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Internship agreement

for the supervised work placement as part of the Bachelor's degree programme at the Faculty of Computer Science and Media of Brandenburg University of Applied Sciences, Magdeburger Str. 50, 14770 Brandenburg a. d. Havel.

Between _____,

represented by _____

,
(first name and surname)

- hereinafter referred to as the training provider - and

Mr/Ms _____,
(first name and surname)

born on _____ in _____

residing in _____

hereinafter referred to as Student*, hereby enter into the following agreement.

§ 1 General

(1) The supervised work placement is an integral and compulsory part of the Bachelor's degree programme at the Faculty of Computer Science and Media of Brandenburg University of Applied Sciences (THB). The regulations for the practical semester valid at THB also apply mutatis mutandis to this contract.

(2) The supervised work placement is dedicated to a clearly career-related activity. The student will be given insights into practical professional activities through specific tasks. Possible fields of activity include the development of hardware and software systems, audio and video design, the creation of computer animations and websites, the development of mobile applications, and professional activities in sales, marketing and service.

(3) The supervised work placement must not be less than 12 weeks in duration. It should cover topics relevant to the course and should not begin until after the end of the 5th semester. Any deviations from this require the approval of the work placement coordinator.

§ 2 Obligations of the contracting parties

(1) The training provider undertakes to provide the student with a training place in the period from _____ until _____
(= _____ weeks including the supporting courses) in accordance with the regulations set out in § 1, in particular

- ☐ to instruct the student in independent work in the specified area of work,
- ☐ to provide the student with the necessary data for working on the project or specialist task,
- ☐ to enable the technical supervisor at Brandenburg University of Applied Sciences to supervise the student at the workplace,
- ☐ to check and countersign the activity report to be prepared by the student, and
- ☐ finally issuing a certificate referring to the duration, content and success of the supervised work placement, as a reference at the student's request.

- (2) The student undertakes to conduct themselves in a manner appropriate to the purpose of the training, in particular
- ☐ to take advantage of the training opportunities offered and to carefully carry out the tasks assigned within the framework of the training plan,
 - ☐ to comply with the instructions given by the training centre and the persons appointed by it within the scope of the training,
 - ☐ the for the training centre applicable regulations, in particular work regulations and accident prevention regulations, as well as regulations on confidentiality,
 - ☐ prepare an activity report to be submitted to the training centre and Brandenburg University of Applied Sciences in good time,
 - ☐ which clearly shows the content and course of the practical training and contains a defined project study or technical assignment,
 - ☐ immediately notify the training centre of any absence from the training centre.
- (3) This agreement does not constitute an employment relationship.

§ 3 Technical support representatives

- (1) The training centre appoints the following as professional supervisors:

Mr/Ms _____
 (surname), (first name), (title or degree), (tel. or email)

(2) Brandenburg University of Applied Sciences (THB) appoints Prof. Dr.-Ing. Susanne Busse as the practical training officer for the Faculty of Computer Science and Media (tel. 033 81/355-477). The practical training officer coordinates the assignment of the technical supervisor at Brandenburg University of Applied Sciences (THB) in accordance with the student's field of work and the provisional topic for the project study or technical assignment to be completed.

(3) The supervision required in accordance with the study regulations and the final assessment with an undifferentiated grade will be carried out by the following examiner at Brandenburg University of Applied Sciences

Mr/Ms _____
 (university lecturer)

§ 4 Field of work

- (1) For the duration of their training, students will be assigned to the training centre in the relevant field(s) of work

 , if necessary on the basis of a work plan.

- (2) The topic of the project study or specialist task to be completed is expected to be:

§ 5 Training allowance and reimbursement of expenses

(1) If remuneration or a training allowance is paid, this shall be agreed between the training centre and the student. Training allowances are not repayable. Any tax obligations arising and, where applicable, notification of the funding body shall be the responsibility of the student.

(2) This contract does not entitle the training provider to reimbursement of costs incurred in the fulfilment of this contract. This does not apply in the event of damage for which the student is liable.

§ 6 Leave

During the term of the contract, the student is not entitled to any holiday leave. The training provider may grant a short period of leave from training for personal reasons.

§ 7 Termination of the contract

- (1) The internship contract may be terminated prematurely by either party.
 1. for good cause without notice,
 2. in the event of a change to the training plan or discontinuation of studies, with four weeks' notice.
- (2) Termination shall be effected by unilateral written declaration to the other contracting party. Brandenburg University of Applied Sciences must be contacted in advance.

§ 8 Insurance cover

- (1) Upon enrolment for the semester, the student shall have student status.
- (2) The student is insured in Germany during the supervised work placement. In the event of an accident, the training centre shall prepare an accident report, forward it to the relevant professional association and inform Brandenburg University of Applied Sciences (copy of the accident report).
- (3) The student is liable for any damage caused by him/her intentionally or through gross negligence.
- (4) At the request of the training institution, the student may be required to take out liability insurance corresponding to the duration and content of the contract, unless the liability risk is already covered by (group) insurance taken out by the training institution.

§ 9 Prerequisite for validity

The contract will only be recognised as an internship contract for the supervised work placement within the meaning of the study and examination regulations with the prior consent of Brandenburg University of Applied Sciences. For this purpose, all copies of the contract must be countersigned by the internship coordinator or a representative. Furthermore, by signing the contract, the student confirms that, at the time of commencing the internship, all required services have been completed in accordance with the standard curriculum by the end of the fourth semester.

§ 10 Contract copies

The contract has been drawn up in triplicate. The contracting parties shall each receive one copy; one copy shall be retained by Brandenburg University of Applied Sciences.

(Place, date)

(Training centre)

(Student)

Approved

(Brandenburg University of Applied Sciences, date)

* In order to keep the wording of the agreement concise, only the masculine form of a term is used instead of explicitly mentioning both the feminine and masculine forms.