



Agreement concerning the Internship (Praxisphase)

Concluded between

Name and address of company

Phone: _____

hereinafter referred to as the **training agency** and

Mr/Ms _____

First name, last name

Born on _____ in _____

Residing _____

E-Mail _____ Phone: _____

Field of study _____

Department _____ Matriculation number: _____

hereinafter referred to as the **student** and

the Beuth Hochschule für Technik Berlin – University of Applied Sciences - , Luxemburger Straße 10, 13353 Berlin, Germany

Mr/Ms _____

hereinafter referred to as the **supervising member**.

§ 1 General Statement

The rules for the Internship at Beuth Hochschule Berlin of March 31, 2005 (OPp) provide the implementation of internships (Praxisphasen). These rules, including the training scheme, form part of this agreement.

§ 2 Duration of the Placement

The training agency undertakes to provide training for the student during the period

from _____ to _____ (= _____ weeks)

§ 3 Obligation of the student

The student undertakes to conduct himself in accordance with the intention of the internship in particular

- to avail himself of the training facilities offered,
- to execute thoroughly the assignments given within the framework of the training scheme,
- to comply with the directives issued by the Training Agency and the persons commissioned by same,
- to comply with the regulations applying to the Training Agency, in particular workshop regulations and accident-prevention procedures as well as pledge of secrecy,
- to submit within the prescribed period to the Training Agency and to Beuth Hochschule Berlin a report showing substance and progress of the internship,
- to report without delay any absence from the training.

§ 4 Obligation of the Training Agency

The Training Agency undertakes

- to train the student according to the training plan and rules for the Beuth Hochschule Berlin internship,
- to enable the student to participate examinations if reasonably possible,
- to monitor continuously the internship report to be compiled by the student,
- to issue a certificate with reference to the duration substance and results of the internship,
- to enable on site counseling by the supervising member of faculty.

§ 5 Obligations of Beuth Hochschule Berlin

The Beuth Hochschule Berlin undertakes to fulfill the functions assigned to it in accordance with the regulations set forth in §1, in particular to provide regular counseling to the students at the training site.

§ 6 Insurance

The student is obliged to take all necessary arrangements for a sufficient health, accident and liability insurance.

§ 7 Termination of the Agreement

The training agreement may be terminated prematurely

- without prior notice due to an important ground,
- with a 4-week notice if the training objective is relinquished or altered.

§ 8 Training Representative

The Training Agency appoints

Mr / MS _____ as representative for the training of the student.

The Beuth Hochschule Berlin appoints

Mr / Ms _____ as representative of the relevant department for the general implementation of the internship and

Mr / Ms _____ as the supervising faculty member.

§ 9 Claims to refund of costs and expenses and claims to remuneration

This agreement does not provide for any claims to the Training Agency for the refund of costs arising from the fulfillment of this agreement.

§ 10 Vacation

During the duration of the agreement the student is not entitled to any vacation. The Training Agency may grant a short-term release from training for personal reasons.

§ 11 Execution of the Agreement

This agreement is to be signed in 3 identically-worded copies. Each of the parties is issued one copy.

§ 12 Additional Agreements

This agreement is not be construed to infer employment in any form. The student is paid _____ EUR monthly for the duration of the agreement and bears any relevant tax burdens.

Training Agency

_____ place, date _____ signature

Student

_____ place, date _____ signature

Beuth Hochschule Berlin

_____ place, date _____ signature