

Training Contract for a Specialist Internship

The following **CONTRACT** is concluded between

Company - Authority - Organisation
(stamp)

hereinafter referred to as the Training
Institution, and

Mr/Ms _____,

born on _____ in _____,

Student of HTW Berlin

enrolled in the degree programme _____ within Faculty 3,

hereinafter referred to as the Student

§ 1 General Provisions

The Student shall complete the specialist internship stipulated in the study regulations for the degree programme _____ in the summer/winter semester 20_____/_____. The structure of the specialist internship is based on the study regulations for the Bachelor's/Master's degree programme _____/_____ including annexes, in conjunction with the regulations for the implementation of the specialist internship in the Bachelor's and Master's degree programmes at HTW Berlin - (the regulations for implementation, or *Praxisordnung - PraxO*) dated the 22nd of August 2011, (HTW Berlin Official Information Circular No. 45/11).

§ 2 Obligations of the Contractual Partner

(1) The Training Institution undertakes to train the Student in the period **from** _____ **to** _____ (= _____ **working days**) in compliance with the provisions set out in § 1, above.

The weekly working time is _____ **hours**. In addition, the Training Institution undertakes

1. to enable the Student to participate in accompanying courses and examinations,
2. to enable the supervising lecturer at HTW Berlin to supervise the Student in situ during the internship,
3. to countersign the practical report to be prepared by the Student,
4. to issue a certificate stating the duration, content and aspects of leadership and performance of the specialist internship.

(2) The Student undertakes to behave in accordance with the academic purposes of the training, in particular

1. to take advantage of the training opportunities on offer,
2. to carefully carry out the tasks assigned within the framework of the training plan,
3. to comply with the instructions issued by the Training Institution and the persons commissioned by it within the scope of the training,
4. to observe the regulations applicable to the Training Institution, in particular the occupational health and safety regulations, the accident prevention regulations and the regulations governing the duty of confidentiality,

5. to notify the Training Institution and the internship coordinator of any absence immediately and in writing,
6. to prepare a practical report to be submitted to the supervising lecturer in due time, which shows the duration, content, work results achieved and links between studies and practical training of the specialist internship.

§ 3 Cost Reimbursement and Remuneration Claims

This Contract does not entitle the Training Institution to reimbursement of costs incurred in the fulfilment of this Contract. This does not apply to cases of damage for which the Student may be held liable.

§ 4 Training Officer

The Training Institution shall appoint Mr/Ms _____, tel. no. _____, email address _____@_____, as the training officer responsible for training the Student at the internship location.

§ 5 Leave

The Student is not entitled to holiday leave during the term of the Contract.

§ 6 Insurance Cover

The Student is insured by law against accidents during the internship. Accident insurance cover is provided by the employers' liability insurance association affiliated to the Training Institution.

§ 7 Contractual Cancellation

The Contract may be cancelled prematurely

1. on important grounds without the obligation to provide notice,
2. in the event that the training objective is abandoned or changed with a notice period of four weeks. Cancellation is effected in the form of a unilateral written statement issued to the other Contractual Partner. In the case of cancellation by the Training Institution, this shall require prior consultation with the supervising lecturer at HTW Berlin.

§ 8 Contractual Execution

This Contract shall be signed in three identical copies. Each Contractual Partner shall receive one copy, and the third copy shall be sent to the internship coordinator of the degree programme at HTW Berlin.

§ 9 Other Agreements

This Contract does not establish an employment relationship. The student shall receive € __ per month for the duration of the Contract. The resulting tax and any other obligations shall be borne by the Student.

Place, date: _____

Place, date: _____

Signature of Training Institution Signature of Student

*The contract is confirmed. This is a compulsory internship in accordance with the internship regulations of HTW Berlin in conjunction with the regulations of the degree programme _____. The prescribed duration of the internship is **85 working days/full-time**.*

Internship coordinator of the degree programme