that refers to the duration, content and successful outcome of the practical activity;
7. to foster the connection between the intern and the university and in the event of relevant problems to work with the internship officer and/or the departmental supervisor;
8. to release the intern for any examinations and classes designated by the university;
9. where necessary, to allow the specialist supervising lecturer from the department to supervise the intern in the internship setting upon request;
10. to immediately notify the university of the early termination of the agreement or the failure of the intern to undertake the internship and about any accidents involving the intern;
11. to support the intern in obtaining accommodation for the duration of the internship.

#### **§ 4 Obligations of the intern**

The intern undertakes

1. to make diligent use of all of the possibilities offered by the internship to achieve the internship objective;
2. to conscientiously carry out the work assigned to him or her in the context of the internship;
3. to comply with all of the instructions given to him or her in the context of the internship by the internship setting and those of its personnel who are authorized to issue instructions;
4. to comply with the regulations applicable to the internship setting, in particular the working regulations and accident prevention regulations and to use equipment and work documentation with care;
5. to safeguard the interests of the internship setting and to maintain confidentiality regarding business secrets and knowledge of operating processes;

6. to produce the internship report/documentation in a timely manner and to submit it to his or her supervisor at the internship setting by no later than the end of the internship for their approval and assessment;
7. in the event of absence, to immediately notify the internship setting and in the case of illness, to provide the internship setting with a doctor's certificate by no later than the third day.

## **§ 5 Supervisors**

(1) The internship provider nominates

Ms/Mr .....

Department: .....

Tel. no.: ..... Fax no.: .....  
as the supervisor for the training of the intern.

(2) Otto von Guericke University nominates for internship 1

Ms/Mr .....

Tel. no.: ..... Fax no.: .....  
as the Internship Officer of the study program.

2. Ms/Mr .....

Tel. no.: ..... Fax no.: .....  
as the specialist supervisory lecturer.

## **§ 6 Holiday, leaves of absence**

- (1) The intern is not entitled to any holiday during the internship.
- (2) The internship setting may grant a short-term leave of absence for personal reasons.

## **§ 7 Insurance cover**

(1) The intern is covered by statutory accident insurance during the internship in the setting in accordance with § 2 para. 1 no. 8c Social Security Code - Volume Seven – (SGB VII). The responsible insurance institution is the employer's insurance association in which the internship setting is a member. In the event of a claim, the internship setting will transmit a copy of the accident report to the university.

(2) The final decision concerning the existence of an industrial accident subject to compensation as defined by § 8 SGB VII is incumbent upon the responsible accident insurance institution.

(3) The liability risk of the intern in the internship setting is covered by the general employer's liability insurance of the internship setting for the duration of the agreement. If this should not be the case, the intern must, at the request of the internship setting, provide evidence of having taken out their own private professional liability insurance commensurate with the duration and content of the internship agreement.

(4) For student health insurance, the provisions of § 5 para. 1 no. 10 Social Security Code Part V (SGB V) also apply during the internship.

**§ 8**  
**Expenses and salary entitlements**

(1) This internship agreement does not entitle the internship setting to any reimbursement of costs that may arise in the performance of this agreement. This does not apply in cases of damage that fall under the liability of the intern.

(2) The internship setting agrees to grant a monthly allowance of ..... euros.  
It is payable on ..... and will be paid in cash / transferred into the following account:

Account holder: .....  
IBAN: .....  
Bank name: .....

(3) The obligations arising from this in respect of taxes and deductions from the educational support grant and similar shall be borne by the intern.

**§ 9**  
**Termination of agreement**

(1) The agreement may be terminated early:  
- for cause with a notice period of one week,  
- for personal reasons of the intern with a notice period of four weeks,  
- in the event of renunciation or alteration of the internship objective with a notice period of four weeks.

(2) The internship setting has the right to terminate the internship agreement in the event of gross infringements of business regulations by the intern without notice.

(3) The notice of termination must be issued in writing and contain reasons. In the event of a termination of the agreement by the internship setting, prior consultation with the university is required.

**§ 10**  
**Other arrangements**

(e.g. subject of the internship report/documentation, ownership and confidentiality of results, faculty of internship setting-specific aspects, sick pay, etc.)

**§ 11**  
**Administration of agreement, amendments**

(1) Three copies of this agreement will be signed.

Each party to the agreement receives one copy, and the third must be forwarded immediately by the intern to the internship officer of the study program.

(2) Amendments to the agreement must be made in writing.

.....  
Place, date

.....  
Place, date

.....  
Signature and stamp of internship setting:

.....  
Signature of intern

**Appendices for the internship setting and the intern:**

1. Technical requirements of the study program

2. Declaration by Otto von Guericke University

Otto von Guericke University hereby undertakes, in all matters concerning the execution of the internship, to work with the internship setting.

Otto von Guericke University will notify the internship setting of all issues relating to the execution of the internship and only undertake alterations to the internship guidelines during the internship with the agreement of the internship setting.

.....  
Place, Date

.....  
Study Program Internship  
Officer