

**CONTRACT FOR THE COMPLETION
OF A PRACTICAL PERIOD
(INTERNSHIP CONTRACT)**

between

Matriculation number:	_____
Family name:	_____
First name:	_____
Date of birth:	_____ place: _____
Address:	_____

Phone:	_____
E-Mail:	_____

Student at the Koblenz University of Applied Sciences
Faculty of Business and Management
– hereinafter referred to as the student –

and

Company:	_____
Affix:	_____
Segment:	_____
Address:	_____

Designated sponsor:	_____
Department:	_____
Phone:	_____
E-Mail:	_____

– hereinafter referred to as the company –

the following contract is concluded:

Preamble

Purpose of the practical period is to apply and deepen the qualifications the student has acquired during his/her studies by dealing with suitable projects of work. The projects shall be dealt with under the conditions of regular business. The University shall be informed about the subject matter and the objective of the projects.

Section 1 General

The present contract is based on the study regulations of the Faculty of Business and Management, the regulations for the practical period and the regulations for the bachelor examination for the studies of business administration at the Koblenz University of Applied Sciences.

Section 2 Duration of the practical training

The student shall complete a practical period in the company of at least 12 weeks from _____ to _____. The internal regulations for working time are applicable to the weekly working hours.

Section 3 Duties of the company

(a) The company shall commit itself to attend to the student during the practical period and to enable him/her to make up for any lost working hours.

(b) The company shall nominate Mr./Mrs. _____ as commissioner for the practical period and shall ask him/her to be at the attending professor's disposal for any questions relating to this contract.

(c) The commissioner under paragraph (b) shall sign the training report drawn up by the student and thus confirm that in his/her opinion the student has successfully completed the practical period. If, according to his/her opinion, the student has failed to complete successfully the practical period, he/she shall inform the examination committee of the Faculty of Business and Management thereof.

(d) The company shall enable a professor of the University to attend to the student in the company according to prior agreement with the commissioner under paragraph (b).

Section 4 Duties of the student

(a) The student shall commit himself/herself to act according to the purpose of training, to carry out thoroughly the work entrusted to, to comply with the instructions given to him/her by the personnel entrusted, and to conform to the regulations in force, especially the work regulations, the safety regulations, and the duty of discretion.

(b) The student shall, upon company's request, take out liability insurance appropriate to the duration and the subject matter of the present contract, unless the risk of liability is covered by a collective insurance taken out by the company.

(c) The student shall without delay inform the company in the event of absence from duty or inability to work due to illness and produce a medical certificate on the third day thereafter at the latest.

(d) The student shall use documents and other items necessary for work made available to him/her for the purpose only of the practical period and shall return these completely, without delay and without being asked for unless otherwise approved.

(e) The student shall present his/her report on the practical period to the company first, who shall confirm him/her the presentation thereof by signing the original text and any subsequent copy. The parties to the contract declare their consent that other students are allowed to look through the report for training purposes.

Section 5

Claim for reimbursement of expenses and right to compensation

(a) The present contract does not substantiate claims for reimbursement of expenses on the part of the company. This does not apply to cases of damage the student is liable for.

(b) The company shall remunerate the student the sum of
_____ per month.

(c) The company shall proceed with possible patent claims the student may raise in connection with the training period according to the regulations on employee invention and the internal agreements.

Section 6

Industrial Injuries Insurance

(a) During the practical period the student will be insured under the existing regulations of the Industrial Injuries Insurance Law. The competent insurance institution is the trade cooperative association the company is a member of.

(b) The final decision on the evidence of an occupational accident under legal obligation to pay compensation is incumbent on the competent insurance institution.

(c) During the practical semester completed in a foreign country no occupational insurance protection will be taken out for the student under German regulations.

Section 7

Cancellation of the Contract

The present contract can be cancelled for an important reason without notice or within four weeks if the training purpose is abandoned or changed.

Section 8
Copies of the Contract

(a) The present contract shall be signed in three authentic copies. One copy each shall be delivered to the contracting parties and the examination committee of the Faculty of Business and Management.

(b) The present contract shall enter into force from the date of signature thereof.

Section 9
Additional agreements

The present contract contains _____ annexes

On behalf of the company:

Student:

Signature and stamp

Signature

Place and Date

Place and Date

The Koblenz University of Applied Sciences, Faculty of Business and Management, gives consent to the above contract. This consent does not imply that the student has already met the necessary requirements for the completion of the practical period. During the internship the student will be attended by

Signature and stamp

Koblenz, _____