

# INTERNSHIP CONTRACT

Between .....  
– called “Company” hereafter –  
in .....  
and .....  
– called “Intern” hereafter –  
Date and place  
of birth: .....  
Current  
address: .....

the following contract is concluded for the purpose of providing practical training required for the course of study at Hochschule Offenburg (Hochschule für Technik, Wirtschaft und Medien, Badstraße 24, 77652 Offenburg, Germany) in the Bachelor's degree program

☐ **Umwelttechnologie (Environmental Engineering)**

☐ **Biotechnologie (Biotechnology)**

## § 1 Internship duration and timeframe

1. This training counts as a practical semester  
And has a duration of ..... weeks (minimum of 95 working days at the company).  
The internship starts on ..... and ends on .....  
The first month of training is considered a probation period.
2. The regular working time is ..... hours per week.
3. When determining the internship period, it should be taken into account that compulsory block courses take place at the University during the semester break of the fifth semester (approx. mid-February to mid-March) in both degree programs.

## § 2 Obligations of the Company

The Intern has provided the Company with the information sheet for the UV/BT Practical Semester.

The company commits:

1. to instruct the Intern according to the conditions of the Company in the field of study and in this respect to follow the instruction sheet for the practical semester UT / BT;
2. to cooperate with the University or its representative for practical training in all matters concerning the Intern;
3. to supervise and certify the accuracy of the activities mentioned in the Intern's reports;
4. to pay attention to the Intern's suitability and, if necessary, to advise them on the continuation of their academic education;
5. to notify the University of any intended early termination of the contract, or of the Intern's failure to begin the internship.

## § 3 Obligations of the Intern

The Intern commits:

1. to take advantage of all training opportunities offered to them;
2. to perform the work assigned to them conscientiously and carefully;
3. to observe the company regulations, workshop regulations and accident-prevention regulations, and to handle tools, equipment and materials with care;
4. to prepare the internship report carefully and submit it to the practical-training officer of the Company as well as to the University;
5. to protect the interests of the Company and to maintain confidentiality about operational processes;
6. to notify the Company immediately in the event of absence, and in the event of sickness to also submit a medical certificate no later than the third sick day.

## § 4 Remuneration of the internship

The Intern's monthly gross remuneration is €.....,

in words: .....

## § 5 Social security obligations

During the practical semester, the Intern is exempt from insurance or contributions in all branches of social insurance in accordance with §§ 172 para. 1 No. 5 RVO, 4 para. 4 AVG and 169 No. 1 AFG, insofar as a social insurance obligation can arise from a dependent employment relationship.

## § 6 Termination of the contract

1. During the probation period, the contract may be terminated by either party in writing at any time and without observing a notice period.
2. After the probation period, the contract may be terminated
  - a) by either party for an important reason without observing a notice period
  - b) by the Intern with a notice period of four weeks if they wish to discontinue their education.

The termination must be in writing and state the reasons for the termination.

## § 7 Vacation / minimum working days

The Intern is not entitled to vacation. According to § 4 (2) of the Study and Examination Regulations of the University, the required presence at the internship location is a minimum of 95 working days.

## § 8 Certification of the internship

Upon completion or discontinuation of the training, the Company will issue a certificate to the Intern.

## § 9 Settlement of disputes

In all disputes arising from this contract, an amicable settlement involving the University and the Chamber of Commerce and Industry is to be pursued before resorting to the courts.

## § 10 Other agreements

.....  
.....

.....  
Date

.....  
Company's Signature

.....  
Date

.....  
Intern's Signature

Please submit three copies of the internship contract to the University after it has been signed (for the entry of the enrollment note as well as for registration)!

### Enrollment note

Hochschule Offenburg  
- Internship Office UT / BT -

Practical semester in the

Summer / Winter semester 20...../.....

☐

Enrolled student

Offenburg, .....

Heidi Hug

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