

**Note on using the model contract:**

*The following sample of an internship contract serves as an example of the possible content of a corresponding contract. Despite careful checking, it does not claim to be complete or correct. The use of the sample does not release the user from an independent examination. The University of Hildesheim cannot accept any liability due to the individual design of an internship contract and the different effects of a contract on the parties. Liability for slight negligence is also excluded.*

## **Internship Contract**

Between

1. (name, address)

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- hereinafter referred to as the „internship position“ -

and

2. (name, address)

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- hereinafter referred to as „intern“ -

the following internship contract is concluded:

### **Preamble**

The internship serves to get to know the professional life within the framework of the study in the course \_\_\_\_\_ at the University of Hildesheim. The intern is not part of the day-to-day work, but counts as an addition. The internship must not be overshadowed by the intern's work performance. An employment or apprenticeship relationship is not justified by the internship contract.

### **§ 1**

#### **Duration of the Internship**

The internship begins on \_\_\_\_\_ and ends on \_\_\_\_\_. Usually the daily training time is \_\_\_\_\_ hours and begins at \_\_\_\_\_ o'clock.

**§ 2**  
**Area of application and tasks**

(1) The following tasks should be worked on during the internship:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If necessary, a supplement on a separate system is required. It becomes part of the contract.

(2) The internship is carried out within the department(s)  
\_\_\_\_\_.

(3) During the internship, the intern will be supervised by Mr / Ms  
\_\_\_\_\_, Tel no. \_\_\_\_\_.

**§ 3**  
**Obligations of the internship position**

1. Assign the intern in accordance with the tasks agreed under Section 2 (1) and convey knowledge and experience in the relevant subject based on the requirements of the University of Hildesheim,

2. Design the tasks assigned to the intern in such a way that they correspond to the objectives of the regulations of the following regulations:  
\_\_\_\_\_

3. Provide the intern with a workplace and the work equipment necessary to carry out the tasks,

4. If necessary, release the intern to participate in study events and / or examinations accompanying the internship,

5. Upon completion of the internship, upon request, provide written information as to whether the activities were completed in accordance with the requirements applicable to the course,

6. After completing the internship, issue a certificate stating the training time and the content of the internship.

**§ 4**  
**Intern's obligations and liability**

(1) The intern undertakes

1. to take advantage of all the opportunities offered by the internship in order to acquire experience, skills and knowledge,
2. conscientiously carry out the tasks assigned to her / him,
3. to follow the instructions given by the internship or the persons commissioned by it,
4. to observe the applicable regulations and to treat work equipment with care,
5. to adhere to the working hours,
6. to notify the internship immediately in the event of incapacity and to present a medical certificate by the third day at the latest in the event of incapacity for work,
7. to protect the interests of the company and to keep confidentiality about operational processes and personal data - even after the internship has ended.

(2) The intern is only liable for damage to the company in the event of willful intent and gross negligence.

## **§ 5 Remuneration**

☐ The intern receives the following remuneration for the duration of the internship:

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☐ The intern does not receive any remuneration.

(Tick where applicable and add to if necessary.)

## **§ 6 Vacation**

☐ The intern receives \_\_\_\_\_ days of vacation for the duration of the internship.

☐ The intern does not receive vacation.

(Tick where applicable and add to if necessary.)

## **§ 7 Termination**

(1) The internship ends after the internship period specified in § 1 has expired without the need for notice.

(2) The trial period is \_\_\_\_\_ weeks. During the trial period, the internship can be terminated without observing a notice period and without giving reasons. The termination must be made in writing.

- (3) The right to extraordinary termination and cancellation of the contract by mutual agreement remains unaffected. The termination for an important reason must be made in writing, stating the reasons.

## **§ 8**

### **Insurance coverage**

- (1) The intern is legally insured against accidents during the internship. The accident insurance cover is available from the responsible trade association for the internship location in which the internship is carried out.
- (2) Insofar as the liability risk is not already covered by a group insurance taken out by the internship, he / she has to take out a liability insurance adapted to the duration and content of the internship at the request of the internship.

## **§ 9**

### **Internship report**

The intern is entitled to evaluate the internship in the form of an internship report for study purposes. Personal information is usually to be anonymized. A publication of the internship report outside the University of Hildesheim is only permitted with the consent of the internship location.

## **§ 10**

### **Side agreements**

Subsidiary agreements and additional agreements must be made in writing and must be signed by both parties.

\_\_\_\_\_, the \_\_\_\_\_, \_\_\_\_\_, the \_\_\_\_\_

Internship position

Intern