

## Internship Agreement

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Intern: \_\_\_\_\_

Internship supervisor Professor: \_\_\_\_\_

Period: \_\_\_\_\_

Objective:

Way of working / Job description:

The aim of this internship agreement is to precisely define the training conditions of the above mentioned intern and regulate the relationships of the concerned institutions.

Said internship solely serves the training of the intern and his/her professional intentions. According to § 4 of the internship regulations of Hamm-Lippstadt University, the focus of work activities should be defined in accordance with the degree programme-related objectives.

The internship is completed full time at \_\_\_\_\_;  
the intern's weekly working time in the company is \_\_\_\_ hours.

The intern retains his/her student status and remains under the responsibility of the teaching institution.

The intern is bound by the rules on professional secrecy and discretion.

\*delete as inappropriate

The student undertakes not to use or disseminate information obtained without consent of the company. This also applies to the internship report. This obligation is not only valid during the internship, but also after the placement period.

The intern undertakes not to keep, take along or copy any company document of any type, unless he/she was authorised to do so by the company.

During the internship, the intern obeys the rules of the company accepting him/her, particularly with regard to the regulation of working hours as specified by the internship supervisor.

Any unforeseen absence must be justified. The intern has to apply for foreseeable absences from work at the supervisor in advance.

If sufficient reasons exist that justify extraordinary dismissal, the company reserves the right to terminate the internship relationship prematurely. A written confirmation of the dismissal, in which the measures taken are described in detail, is in this case sent to the Campus Office within 48 hours.

The internship is not carried out in the context of a permanent employment relationship. The intern receives no payment\* / receives a payment of €\_\_\_\_\_ \* during the internship.

Throughout the internship the intern undertakes to care about a sufficient insurance coverage, which covers illness, occupational accidents, and occupational diseases.

In case of an occupational accident of the intern, whether at work or on the way to work, the company accepting the intern obliges itself to inform the Campus Office at the home university and supply a statement of the accident according to legal deadlines.

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

\_\_\_\_\_  
**Representative of the company**

\_\_\_\_\_  
**Intern**

\* delete as inappropriate