

INTERNSHIP AGREEMENT

This agreement defines/regulates the relationship between the following three parties with respect to an internship of a university student in a company or organization:

Educational Institution (in the following "university")

Name: **Freie Universität Berlin**
Address: **Thielallee 38, 14195 Berlin , Germany**
Represented by: **Christiane Dorenburg**
Position: **Director Career Service**
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Phone: **+49 30 83853899**

Student (in the following "trainee")

Name: _____
Address: _____
eMail Address: _____
Matriculation number _____
Date of Birth: _____ Place of Birth: _____
Faculty _____
Study Program: _____

Internship Company or Organization (in the following "hosting institution")

Name: _____
Address: _____
Country: _____
Homepage: _____
Supervisor: _____
eMail Address: _____
Phone number: _____
Represented by: _____
Position: _____

Article 1: Purpose of the Internship

The purpose of the internship is to provide the trainee with an opportunity to apply the theoretical knowledge acquired during his/her studies at the university in a corporate environment. The trainee's presence should bring neither financial losses nor gains to the hosting institution.

Article 2: General Conditions

The internship will take place from _____ to _____ for a duration of _____ weeks / months. *[Delete whichever is not applicable]*

The trainee is not entitled to any financial compensation for work rendered during the internship. It is at the discretion of the hosting institution to grant any financial gratification or allowance in kind.

The trainee will receive a remuneration of € _____ per month.

The trainee will receive the following allowance(s) in kind:

Article 3: Student Status

The trainee will retain his/her status as registered student at the university for the whole duration of the internship at the hosting institution, provided that he/she observes all deadlines for re-registration and reporting to the university as well timely payment of fees.

Article 4: Insurance

Insurance issues are the sole responsibility of the trainee.

Neither the university nor the hosting institution are liable in the case of an accident. This agreement does not constitute any basis for third party claims between the hosting institution and the university.

Article 5: Obligations of the Trainee

During the internship, the trainee must follow the rules and regulations of the hosting institution, particularly concerning its normal working hours, code of conduct, safety practices and rules of confidentiality.

Article 6: Obligations of the Hosting Institution

Upon completion of the internship, the hosting institution will issue a qualified letter of reference to the trainee.

Article 7: Right of Termination

Both, the hosting enterprise and the trainee have the right to terminate the internship for cause; e.g. in case any of the regulations laid down in this agreement have been violated or cannot be fulfilled.

In case of premature termination of the internship, the representative of the university should be informed about the reasons immediately.

Student

Place and Date

Signature

Representative of the Educational Institution

Place and Date

Signature and Stamp

Representative of the Internship Company or Organization

Place and Date

Signature and Stamp