

AGREEMENT- Internship within the framework of a practical project (BW/IB/WI/WING)

AGREEMENT

This agreement concerning an internship within the framework of a practical project as provided for in the course of studies at the Hochschule Trier, Trier University of Applied Sciences, is concluded between

Enterprise: _____ (hereinafter referred to as "the enterprise")

Address: _____

Phone-Nr.: _____

E-Mail: _____

and

Name, Surname: _____ (hereinafter referred to as "the student")

Matr.-Nr.: _____

Address: _____

Phone-Nr.: _____

E-Mail: _____

Course of studies: _____

§ 1 – Kind and Duration of the Training

(1) The practical training will be organised in the enterprise specified above for a minimum period of 14 weeks.

(2) The Agreement is concluded for the period

from . .

to . .

(3) The Agreement is to be approved by the Hochschule Trier or its designated representative.

(4) The student is to be employed in accordance with the regulations concerning practical project of the department.

(5) The practical project is an integral part of the course of studies; the student will remain a student of the Hochschule Trier.

§ 2 – Responsibilities of the Enterprise

The enterprise agrees

(1) to introduce the student to his/her tasks;

(2) to designate a supervisor who shall be in charge of the student;

(3) to allow the student to participate in lessons of the Hochschule Trier within the framework of the practical semester and to take part in exams (if applicable);

(4) to notify the Hochschule Trier if the student terminates the agreement before the date specified above or if he/she does not turn up for the practical training;

(5) upon completion of the practical training, to provide a certificate to the student, specifying the contents, duration and success of his/her practical training.

§ 3 – Responsibilities of the Student

The student agrees

(1) to accomplish his/her tasks conscientiously;

(2) to comply with the regulations of the enterprise (e.g. working time), safety procedures, and to handle with care any tools, equipment and materials;

(3) to safeguard the interests of the enterprise and not to disclose any internal business information to a third party;

(4) to notify the enterprise immediately if he/she cannot come to work and, if he/she falls ill, to submit a medical certificate by the 3rd day.

§ 4 – Payment

If the enterprise agrees to pay the student, this payment will amount to (currency) _____ /month.

§ 5 – Interruption

The enterprise may allow the student to interrupt the training for a short period for personal reasons. Any time lost due to other interruptions is to be recuperated.

§ 6 – Signing of the Agreement

Identical copies of this Agreement shall be signed by the enterprise and the student. Upon signing of the Agreement, the student shall be responsible for immediately submitting one copy to the Hochschule Trier for approval and for notifying the enterprise of the approval/non-approval by the Hochschule Trier.

For the enterprise

Student

Signature

Signature

Place, Date

Place, Date

Hochschule Trier approves of the student taking part in practical training in the enterprise specified above.

Place, Date

Professor or official in charge of practical project