

# Internship Contract

Concluded by: \_\_\_\_\_

Location \_\_\_\_\_

– referred to below as »Internship Company« –

and \_\_\_\_\_

Born \_\_\_\_\_

In \_\_\_\_\_

Resident in \_\_\_\_\_

– referred to below as »student« –

for the purpose of completing an internship in accordance with the »guidelines and conditions laid down by the Fachhochschule Stuttgart – University of the Media (»HdM«)

## § 1

### Duration and Nature of Training

The internship will take place .....at the above-mentioned Company as the first/second practical internship/work-experience semester.

The internship commences on \_\_\_\_\_ and ends on

\_\_\_\_\_.

The duration of the internship is 26 weeks comprising a minimum of 95 working days, of which the first four weeks are considered a probationary period.

## § 2

### Obligations of the Internship Company

According to the conditions stipulated, the Internship Company declares itself able to impart experience and know-how according to the »HdM-Guidelines for Internships«.

The Internship Company is obliged:

1. To offer instruction and training to the student according to the »Guidelines« during the practical trainee semester,
2. To communicate with the appropriate representative of the »HdM« with regard to any questions which may arise about the student during his/her internship,
3. To assist the student in his/her efforts to contact the »HdM« should the need arise.
4. To check through the students practice life.
5. When necessary, to inform the »HdM« in the event of a student not showing up, beginning later, or terminating the internship prematurely.
6. To certify confirmation of his/her working schedule and personal conduct during the internship.

...2/

## § 3

### Obligations of the student

The student is obliged:

1. To make use of every opportunity to improve his/her field of knowledge,
2. To fulfill all training requirements.
3. To observe the given working rules and company guidelines, and to manage all tools, instruments, machines and materials with due care and attention.
4. To produce a written report on his/her activities which may be monitored regularly by a representative of the Internship Company.
5. To respect the interests of the Internship Company and to observe the codes and practice of confidentiality.
6. To inform the Internship Company immediately over every working day on which (s)he cannot be present. Days lost due to sickness are to be verified by a doctor's certificate within three days.

#### **§ 4**

##### **Cancellation/Termination of Contracts**

During the probation period both parties may withdraw from the contract without prior notice. Thereafter any withdrawal from the contract is only possible under the following circumstances:

1. Immediate terminations must be mutual and well founded.
2. Four weeks notice must be given in cases where the student is forced to withdraw from the internship, due to personal reasons.

Written notice must enclose an adequate explanation of the grounds for withdrawal and has to be set up in coordination with the authorities of the »HdM«.

#### **§ 5**

##### **Certificate (working record)**

Upon completion or premature withdrawal from the internship, the Internship Company should provide a written testimonial for the student which gives information about the contents and duration of the internship.

#### **§ 6**

##### **Insurance**

The student is to be fully insured according to local laws and regulations.

#### **§ 7**

##### **Remuneration**

The monthly salary rate amounts to \_\_\_\_\_ \$.

Taxation according to local laws and amendments.

...3/

#### **§ 8**

##### **Disagreements, Conflicts**

Before resorting to litigation any conflicts arising from the terms of the contract should be arbitrated through consultation with the »HdM«.

## **§ 9** **Copies of the Contract**

Copies in triplicate of the contract are to be signed by the Internship Company, the student and a representative of the »Fachhochschule«. It is the student's responsibility to have copies countersigned and authenticated at the »Fachhochschule« and send one copy to the Internship Company.

## **§ 10** **Further agreements**

The Internship Company can give a maximum of ten days off. Further on all local and corporate laws and rules kept valid as far as this contract does not provide special arrangements.

Signature and date

Internship Company

Student

Hochschule der Medien  
Stuttgart (Germany)

To: – Internship Company  
– Student  
– Hochschule der Medien Stuttgart