

# Internship Contract

The parties listed below agree to the following internship contract:

## 1. Institution / organisation / company:

Name of the institution \_\_\_\_\_

Department \_\_\_\_\_

Contact person / supervisor \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Tel/Fax \_\_\_\_\_

thereafter referred to as 'internship provider'

and

## 2. Student

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Tel. \_\_\_\_\_

M.Sc. programme \_\_\_\_\_

and

## 3. Supervisor (University Freiburg)

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## **§ 1 General scope**

The M.Sc. programmes at the Faculty of Forest and Environmental Sciences Freiburg require an internship period of at least 7 weeks in accordance with the examination regulations for the degree programme Master of Science (annex specific regulations § 4). For the internship, students will work in institutions and companies outside the Faculty.

## **§ 2 Duration of the internship**

1. The student completes an internship with a minimum duration of 7 weeks from \_\_\_\_\_ to \_\_\_\_\_ (= \_\_\_\_\_ weeks)
2. Leave regulations will comply with the internship provider's conditions.

## **§ 3 Duties of the internship provider**

1. The internship provider agrees to offer the student training and supervision during the internship period in accordance with the training schedule (see annex 'training schedule'). In most cases this will comprise the provision of a work place.
2. The internship provider designates a person responsible for the supervision of the student. This person should be the first point of contact for the student in all matters relating to the internship.
3. The internship provider includes the student in its group insurance to cover general accidents; if this is not possible, the internship provider informs the student and recommends to contract his/her own liability insurance
4. The internship provider issues a certificate regarding the contents and the successful completion of the internship as well as possible times of absence (see annex 'internship certificate').

## **§ 4 Duties of the student**

1. The student agrees to act in accordance with the aims of the internship, the rules of the work place and to comply with orders and instructions given to him by persons entrusted with the supervision of his/her training.
2. The student will notify the internship provider immediately about any absence from work, and, in case of incapacity for work as a result of illness, to submit a medical certificate on the third day of the absence at the latest. Absences of more than 5 days have to be compensated through a prolonged internship period.
3. The student submits an internship report to the internship provider for approval and feedback and then submits it to his/her supervisor at the faculty.

## **§ 5 Cancellation of the contract**

The internship contract may be cancelled prior to its expiry for important reasons (without notice). The cancellation is effected by a written statement of one party to the other.

## **§ 6 Financial Compensation**

The internship provider offers the student a monthly compensation of \_\_\_\_\_ €

## **§ 7 Insurance coverage**

During the internship the student him/herself has to take care of an appropriate health, accident and personal liability insurance.

## **§ 8 Copies of the contract**

This contract is signed in three identical copies. Each contracting party receives a copy.

## **§ 9 Special agreements**

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Place, date: \_\_\_\_\_

\_\_\_\_\_  
Internship provider

\_\_\_\_\_  
Student

\_\_\_\_\_  
Supervisor at the Faculty of Forest and Environmental Sciences, Freiburg