



Agreement concerning the Internship (Praxisphase)

concluded between

company - government agency – institution

designation - address – phone

hereinafter referred to as the Training Agency

and

Mr/Ms _____

first name, last name

born on _____ in _____

residing _____

field of study _____

department _____

hereinafter referred to as the student

and

the Beuth Hochschule für Technik Berlin (BHT) - University of Applied Sciences –
Luxemburger Strasse 10,13353 Berlin, Germany

§ 1 General Statement

The rules for the Internship at BHT Berlin of March 31, 2005 (OPp) provide the implementation of internships (Praxisphasen). These rules, including the training scheme, form part of this agreement.

§ 2 Duration of the Placement

The training agency undertakes to provide training for the student during the period

from _____ to _____

(= _____ weeks)

§ 3 Obligations of the Training Agency

The Training Agency undertakes

- to train the student according to the training plan and rules for the BHT Internship,
- to enable the student to participate examinations if reasonably possible,
- to monitor continuously the internship report to be compiled by the student,
- to issue a certificate with reference to the duration substance and results of the internship,
- to enable on site counseling by the supervising member of faculty.

§ 4 Obligations of the student

The student undertakes to conduct himself in accordance with the intention of the internship in particular



- to avail himself of the training facilities offered,
- to execute thoroughly the assignments given within the framework of the training scheme,
- to comply with the directives issued by the Training Agency and the persons commissioned by same,
- to comply with the regulations applying to the Training Agency, in particular workshop regulations and accident-prevention procedures as well as pledge of secrecy,
- to submit within the prescribed period to the Training Agency and to BHT a report showing substance and progress of the internship,
- to report without delay any absence from the training.

§ 5 Obligations of BHT Berlin

The BHT undertakes to fulfill the functions assigned to it in accordance with the regulations set forth in § 1, in particular to provide regular counseling to the students at the training site.

§ 6 Claims to refund of costs and expenses and claims to remuneration

This agreement does not provide for any claims to the training agency for the refund of costs arising from the fulfillment of his agreement.

§ 7 Insurance

The student is obliged to take all necessary arrangements for a sufficient health, accident and liability insurance.

§ 8 Training Representative

The Training Agency appoints

Mr/Ms _____

as representative for the training of the student.
The BHT appoints

Mr/Ms _____

as representative of the relevant department for the general implementation of the Internship and

Mr/Ms _____

as the supervising faculty member.

§ 9 Vacation

During the duration of the agreement the student is not entitled to any vacation. The Training Agency may grant a short-term release from training for personal reasons.

§ 10 Termination of the Agreement

The training agreement may be terminated prematurely

- without prior notice due to an important ground,
- with a 4-week notice if the training objective is relinquished or altered.

§ 11 Execution of the Agreement

This agreement is to be signed in 3 identically-worded copies. Each of the parties is issued one copy.

§ 12 Additional Agreements

This agreement is not to be construed to infer employment in any form.
The student is paid _____ EUR monthly for the duration of the agreement and bears any relevant tax burdens.

Place, date _____

Training Agency

Beuth Hochschule für Technik Berlin (BHT)

Student

signature

signature

signature