

AGREEMENT
ON THE COMPLETION OF AN INTERNSHIP AS PART OF THE BACHELOR'S DEGREE
PROGRAMME BUSINESS ADMINISTRATION (INTERNSHIP AGREEMENT)

between _____

in _____
– hereafter referred to as “**training institution**” –

and _____ **student ID no.:** _____

born on _____ in _____

address _____
– hereafter referred to as “**intern**” –

the following agreement on the completion of an internship is made. The internship is part of the intern's studies of Business Administration (bachelor's degree) at Flensburg University of Applied Sciences (FUAS).

§ 1
Duration of the internship

The internship has a duration of 12 weeks.

It starts on _____ and ends on _____.

The first _____ weeks shall be a probationary period in which both parties may terminate this agreement at any time.

§ 2
Obligations of the training institution

The training institution agrees to

1. employ the intern in accordance with the principles defined in FUAS' Internship Guidelines;
2. supervise the intern's writing of an internship report;
3. register the internship agreement with the person or office in charge of internship matters at FUAS and report any premature termination of this agreement to that office;
4. assign a supervisor for the intern.

§ 3
Obligations of the intern

The intern agrees to

1. make use of the training opportunities offered to them;
2. perform the tasks given to them diligently;
3. abide by the internal rules of the training institution, follow the regulations for the prevention of accidents and handle any items of equipment with care;

4. write an internship report.
5. inform the training institution of any absences, in case of an illness a doctor's note has to be provided on the third day of the illness at the latest, in case of an accident FUAS is to be notified immediately;
6. keep confidential any trade or company secrets, production processes and other facts concerning the company and its business brought to their attention during their work, any such information is to remain confidential after the internship is completed.

§ 4
Termination of the agreement

After the end of the probationary period the agreement may only be terminated

1. on serious grounds without giving notice;
2. with a notice of four weeks by the intern if they want to complete a different training.

The agreement can only be terminated in writing, the reasons for the termination have to be provided. The internship ends after the duration of the internship as mentioned above, a separate termination of the agreement is not necessary.

§ 5
Letter of reference

After proper completion of the internship, the training institution produces a short or a detailed letter of reference. A short letter of reference must be produced.

§ 6
Settlement of disputes

Any disputes resulting from this agreement shall be attempted to be settled amicably before calling a court. FUAS may be called upon as a intermediary upon the request of either of the parties.

§ 7
Payment

The intern will receive a payment of _____ euros per month.

§ 8
Further provisions

The training institution and the intern acknowledge the Internship Guidelines for the School of Business at Flensburg University of Applied Sciences (FUAS).

For the training institution

The intern

(To be filled in by the person or office in charge of internship matters)

This agreement was registered by the person or office in charge of internship matters at FUAS and given the reference no.

_____.

Date: _____

Flensburg University of Applied Sciences
(person or office in charge of
internship matters)

(Stamp)
