

## Agreement concerning the Internship (Praxisphase)

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concluded between	
	company - government agency – institution
	designation - address – phone
hereinafter referred to as the Training Agency	
and	
Mr/Ms	
	first name, last name
	born on in
	residing
	field of study
	department
	matriculation number
hereinafter referred to as the Student	
and	Berliner Hochschule für Technik University of Applied Sciences Luxemburger Straße 10, 13353 Berlin, Germany
1 General Statement	

The rules for the Internship at Berliner Hochschule für Technik of March 31, 2005 (OPp) provide the implementation of internships (Praxisphasen). These rules, including the training scheme, form part of this agreement.

#### § 2 Duration of the Placement

The training	agency undertakes to provide training for the student during the
period from	
to _	
weeks	

### § 3 Obligations of the Training Agency

The Training Agency undertakes

- to train the student according to the training plan and rules for the Berliner Hochschule für Technik
- to enable the student to participate in examinations if reasonably possible,
- to monitor continuously the internship report to be compiled by the student,
- to issue a certificate with reference to the duration substance and results of the internship,
- to enable on site counseling by the supervising member of faculty.

#### § 4 Obligations of the student

The student undertakes to conduct himself in accordance with the intention of the internship, particularly

- to avail himself of the training facilities offered,
- to execute thoroughly the assignments given within the framework of the training scheme,
- to comply with the directives issued by the Training Agency and the persons commissioned by same,



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- to comply with the regulations applying to the Training Agency, in particular workshop regulations and accident-prevention procedures as well as pledge of secrecy,
- to submit within the prescribed period to the Training Agency and to Berliner Hochschule für Technik a report showing substance and progress of the internship,
- to report without delay any absence from the training.

#### § 5 Obligations of Berliner Hochschule für Technik

The Berliner Hochschule für Technik undertakes to fulfill the functions assigned to it in accordance with the regulations set forth in §1, in particular to provide regular counseling to the students at the training site.

#### § 6 Claims to refund of costs and expenses and claims to remuneration

This agreement does not provide for any claims to the training agency for the refund of costs arising from the fulfillment of this agreement.

#### § 7 Insurance

§ 8 Training Representative

Place, date/Signature Student

The student is obliged to take all necessary arrangements for a sufficient health, accident and liability insurance.

The Training Agency appoints
Mr/Ms
as representative for the training of the student. The Berliner Hochschule für Technik appoints
Mr/Ms
as representative of the relevant department for the general implementation of the Internship and Mr/Ms
as the supervising faculty member.
§ 9 Vacation  During the duration of the agreement the student is not entitled to any vacation. The Training Agency may grant a short-term release from training for personal reasons.
§ 10 Termination of the Agreement
<ul> <li>The training agreement may be terminated prematurely</li> <li>without prior notice due to an important ground,</li> <li>with a 4-week notice if the training objective is relinquished or altered.</li> </ul>
§ 11 Execution of the Agreement
This agreement is to be signed in three identically-worded copies. Each of the parties is issued one copy.
§ 12 Additional Agreements
This agreement is not be construed to infer employment in any form. The student is paidEUR monthly for the duration of the agreement and bears any relevant taxburdens.
Place, date/Signature Training Agency
Place, date/Signature Berliner Hochschule für Technik