

# Internship Contract

For the practical semester in SS/WS (year) \_\_\_\_\_

between

\_\_\_\_\_  
\_\_\_\_\_

- hereafter referred to as the internship establishment -

and

\_\_\_\_\_

born on

\_\_\_\_\_ in \_\_\_\_\_

Student at Aalen University of Applied Sciences (Hochschule für Technik und Wirtschaft Aalen)  
Beethovenstr. 1, 73430 Aalen, Germany

Study course: \_\_\_\_\_

Semester: \_\_\_\_\_, Matr. No \_\_\_\_\_

- hereafter referred to as student.

The following

## CONTRACT

is concluded:

### § 1 General

Studies in the faculties of the Universities of Applied Sciences in Baden-Württemberg as a rule include a practical placement, in accordance with the basic university regulations and/or other university regulations pertinent to the respective course of study. The internships are a compulsory and an integrative part of a degree course at a Hochschule. They must be carried out in companies and institutions, aside from universities, under the supervision of the university, thereby integrating studies and professional experience. For the duration of the internship, the student is enrolled at the university.

### § 2 Contractual duties

(1) The aforementioned internship establishment agrees to:

1. offer the student training and professional guidance from \_\_\_\_\_ to \_\_\_\_\_ (= \_\_\_\_\_ weeks) for the duration of the aforementioned internship,
2. review the report to be written by the student,
3. issue a certificate providing specific information about the requirements pertaining to the objective of training and the successful completion of the internship period as well as possible times of absence from work.

(2) The student agrees to conduct himself/herself in maintaining the envisaged training purpose chiefly by:

1. taking advantage of the training opportunities offered to him/her, and in doing so observing the regular daily work hours of the internship establishment concerned,
2. performing with diligence the tasks assigned to him/her within the framework of the training schedule,
3. complying with all appropriate orders and instructions given by persons entrusted with the supervision of the internship,
4. observing all regulations of the internship establishment, above all work and safety regulations as well as instructions relating to professional demand,
5. writing a report within a period prescribed and in accordance with the salient directives as issued by the university,
6. immediately notifying the internship establishment of any absence from work.

### **§ 3 Claims to reimbursement and costs incurred**

- (1) This contract does not substantiate any claim to the compensation of costs arising from the completion of this contract. This is, however, applicable to cases of damage falling under the liability insurance effected by the students.
- (2) The student receives a monthly recompense of \_\_\_\_\_

### **§ 4 Practical training responsible**

The internship establishment appoints

Mr./Mrs. \_\_\_\_\_  
name, email, telephone, fax,

responsible party for the training of the student. This person also acts as contact about questions concerning the contractual relationship for the student and the respective university.

### **§ 5 Vacation / Interruptions of the practical training**

The student is not entitled to a vacation for the duration of the internship. The internship establishment may, however, grant a short leave for personal reasons. Any other interruptions must, as a rule, be later made up.

### **§ 6 Cancellation of the contract**

The internship contract may be cancelled prior to its expiry date

1. for important reasons (without a deadline)
2. subject to a deadline of 4 weeks in case of relinquishment or alteration of the training objective.

After first notifying Aalen University the cancellation is then validated by a written statement from one party to the other.

### **§ 7 Insurance coverage**

For the entire internship period abroad, the students are themselves responsible for acquiring an appropriate health, accident, and personal liability insurance.

### **§ 8 Copies of the contract**

There are 3 (three) identical signed copies of this contract. Each party receives one copy; one copy is to be sent to the university by the student.

### **§ 9 Special agreements \*)**

\_\_\_\_\_  
\_\_\_\_\_

\*) Arrangements can be made e. g. for granting voluntary reimbursement or compensation

Place, date \_\_\_\_\_

\_\_\_\_\_  
Internship establishment  
Signature/seal

\_\_\_\_\_  
Student

Aalen University consents to the fulfilment of the internship at the aforementioned internship establishment.

Aalen,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seal

\_\_\_\_\_  
In charge of the internship programme at  
Aalen University