

**Placement/Internship Contract**

**Between**

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

..... fax .....  
address

Supervisor

1. personnel department..... tel. ....

2. specialist department..... tel. ....

work-/project area.....

activities.....

hereafter called "the training institution",

**and**

Ms/Mr..... date of birth .....

..... tel. ....  
address

Student of the **Bonn-Rhein-Sieg University of Applied Sciences**

**and**

the **Bonn-Rhein-Sieg University of Applied Sciences**

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

supervising 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 Bonn-Rhein-Sieg University of Applied Sciences without delay,
5. to re-register for studies during the placement,
6. to provide a final report about the tasks during the placement three months after finishing the placement at the latest. The final report has to be countersigned by the training institution.

(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 Bonn-Rhein-Sieg University of Applied Sciences to carry out the supervision of the student in the training institution.

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

## **§ 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 official of the Bonn-Rhein-Sieg University of Applied Sciences 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 professor/lecturer assigned to supervise the student.

## **§ 3 Duration of the placement; Allowance payment**

The practice study term extends over at least 20 weeks (at most 26 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 20 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 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 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**

**Student**

**Bonn-Rhein-Sieg University  
of Applied Sciences**

.....  
Signature, date

.....  
Signature, date

.....  
Signature, date