

Contract

for an internship semester for students of the Hochschule Furtwangen University

between

Company/ Institute: _____ in: _____

and

Ms./Mr. : _____ born: _____ in: _____

address: _____

herein referred to as “company/ institute” and “student”. The following agreement will be made concerning a period of practical training which is required by the Furtwangen University to fulfill the requirements of studies within the department of _____ according to the rules and regulations concerning Universities.

1 GENERAL REGULATIONS AND DURATIONS OF THE TRAINING

The internship will be completed in the company/ institute mentioned above and will be considered the internship semester of the required length of 95 days.

The agreement will be made for the period starting from _____ to _____ .

The first _____ weeks are considered a probationary period.

2 COMPANY/ INSTITUTE OBLIGATIONS

Within its field of operations, the company/ institute offers to provide knowledge and experience that fulfil the requirements of the general training plan of the Furtwangen University.

The company commits itself to

1. train the student during the practical term according to the training plan enclosed;
2. cooperate with the Furtwangen University or with its representatives on all issues concerning the practical training of the student;
3. promote the on-going relationship between the student and the Furtwangen University during the practical term;
4. supervise the written reports;
5. inform the Furtwangen University about a possible earlier termination of the agreement or about the student's absence;
6. provide a report to the student at the end of the training

3 STUDENT'S OBLIGATION

The student commits him/herself his internship to

1. accept all offers of training;
2. fulfill all tasks given to him/her during his/her internship
3. comply with the regulations of the company, the workshop and the safety regulations; he/she will handle tools; machines and materials with care;
4. complete comprehensive reports;
5. protect the interests of the company/ institute and maintain confidentiality about internal proceedings of the company;
6. inform the company at once about his/her absence and to hand in a medical certificate not later than three days after falling ill.

4 TERMINATION OF AGREEMENT

During the probationary period, the agreement can be terminated in writing at any time. After the end of the probationary period, the agreement can be terminated

- because of an important reason at any time
- by the student at four weeks' notice if he/she wants to discontinue the internship in the company/ institute for personal reasons. The agreement must be terminated in writing after consultation and agreement with the Furtwangen University, which must be informed of the reasons for termination.

5 WAGES

The monthly wages will be _____ before taxes.

6 CONFLICTS

Before taking legal action, all conflicts that arise from the agreement should be settled by asking the Furtwangen University for mediation

7 COPIES OF THE AGREEMENT

Three copies of this agreement will be signed by the company, the student and the Furtwangen University. Each party will have one copy.

Stamp and signature of the company

Signature of the student

Stamp and signature of the University