

## Sample - Internship contract for a compulsory student internship as of 01.07.2024

Notes on the use of the sample contract:

*This sample contract has been prepared with the utmost care, but makes no claim to correctness and completeness and must be adapted for use in individual cases. The sample contract is intended to serve as a formulation or orientation aid and merely represents a proposal for a contractual regulation. The University of Jena strongly recommends that the user carefully and independently checks and adapts the model contract before using it. No liability is assumed for any damages resulting from the use of the sample contract.*

### Internship contract for a compulsory student internship

between

...

(company/address)

hereinafter referred to as "**company**"

and

Surname, first name: ...

Address: ...

Student at the university: ...

Field of study: ...

hereinafter referred to as "**intern**"

the following internship contract is concluded:

#### § 1 Content and duration

- (1) The content of the internship is based on the ..... (module description/study/examination regulations) of the university ..... (name) in the degree program/subject ..... (name).
- (2) This is a compulsory internship in accordance with the regulation in § ..... of the ..... (study/examination regulations etc.).

- (3) The intern will be employed at ..... (company, address) in the department ..... in accordance with the requirements for a compulsory internship totaling ..... hours.
- (4) The internship begins at ..... and ends at .....
- (5) The regular internship time is ..... days per week at ..... hours per day.
- (6) This internship contract does not constitute an employment or training relationship.

## **§ 2 Remuneration/leave**

- (1) The intern shall not receive any remuneration.

alternatively:

- (1) For the duration of the internship, the intern shall receive remuneration of ..... Euro gross per month. The remuneration is due at the end of each month and will be transferred to a bank account to be nominated by the intern. Periods of work of less than one month shall be remunerated on a pro rata basis.
- (2) The intern is not entitled to vacation.

## **§ 3 Obligations of the company**

The company undertakes, within the scope of its operational possibilities

- to impart the knowledge and requirements necessary for the internship in accordance with the study regulations,
- appoint a company contact person for the intern,
- provide the necessary work equipment free of charge,
- issue the intern with a certificate at the end of the internship, which includes the duration (total number of hours) and type of activities in accordance with the legal basis of the compulsory internship,
- grant the necessary time off to attend a supplementary external training measure.

#### **§ 4 Obligations of the intern**

The intern undertakes to:

- to take advantage of the opportunities offered by the company to acquire experience, skills and knowledge,
- to carry out the internship conscientiously in compliance with the training plan/study regulations,
- to observe the company regulations, the accident prevention regulations, the workshop regulations and other instructions of the company and to handle tools, equipment, materials and other company property with care,
- to prepare activity reports and submit them to the company, insofar as there is an obligation to do so.

#### **§ 5 Prevention**

- (1) The intern is obliged to inform the company immediately if he/she is unable to work, stating the reason and the expected duration.
- (2) In the event of incapacity due to illness, the intern must submit a medical certificate of incapacity to work to the company within three days of the start of the illness.

#### **§ 6 Termination**

- (1) The contract shall end at the end of the period agreed in § 1 without the need for termination.
- (2) The right to extraordinary termination for good cause remains unaffected. Notice of termination must be given in writing.

#### **§ 7 Use of Telephone, EDP, E-mail**

- (1) The company's IT and telecommunications equipment (e.g. computers, devices, programs, telephones, fax machines, etc.) and photocopiers may only be used for purposes related to the internship.

- (2) Private use of company IT and telecommunications equipment and photocopiers is prohibited.

## **§ 8 Insurance obligation**

The intern is subject to statutory accident insurance cover.

## **§ 9 Confidentiality obligation**

- (1) During the term of this contract and also after its termination, the intern shall be obliged to maintain confidentiality regarding all business secrets and operational matters of a confidential nature which are designated as such by the company in writing or verbally or which are obviously recognizable as such, and not to make them accessible to third parties without the express permission of the company.
- (2) The intern may not make any image, sound and/or data recordings on the company's premises for purposes other than those required for operational reasons.
- (3) In case of doubt, the intern shall obtain information from the company regarding the confidentiality of certain facts.
- (4) Upon termination of the contract, all company documents and any transcripts or copies made must be returned to the company.

## **§ 10 Written form/severability clause**

- (1) No verbal collateral agreements were made before or at the time of conclusion of the contract.
- (2) Amendments or additions to this contract must be made in writing in order to be valid, unless they are based on an express or individual contractual agreement.
- (3) Should any provision of this contract be or become invalid, this shall not affect the validity of the remaining provisions

**§ 11 Equal treatment clause**

Status and function designations in this contract apply equally to women and men, regardless of their grammatical gender, as well as to persons who cannot be assigned to either of these genders.

....., the .....

....., the .....

Company

Intern