

INTERNSHIP CONTRACT

The following internship contract is signed between

Company name: _____

Sector: _____

Location: _____

Homepage: _____

Contact/ Internship supervisor: _____

Phone: _____

Email: _____

- hereinafter referred to as organization -

and _____

born _____

residing in _____

Email: _____

Phone: _____

- hereinafter referred to as student.

The internship is part of the course of studies in ASIAN STUDIES AND MANAGEMENT at the HTWG Konstanz University of Applied Sciences; Brauneggerstrasse 55, 78462 Konstanz, Germany.

1. DESCRIPTION AND DURATION OF THE INTERNSHIP

The internship will be done in the above-named organization department/project:

_____) and will serve as the practical semester within the above mentioned course of studies. It will last for _____ weeks.

The contract is valid for the period from _____ to _____. The first _____ weeks will serve as a probationary period. During this period one or both signatories to this contract can withdraw from the contract without notice.

2. DUTIES OF THE ORGANIZATION

The organization is obliged

- to instruct the student with regard to his/her field of study within the potential of the organization and to provide the student with the necessary experience and professional knowledge;
- to cooperate with the "Internship Office" of the Konstanz University of Applied Sciences in all matters concerning the practical semester;
- to assist and advise the student in his writing of the study report which he/she has to submit to the university;
- to inform the Konstanz University of Applied Sciences in case of early drop out, non-attendance or failure of the student to complete the assigned tasks,
- to certify that the internship was duly completed.

3. DUTIES OF THE STUDENT

The student is obliged

- to seize all training opportunities offered during the internship;
- to accomplish all assigned tasks conscientiously;
- to observe working rules, company guidelines and safety regulations to prevent accidents and to handle equipment carefully;
- to behave in the interests of the organization and to treat company-internal matters with the strictest confidentiality;
- to write a report about the practical semester for both parties, the Konstanz University of Applied Sciences and the organization, within the period stipulated;
- to notify the organization immediately in case of absence due to illness and to submit a medical certificate on the third day of illness at the latest.

4. TERMINATION OF THE CONTRACT

During the probationary period both parties can withdraw from the contract without giving prior notice or formally stating any reasons.

After expiry of the probationary period the contract can only be terminated as follows:

- 1. the company can terminate the contract without notice solely in the event of major conflicts;
- 2. the student can terminate the contract solely for personal reasons by giving notice of at least four weeks.

The notice must be given in writing including reasons for termination and in agreement with the Konstanz University of Applied Sciences.

5. INSURANCE

During the internship the student is not insured against accident through the university.

6. PAYMENT

The gross monthly payment is Euro _____

7. VACATION

Within the duration of contract the student is not entitled to any vacation. A maximum of ten days of absence (due to illness, company holidays, etc.) is permitted.

8. DISPUTE SETTLEMENT

All disputes that might arise on the basis of this contract should be settled amicably with the assistance of the Konstanz University of Applied Sciences before legal action is taken.

9. CONTRACT COPIES

This contract is to be issued and signed in triplicate. Each contracting party is to receive one copy. The third copy is to be sent to the "Internship Office" of the Konstanz University of Applied Sciences.

10. ADDITIONAL AGREEMENTS

Organization

Student

Place, Date

Place, Date

Signature

Signature