

# Internship Agreement

for students of the Pforzheim University of Applied Sciences (Fachhochschule Pforzheim - Hochschule für Gestaltung, Technik und Wirtschaft) located at Tiefenbronner Str. 65, D-75175 Pforzheim, Germany

The two parties named below

company \_\_\_\_\_

city, country \_\_\_\_\_

and

student's name \_\_\_\_\_

date of birth \_\_\_\_\_

place of birth \_\_\_\_\_

permanent address of the student \_\_\_\_\_

agree upon the following arrangements for the internship period:

## § 1 Fundamentals

The agreed upon internship period in the above-named company/enterprise/institution is an integral part of the study program at the Pforzheim University and represents the above-named student's

- first semester of the required internship  
 second semester of the required internship

in the study program \_\_\_\_\_

During the internship period the student intern will be enrolled at the Pforzheim University of Applied Sciences.

The law on health insurance for students (KVSG of June 24, 1975; BGBl. p.1536) also pertains to this internship period.

## §2 Duration of internship

The internship period lasts min. 100 working days.

It starts on Month/Day/Year: \_\_\_\_\_

and ends on Month/Day/Year: \_\_\_\_\_

The first 4 weeks represent a probationary period during which either party may terminate the agreement at any time without prior notice.

## §3 Responsibilities of the company/enterprise/institution

The company/enterprise/institution herewith confirms its ability and readiness to offer an internship.

The company/enterprise/institution also agrees to

1. cooperate with the Pforzheim University (or its representative for internships) with regard to all aspects of the internship,
2. release the student from his/her duties in case of any urgent obligations at the Pforzheim University,
3. inform the Pforzheim University of any violation of the agreement,
4. sign the student's monthly reports and to confirm their completeness and correctness,
5. submit to the student a final written report on his/her performance, including the length of his/her internship and also indicating the number of days of absence.

#### **§ 4 Responsibilities of the student**

The student agrees to

1. engage in all training opportunities offered to him/her,
2. conscientiously carry out all duties entrusted to him/her as part of the internship,
3. comply with the regulations of the company/enterprise/institution,
4. conscientiously write a monthly report of the internship and to submit each report to the supervisor in the company for his/her signature,
5. regard the interests of company/enterprise/institution and to keep business procedures confidential,
6. instantly inform the company/enterprise/institution of any absence and to submit a physician's written statement within 4 days in case of sickness,
7. submit a valid certificate of registration from Pforzheim University to the company/enterprise/institution within a reasonable time.

#### **§ 5 Termination of the agreement**

After the satisfactory completion of the probationary period the agreement may be terminated only

1. with an important justification (without prior notice)
2. by the student for any other personal reason with four weeks' notice.

The written termination of the agreement must include the reasons for the termination.

**§ 6 Additional arrangements ( including monthly remuneration and/or other compensation)**

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For the company

Name of the representative \_\_\_\_\_

City \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Student of the Pforzheim University of Applied Sciences

Name \_\_\_\_\_

City \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

For further information about the university please find the website  
<http://www.fh-pforzheim.de>