

**Internship Period Contract**  
**European Management bachelor degree (B.A.)**

The following contract is agreed between:

hereafter called "**internship provider**"

and:

Ms./Mr.

born on

adress

**student** at the TH Wildau in the bachelor's degree course European Management, in the faculty of Business, Computing and Law, hereafter called "student".

### § 1. Duties of the contract partners

(1) The internship provider guarantees to give work to the student during the period

from \_\_\_\_\_ to \_\_\_\_\_.

according to the current "Study and Examination Regulations" of the European Management Bachelor degree published in the "Official Communications" of the TH Wildau, in particular

- to assign him/her tasks in accordance with the aims of the internship period and to fill in the attached job description (see Annex to the contract)
- to allocate him/her a subject supervisor
- to continuously assess the student's placement report and to countersign it
- to write an assessment of the internship and to present this to the student at the end of the internship period

(2) The student guarantees

- to comply with the rules and regulations of the internship provider
- to comply with the working requirements of the internship provider and the designated internship supervisor
- to write an internship report and have it countersigned by the supervisor of the internship provider and to hand it to the supervisor at the TH Wildau (within four weeks of the end of the internship period)
- to present the results of the internship period in a colloquium at the TH Wildau by 30 November of the year in which the placement took place
- to provide to the supervisor at the TH Wildau at least two interim reports during the internship period, whereby the content and the length of these reports are to be arranged individually with the supervisor
- to keep business transactions and information confidential

(3) The TH Wildau guarantees to support and to supervise the student in preparing for and carrying out the placement period.

### § 2 Costs

This contract does not provide for any right to the reimbursement of any costs which may incur.

### § 3 Supervisors

The internship provider designates

Ms./Mr. \_\_\_\_\_

as the supervisor for the student.

The TH Wildau designates

Ms./Mr. \_\_\_\_\_

as the supervisor for the student.

### § 4 Leave

During the regular lecture period of the internship semester the internship shall not commence. The internship provider can grant short leave where justified.

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**§ 5 Terms of notice**

If the aim of the period of training changes or ceases to exist the internship contract can be terminated after mutual consultation at any time.

**§ 6 Insurance cover**

The student is legally insured against accident during the internship semester. In the case of an accident a notification of accident should be sent to the TH Wildau. The student's personal liability insurance during the internship is covered by the general company liability insurance of the internship provider for the period of this contract.

**§ 7 Other points**

This contract does not constitute an employer-employee relationship. The student will receive € \_\_\_\_\_ per month for the period of the contract.

Place, date: \_\_\_\_\_

Internship provider: \_\_\_\_\_

Signature

Seal

Student: \_\_\_\_\_

Signature

**Annex to the internship period contract European Management bachelor degree (B.A.)**

**Job description**

You are welcome to submit an existing job description by the internship provider.

During his/her internship period the student will be working in the following department of the internship placement:

Department:

He/she will be entrusted with the following tasks:

\_\_\_\_\_  
Internship provider  
date/signature/stamp

\_\_\_\_\_  
Student  
date/signature