

Internship Contract

between

Company

represented by

Address

– **Company** –

and

Intern

Address

– **Intern** –

§ 1 Contents and Duration of Activity

The internship shall commence on _____ and end on _____.

The internship shall provide occupational knowledge, skills and experience.

The intern will be assigned to the department / business sector

_____ and according to managerial instructions.

During the internship, the intern shall work on a task which he may use for the internship report required by his or her degree program. The internship report will be supervised and assisted by a company supervisor.

The internship will end automatically without requiring a statement by the intern or the company.

§ 2 Working Hours

Weekly working hours are ____ hours and follow regular company hours.

§ 3 Compensation

Monthly compensation of _____ Euros shall be paid.

§ 4 Inability to Work

The intern must immediately inform the company of any inability to work due to illness or other reasons.

§ 5 Company Obligations

The company must

- (1) train the intern in operational processes for the duration of the internship,
- (2) provide work equipment free of charge,
- (3) issue a certificate on the internship's time and contents upon conclusion of the internship.

§ 6 Duties of the Intern

The intern must

- (1) complete assigned tasks conscientiously and with care and make use of all offered training opportunities and follow any instructions issued for the internship,
- (2) adhere to all rules and regulations,
- (3) maintain confidentiality over processes and information subject to confidentiality requirements due to their nature or by order, even after conclusion of the internship.

§ 7 Probationary Period

The probationary period shall last ____ weeks. During the probationary period, the internship may be cancelled without meeting the cancellation deadline or providing reasons.

§ 8 Contract Cancellation

The contract may be cancelled prematurely in the following cases:

- (1) without notice during the probationary period,
- (2) for important reason without meeting the cancellation deadline,
- (3) within a notice period of four weeks when abandoning or changing the agreed goal.

_____, on

Company

Intern