

# Internship contract

concluded between \_\_\_\_\_ the contractor  
and \_\_\_\_\_ the trainee  
born in \_\_\_\_\_ matriculation no. \_\_\_\_\_.

## §1 Objective of internship

The internship is part of the trainee's practical training in the course of his/her studies at Kiel University to attain the following degree: \_\_\_\_\_.

The purpose of the internship is to give the trainee an insight into potential fields of employment in order to help the trainee make a meaningful career choice. Furthermore, the internship serves the purpose of making the trainee aware of the demands and responsibilities involved when choosing this career path. The internship therefore provides a realistic hands-on orientation that is required when deciding for a career in this specific field. Additionally, the internship enables the trainee to reflect on his/her vocational motivation and to gain sound perspectives that help with the further structuring of his/her studies.

## §2 Term of internship

The internship commences on \_\_\_\_\_ and terminates on \_\_\_\_\_.

The internship will be served as a full time internship (as a general rule 38.5 hours a week). On completion of the internship, the employer will certify the weekly served working hours in the form of a certificate of internship.

## §3 Contents of internship

The internship gives the trainee possibilities to actively participate in different departments of the chosen facility of employment and grants purposeful information on facility-specific workflow.

## §4 Certification

After completion of the internship, the contractor will certify in a certificate of internship that the training fulfills the training standards laid down in the training regulations for career training within the scope of further education courses of the double-bachelors and masters degree studies of Kiel University.

## §5 Rights and duties of both contract parties

1. During the internship period, the trainee remains a full-time student at Kiel University and at the same time avails of all rights and fulfills all duties of the internship. He/She is not a trainee in the sense of the German Vocational Training Act and underlies at his/her trainee location neither the Works Constitution Act nor the Employee Representation Act of that country, where the internship takes place.
2. The trainee commits him/herself with the acceptance of the internship:

- to avail him/herself to the possibilities of training, to accomplish the transferred assignments, to meet the demands of the internship and of his/her superiors,
  - to obey the rules of the internship, especially the working duties, and accident prevention directives,
  - to preserve confidentiality of information and possibly professional discretion to the same extent as the other employees(in spite of §7),
  - to abide by the working hours. If the trainee is impeded, the contractor has to be informed at the earliest possibility and in the case of illness a doctor`s note is to be furnished by the third day at the latest.
3. The contractor commits him/herself
- to deploy the trainee in an appropriate manner regarding the objective of the internship,
  - to occupy the trainee within the scope of the agreement(cf. §3) and to offer a workplace,

### **§6 Salary**

The salary for the internship amounts to \_\_\_\_\_Euro monthly.

### **§7 Analysis of internship**

As part of the internship contract, the trainee has to submit a final internship report on his/her work experience to the Center for Skills Qualifications. He/She is allowed to use the internship for his/her studies. On demand, the contractor receives a copy of the report. Information that underlies professional discretion must not be used in the internship report. Individual-related information has to be made anonymous. With the permission of the individual trainees, internship reports are made public for information purposes of other students at Kiel University, who also intend to do an internship in this field of work. The contractor expresses his/her consent, if not otherwise arranged, to agree with that publication.

### **§8 Termination of contract**

The internship contract can be terminated within seven days by each party. The termination has to be made in written form and reasons for terminating the contract have to be supplied.

### **§9 Additional agreements**

Additional agreements have to be in written form and signed by both contract parties.

\_\_\_\_\_  
place, time

\_\_\_\_\_  
place, time

\_\_\_\_\_  
signature of contractor

\_\_\_\_\_  
signature of trainee