

## Internship Agreement

**between**

COMPANY NAME

Full ADDRESS

represented by

Tel

Email

**and**

**Justus Liebig University Giessen**

represented by

**Prof. Dr. Katharina Lorenz, President,**

who shall be represented by

[Name of the internship officer in the Faculty]

Address

Tel

Email

**and**

**Surname, First name**

Date/place of birth

Nationality

Address \_\_\_\_\_

Email

\_\_\_\_\_

**Status**

Student in study programme \_\_\_\_\_

**Duration of the internship** \_\_\_\_\_

Supervisor during the internship \_\_\_\_\_

**The following rules are agreed:**

### **Article 1: Aim of the Internship Agreement**

The aim of this Internship Agreement is to specify the training conditions for the intern referred to above and to determine the relations between the institutions concerned.

### **Article 2: Aim of the internship**

The sole purpose of said internship is to provide training for the intern in accordance with his/her career plans. The programme will be developed and the internship supervised within the enterprise by the internship supervisor in cooperation with those in charge of internships at the University.

### **Article 3: Framework conditions for the internship**

The internship shall be completed on a full-time basis at \_\_\_\_\_; the intern shall work \_\_\_\_\_ hours a week at the enterprise.

The intern shall retain his/her student status and shall continue to be accountable to the university.

### **Article 4: Rule regarding regulations and the duty to maintain secrecy and confidentiality**

The intern shall be bound by professional secrecy and the duty to maintain confidentiality.

The student undertakes not to use or disseminate information that he/she may have obtained, unless the host establishment gives its consent. This also applies to the internship report. This obligation shall apply not only during the internship period but also after it has ended.

The intern undertakes not to retain, remove or copy any document belonging to the enterprise, regardless of the kind of document in question, unless the enterprise has authorised him/her to do so.

During the internship the intern must comply with the rules of the host enterprise, particularly with regard to those governing working hours, which shall be established by the internship supervisor.

Reasons must be given for any unplanned absence. In the case of foreseeable periods of absence, the intern must apply to the supervisor.

### **Article 5: Rules of conduct**

If dismissal without notice can be justified, the host establishment shall reserve the right to terminate the internship prematurely after it has notified the officers at the sending establishment of its intention to do so.

In such cases, written confirmation of dismissal, in which the measures taken are described in detail, will be sent within 48 hours.

### **Article 6: Remuneration**

The internship is not an employment relationship. The intern shall receive no remuneration\* / shall receive remuneration amounting to €\_\_\_\_\_\* during the internship.

\*Cross through the statement that does not apply.

**Article 7: Insurance**

Throughout the entire duration of the internship, the intern undertakes to ensure that he/she has adequate insurance to cover illness, accidents at work and occupational illnesses.

Should the intern have a work-related accident, either at work or on the way there, the host enterprise undertakes to inform the person responsible for the intern at the home university and to send him/her an accident report within the legal deadline.

**Article 8: Legal liability and third-party liability insurance**

The intern undertakes to take out third-party liability insurance to cover the internship.

**Article 9: Entry into force and termination of the Agreement**

This Agreement shall enter into force on the first day of the internship and shall be valid for its entire duration. It may be rescinded at any time by one of the signatory parties.

[Signature, Name, Stamp]

[Signature, Name, Stamp]

PLACE \_\_\_\_\_, .....[date]

Giessen, .....[date]

Host establishment

Justus Liebig University Giessen

\_\_\_\_\_  
[Intern's signature]