



Placement/Internship Contract

Between

..... tel.
firm, authority, institution

..... fax ..
address

Supervisor

1. personnel department..... tel.
2. specialist department..... tel.

work-/project area.....

.....
hereafter called "the training institution",

and

Mr/Ms..... date of birth

..... tel.
address

Student of the **Fachhochschule Bonn-Rhein-Sieg**

and

the **Fachhochschule Bonn-Rhein-Sieg**

represented by the following official in charge of the placement/internship

supervising Fachhochschule professor/ lecturer

..... tel.

for the period from..... to

the following contract is concluded:



§ 1 Obligations of the Contracting Parties

(1) The student undertakes to behave in accordance with the objectives of the first placement, especially:

1. to execute carefully the tasks assigned within the framework of the first placement and to carry out the instructions of the training institution,
2. to observe the legal regulations and prevailing rules, especially rules of work, health and safety regulations, requirements on confidentiality and data protection,
3. to make available to the training institution the results of work done within the framework of the placement,
4. when absent, to inform the training institution immediately; when incapable of work due to sickness, to submit medical certification within 3 days; when absent for more than 7 days, to inform the Fachhochschule without delay,
5. to re-register for studies during the placement.

(2) The training institution undertakes:

1. to deploy the student in subject-related areas and to provide the instruction necessary to enable the student to work independently,
2. to make the necessary information available to the student,
3. to countersign the student's final report,
4. to issue the student certification which attests whether, according to the judgement of the training institution, the placement was completed successfully,
5. to enable the Fachhochschule to carry out the supervision of the student in the training institution.

(3) The Fachhochschule Bonn-Rhein-Sieg undertakes to ensure the organisational and professional supervision of the study in the first placement in accordance with rules and regulations governing the examinations and study for the Diploma.

§ 2 Organisational and professional supervision

The person nominated by the training institution to be in charge of the organisational supervision of the placement is the contact person for both the student and the Fachhochschule official responsible for the student during the placement in all matters relating to this contractual relationship. The person nominated by the training institution to be in charge of the work supervision is the contact person on all work-related matters for the student and the Fachhochschule professor/lecturer assigned to supervise the student.

§ 3 Duration of the placement; Allowance payment

The practice study term extends over at least 10 weeks with the normal weekly working time of the firm. Should holidays be granted, these are to be separately agreed between the training institution and the student, and in addition to the stipulated 10 weeks.

Should an expense allowance be paid, this is to be separately agreed between the training institution and the student. The student undertakes to inform his or her sponsoring institution if this occurs.



§ 4 Insurance cover

Through re-registration the student continues to retain her/his status as a student. He or she is individually responsible for internationally valid health and accident insurance.

§ 5 Termination of Contract

(1) The contract is subject to early termination

- without prior notice by the training institution or by the student should a serious reason arise;
- by the student, after consulting the supervising Fachhochschule professor/lecturer, should either a substantial alteration of the working area arise or should the student change the aim of his/her academic education.

(2) The contract must be terminated in writing and the reasons for termination stated. This written termination notice is to be immediately sent to the supervising Fachhochschule professor/lecturer.

§ 6 Copies of Contract

This contract will be issued and signed in three identical copies and handed out to each one of the three contracting parties.

§ 7 Other Agreements

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.....

Training institution

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Signature, date

Student

.....

Signature, date

Fachhochschule Bonn-Rhein-Sieg

.....

Signature, date