

# **Internship contract**

**between**

.....  
(company, authority, institution; hereinafter called employer)

.....  
(represented by)

.....  
(address)

**and Ms/Mr**

.....  
(name, first name)

.....  
(resident in)

student enrolled at Bremen University,  
Faculty 09 - Cultural Sciences -

.....  
(institute)

the following contract will be concluded:

## **§ 1**

### **General information**

Taken as a basis for this contract are the regulations of study of the Institute for  
.....at the Faculty 09, Bremen University.

## **§ 2**

### **Term of agreement**

The student will serve her/his internship at the internship place from  
.....to..... with ..... hours per week.

The activity has to last minimum .....days/weeks.

**§ 3**

**Tasks/duties**

Within the scope of the internship the following tasks will be assigned to

Ms/Mr.....:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**§ 4**

**Responsibilities of the employer**

1. The employer is obliged to take care of the student and to provide an insight into the operational and organisational structure
2. The employer appoints ..... as person in charge for the support during the internship,
3. The student will receive the opportunity to compensate for any times of absence.
4. The person in charge (appointed by the employer) will sign the „Praktikumsbescheinigung“ of Bremen University, acknowledging the successful internship. In case the internship should not have been successfully attended to, the supervising professor, respectively the information centre for internship of the faculty has to be contacted.
5. At the end of the internship the student will receive a letter of reference, stating the kind of tasks/duties and times of absence.

**§ 5**

**Responsibilities of the student**

1. The student is obliged to carefully execute all tasks assigned to him/her within the score of the internship and to observe all valid rules, especially work rules and regulations for the prevention of industrial accidents as well as professional discretion.
2. The employer has to be informed immediately about absence caused by illness etc. In such a case a medical attestation has to be presented on the third day.
3. A personal liability insurance is recommended.

**§ 6**

**Reimbursement of costs and allowance**

The student receives a single/monthly gross payment amounting to ..... EURO

**§ 7**

**Final examination (Magister/BA/MA)**

Provided a final examination is written within the scope of the internship, the employer has to enable the student to accomplish his work within a specified time. The topic of this examination has to be agreed upon by the supervising professor in writing.

**§ 8**

**Coverage for accident insurance**

The obligatory coverage for accident insurance is based on the Social Security Code. The respective employers' liability insurance association is responsible.

**§ 9**

**Termination of contract**

Given an important reason the contract can be cancelled without notice. In case of abandonment or alteration of the internship's purpose the contract can be cancelled in writing subject to a term of four weeks.

**§ 10**

**Commencement of liability**

After signing of both parties, this contract will be effective.

.....,  
(place, date)

.....  
(for the employer)

.....  
(student)

Faculty 09 - Cultural Science - Bremen University,  
Institute ..... agrees to the a.m. internship contract.  
Supervising professor/ information centre for internship

.....

**Please sign in duplicate.**