

## Freie Universität Berlin European Studies (FU-BEST) Internship

### Conditions of Participation

#### Responsibility of Participant

The participant is responsible for covering housing, meal, travel, and other living expenses for the duration of the FU-BEST Internship.

The participant is responsible for informing the FU-BEST Internship office about any health and/or medical conditions that may affect his/her ability to participate in the Internship, including but not limited to pre-existing or prior conditions, allergies, or prescription medications.

The participant agrees to communicate well with the FU-BEST Internship office in order to ensure timely internship placement and to resolve any issues that may arise during the Internship. Failure to communicate in a timely manner with the office may result in cancellation of participation in the Internship.

During the Internship, the participant needs to comply with all internal company regulations essential to having a meaningful internship experience. He or she is responsible for his or her own safety and will not hold the FU-BEST Internship office liable for any injuries to person or property or any other losses as a result of participation in the Internship.

The participant is responsible for any civil or criminal liability or for defending himself or herself against any legal claims made against him or her.

The participant agrees to not disclose any confidential information gained as a result of working with the host company. Any communication of internal processes, information or know-how must be explicitly granted by the host company.

#### Interviews and Internship Offers

The participant agrees that his/her resume may be forwarded by the FU-BEST Internship office to potential host companies. If a host company agrees to conduct an interview with the participant, the office will provide his/her name and e-mail address to the company.

The participant agrees to only request or accept interviews with companies from which he or she would also accept an internship offer. During the preparation and matching process, the participant will demonstrate openness and flexibility towards various placement possibilities suggested by the Internship's placement experts.

The participant may only request an interview with one host company at a time. In case the first interview does not lead to an internship offer by the host company for reasons unrelated to the interviewee's conduct during the interview, or in case the participant declines a resulting internship offer for specific moral, psychological, ethical, or other reasons deemed legitimate by the FU-BEST Internship office, or in case the participant declined the interview in advance, the Internship office attempts to arrange one alternative host company interview but reserves the right to judge whether such an interview can be arranged. Should the participant also decline the second interview or a resulting internship offer, or should the second interview also fail to lead to an internship offer, the FU-BEST Internship is not obliged to undertake a third matching attempt. In this case, the regular cancellation rules outlined in the Internship's General Terms and Conditions apply.

In the unlikely event that the FU-BEST Internship office determines that it is unable, through no fault on the participant's side, to secure an internship for the participant, he or she may withdraw from

participation in the Internship with an exceptional refund entitlement (see the FU-BEST Internship's General Terms and Conditions for details).

Should, however, the participant refuse to accept an interview or internship offer more than once, or should he or she behave in a way during an internship interview which results directly in the interviewing company's refusal to extend an internship offer to the participant, the FU-BEST Internship office is in no way obliged to undertake further placement efforts and at liberty to terminate the participant's Internship participation. In this case, the regular cancellation rules outlined in the Internship's General Terms and Conditions apply.

A successful placement is confirmed in writing by both the participant and the host company to the FU-BEST Internship administration. There will be no host company replacements after a match has been made.

### **Responsibility of Host Company**

The host company will provide a training plan for the participant outlining tasks, duties, and work hours for the participant as well as competences to be gained by the participant during the internship.

Upon successful completion of the internship, the host company will provide a certificate of participation for the participant and, if possible, a qualified brief evaluation and/or recommendation of the participant.

### **Code of Conduct**

The participant is expected to behave in a professional and respectful manner throughout the duration of the FU-BEST Internship and to demonstrate open-mindedness, flexibility, tolerance, and a willingness to adapt. It is essential for a successful internship experience that the participant maintain a positive attitude towards the internship experience, the host company and co-workers, and the host society and culture.

The participant needs to abide by the host company's general working hours, to complete assignments well and on time, and to contact his or her supervisor in case of illness in a timely manner.

### **Dismissal**

The FU-BEST Internship reserves the right to dismiss at any point in the application, placement, or interning process any participant whose attitude, health or mental condition negatively affects their performance in the Internship, or whose conduct is disrespectful or in any other way offensive to others and incompatible with the best interests of Freie Universität Berlin and the FU-BEST Internship. This decision lies entirely at the discretion of the Internship office.

Reasons for dismissal include but are not limited to:

- behavior and/or actions that are illegal in Germany
- a breach of these Conditions of Participation
- intolerant, disrespectful, disruptive or otherwise irresponsible behavior as well as actions detrimental to the safety and well-being of co-workers, clients, fellow students, instructors, and staff and/or the reputation of the FU-BEST Internship, Freie Universität Berlin, or the host company
- not abiding by the agreed-upon work schedule or other internal regulations of the host company
- verbal abuse of faculty, staff, students, and/or other FU-BEST Internship representatives, co-workers, superiors, or business partners at the internship host company
- behavior that is noticeably disturbing or distressing to others
- sexual harassment, disorderly, lewd, indecent or obscene gestures or actions
- self-endangerment, including involvement in activities or behavior that could result in personal harm
- excessive alcohol or drug consumption

Neither the FU-BEST Internship nor any host company bears any liability for losses or claims incurred by the participant in connection with a dismissal, early withdrawal, or the host company's termination of the internship. Likewise, the participant is neither entitled to a replacement nor to any refund and is no longer covered by the accident and liability insurance provided by the FU-BEST Internship after having been dismissed.

**I hereby declare that I have read and that I accept the conditions above pertaining to my participation in the FU-BEST Internship.**

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Date

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First and last name (please print)

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Signature