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# Contract for a Company Internship

The following contract for a company internship is concluded between

Company name	.....	hereafter referred to as "Company"
Street address	.....	
City, ZIP code, country	.....	
<b>and</b>		
Student name	.....	hereafter referred to as "Intern"
City, ZIP code, country	.....	
Date, place of birth	.....	

The internship is a required part of the Bachelor's degree program of

- Angewandte Informatik* (Applied Computer Science)
- Mechatronik / Mechatronik<sup>plus</sup>* (Mechatronics)
- Medizintechnik* (Medical Engineering)
- Elektrische Energietechnik/Physik* (Electrical Power Engineering / Physics)
- Wirtschaftsinformatik<sup>plus</sup>* (Business Information Systems)
- Elektrotechnik/Informationstechnik* (Electrical Engineering / Information Technology)

at Hochschule Offenburg (Offenburg University of Applied Sciences),  
Badstr. 24, 77652 Offenburg/Germany.

## § 1 Time and Duration of the Internship

The internship begins on ..... and ends on .....

This duration should ensure fulfillment of the required minimum of 95 presence days as stated in the Study and Examination Regulations of the degree course, even in case of temporary absence, e.g. due to illness or other unforeseeable circumstances.

The first month of the internship serves as a probationary period.

## § 2 Obligations of the Company

The Intern has provided the Company with the educational plan of the degree program indicated above.

The Company agrees to:

1. instruct the Intern on the Company's rules and regulations as well as on the tasks and demands of the internship, which should be oriented towards the educational plan mentioned above
2. collaborate with Hochschule Offenburg, or its designated representative for the internship, on all issues concerning the Intern and their training at the Company
3. verify and certify the activities detailed in the internship report
4. observe the Intern's suitability and, if necessary, discuss the appropriateness of continuing the company internship with them
5. inform Hochschule Offenburg if the Company plans to terminate the contract prematurely, or if the Intern did not attend or cancelled the internship.

## § 3 Obligations of the Intern

The Intern agrees to:

1. take part in all training opportunities made available to them
2. perform the assigned tasks in a careful and conscientious manner
3. observe the Company's rules and policies, its workplace procedures and its safety regulations, and to handle tools, equipment and materials with care and responsibility
4. prepare reports carefully and submit them to both the Company's training representative and Hochschule Offenburg at the end of each training period
5. protect the Company's interests and treat its activities with confidentiality
6. inform the Company immediately in case of absence, and to provide a medical certificate on or before the third day in case of illness.

## § 4 Remuneration of the Internship

Gross remuneration of the internship amounts to € ..... per month.

## § 5 Social Security Obligations

During the practical semester, the Intern is exempt from contributions in all social-security categories, in accordance with §172 para. 1 no. 5 of RVO (German Social Insurance Code), §4 para. 4 of AVG (German Staff Insurance Law), and §169 no. 1 of AFG (German Employment Promotion Act).

## § 6 Contract Termination

1. During the probationary period, the contract can be terminated in writing by either party at any time and without observing a period of notice.
2. After the probationary period, the contract can be terminated
  - a. with the agreement of both parties without a period of notice
  - b. by the intern if they wish to terminate the internship, with a notice period of four weeks.

The termination of the contract must be in writing and state the reasons for termination.

## § 7 Vacation Days / Presence Days

The Intern is not entitled to any vacation days during the internship. However, they can be granted up to ..... days of leave, for example to participate in courses or training sessions at Hochschule Offenburg. In any case, the required minimum of 95 days of presence at the Company, as stated in the Study and Examination Regulations of Hochschule Offenburg, must be observed.

## § 8 Certificate of the Internship

Following completion of the internship, the Company will issue a certificate to the Intern, which should also include the purpose and content of the internship; the starting and ending date; and the number of presence days.

## § 9 Settlement of Disputes

The parties agree that in any case of dispute arising from this contract, they will try to reach an amicable agreement with the assistance of Hochschule Offenburg and the local Chamber of Industry and Commerce before bringing the matter before the court.

## § 10 Other Agreements

.....  
.....

.....  
Date

.....  
Company Signature

.....  
Date

.....  
Intern Signature