



**Hochschule
Kaiserslautern**
University of
Applied Sciences

**Contract for the on-the-job-training as part of the Bachelor courses of studies
Architecture, Civil Engineering, Interior Design and Virtual Design
at the University of Applied Sciences Kaiserslautern**

for the on-the-job-training in the winter semestersummer semester

between

Company, authority, institution (-hereinafter referred to as internship provider-)

(Stamp: address, phone)

and

Mr./Mrs.

Last name, first name (-hereinafter referred to as student-)

born on.....

in.....

residing in

.....

Address, phone

Student at the University of Applied Sciences Kaiserslautern, Schoenstraße 6, 67659 Kaiserslautern,

Registration number:

Course of studies.....

the following **contract** is concluded:

§ 1 General information

The courses of studies Architecture, Civil Engineering, Interior Design, and Virtual Design at the University of Applied Sciences require an on-the-job-training. Please refer to the relevant examination regulations for the duration of these on-the-job-trainings. The information note for the on-the-job-training sets out the implementation of the internship. The information note's content, including the internship plan agreed upon with the internship provider, is an integral part of this contract.

§ 2 Contracting parties' obligations

(1) The internship provider undertakes to train the student

from to which corresponds to..... weeks

from to which corresponds to..... weeks

from to which corresponds to..... weeks

a total of..... weeks

in compliance with the regulations stated in §1. The provider particularly

1. enables him/her to participate in accompanying courses and to take examinations,
2. continuously reviews the internship report that is to be prepared by the student,
3. issues a certificate with regard to duration, content, and result of the on-the-job-training,
4. enables the mentoring lecturer (specialist support) of the University of Applied Sciences to supervise the student at the workplace.

(2) The student undertakes to act according to the purpose of the on-the-job-training, in particular:

1. to take advantage of the provided training opportunities,
2. to carry out the tasks, he/her was given as part of the internship,
3. to comply with the instructions given by the internship provider and its authorized persons as part of the training,
4. to respect the regulations applying to the internship provider, especially work regulations and accident prevention regulations,
5. to maintain confidentiality with respect to the regulations applying to the internship provider, in particular with respect to all trade and business secrets which become known during the activities and other business and/or operational facts – even after completion of the on-the-job-training. Analyzing business information as well as establishing records and making

reproductions is not permitted. No documents, drawings, files, data storage media or other records may be removed and/or reproductions or the like made hereof without the consent of the internship provider. Non-compliance to this agreement entitles the employer to dissolve the contract without notice.

6. to prepare an internship report describing content and processes of the practical training in due time and to submit it to the internship provider and the University of Applied Sciences,
7. to inform the employer immediately about every inability to work and its probable duration,
8. to present to the employer a medical certificate of the inability as well as on its probable duration no later than the end of the following day in case of an inability of more than 3 calendar days due to illness. In case of illness longer than the given period, a follow-up certificate is to be submitted within another three days since expiry of the preceding period.

§ 3 Claims to reimbursement of costs and to remuneration

This contract does not entitle the internship provider to a reimbursement of costs associated with the fulfillment of this contract. This shall not apply in the event of claims covered by the student's liability insurance.

§ 4 Supervision of the internship provider

The internship provider appoints Mr./Mrs.
as supervisor for the student's training.

The course of studies appoints the representative for the on-the-job-training Mr./Mrs.
..... as supervisor for the general execution of the on-the-job-training.

§ 5 Leave

During the contractual period the student is not entitled to a vacation. The training facility can grant a short-term leave from the training for personal reasons.

§ 6 Dissolution of the contract

The internship contract is dissolved according to the currently valid legal regulations. The right to dissolve the contract with immediate effect for good cause or by mutual agreement remains unaffected.

In all other respects the provisions of § 626 of the German Civil Code shall (BGB) apply. The termination must be in writing.

§ 7 Insurance protection

- (1) The student is insured as part of the company insurance by act of law against accidents during the on-the-job-training according to § 2 Paragraph 1 No. 1 German Social Security Code (SGB) VII. The company's institution for statutory accident insurance and prevention (Berufsgenossenschaft) is the competent insurance carrier. In the event of a claim, the company transmits a copy of the notice of accident to the University.
- (2) Internships as required by the study regulations and as part of university education are employments which are not subject to social insurance contributions – even if a remuneration is paid. Hence, an exemption of contributions for the pension and unemployment insurance is in force.
- (3) The student is compulsorily insured according to the stipulations of the student health insurance during the internship.
- (4) The third-party liability risk of the student is covered by the internship provider's general public liability insurance.

§ 8 Copies of the contract

Three identical copies of this contract are signed by the internship provider, the student, and the representative for the on-the-job-training of the course of studies.

Each contracting party shall receive a copy.

It is the student's task to submit these copies of the contract to the representative for the on-the-job-training in due time before the commencement of the contract and to return the internship provider's copy to the internship provider.

§ 9 Other agreements

This contract does not establish an employment relationship. The maximum rate provided by the Federal Education and Training Assistance Act (BAföG) is recommended as minimum remuneration.

§ 10 Final provisions

The contractual parties reserve the right to modify individual provisions of this contract if such modifications are required for particular reasons.

Modifications must be made in writing. Non-compliance with a provision of this contract does not affect the validity of the rest of the contract.

Internship provider

Student

University of Applied Sciences

Representative for the on-the-job-training

Stamp/Signature

Signature

Stamp/Signature

Place/date

Place/date

Date

Hochschule Kaiserslautern
University of Applied Sciences
FB Bauen und Gestalten
Schoenstraße 6
67659 Kaiserslautern