

## **Internship/work experience contract**

The parties listed below agree to the following Internship/work experience contract:

### **1. Institution / organisation / company:**

Name of the institution \_\_\_\_\_

Department \_\_\_\_\_

Contact person / deputy \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Tel/Fax \_\_\_\_\_

thereafter referred to as 'internship/work experience provider'

and

### **2. Student**

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Tel. \_\_\_\_\_

B.Sc. program \_\_\_\_\_

and

### **3. Supervisor (University of Freiburg)**

Name \_\_\_\_\_

Institute \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Tel./Fax \_\_\_\_\_

## **§ 1 General requirements**

The BSc programs at the Faculty of Environment and Natural Resources Freiburg require a practical training period (internship/work experience) of at least 8-weeks in accordance with the examination regulations for the degree program Bachelor of Science (annex specific regulations § 4). For the internship/work experience, students will work in institutions and companies outside the Faculty or in research institutes of the Faculty

1. According to § 6 paragraph 1 of the examinations regulations of the University of Freiburg for the B.Sc. degree program, in connection with § 3 annex B. III. for 'Geography' (main subject), 'Environmental sciences' (main subject) and 'Forestry and Environment' (main subject) students are obliged to do internship/work experience during the duration of their degree program.
2. The minimum duration of the total internship/work experience is eight weeks. The internship/work experience can be divided into different parts. Each part must last at least four weeks. The supervision of the internship/work experience is the responsibility of the internship/work experience provider.

## **§ 2 Duration of the practical training**

1. The internship/work experience lasts from ..... to ..... (= ..... weeks)
2. The regular number of weekly working hours is to be equivalent to that of a full time employee.

## **§ 3 Duties of the practical training provider**

The internship/work experience provider is required to fulfil the following obligations:

1. Offer the student training and supervision during the internship/work experience period in accordance with the training schedule. The internship/work experience schedule is part of this contract.
2. Include the student in the employer's group insurance to cover general accidents; if this is not possible, the internship/work experience provider informs the student and recommends to obtain his/her own liability insurance.
3. Notify the Faculty of Forest and environmental Sciences, if the contract is discontinued before the end of the contract.
4. Issue a confirmation of the successful completion of the internship/work experience according to annex 3 'internship/work experience certificate'.

## **§ 4 Duties of the student**

The student agrees to,

1. Make use of the offered training opportunities,
2. Fulfil all assigned tasks reliably and comply with instructions given within the scope of the practical training,
3. Comply with the policy of the internship/work experience placement, as well as the health and safety regulations. Machines and equipment must be handled with care,
4. Comply with the interests of the internship/work experience placement and any confidentiality clause,

5. Notify the internship/work experience provider immediately about any absence from work, and, in case of incapacity for work as a result of illness, to submit a medical certificate on the third day of the absence at the latest. Absences of more than 5 days have to be compensated through a prolonged internship/work experience period.

## § 5 Completion and Termination

The contractual relationship closes at the end of the arranged time. In mutual agreement it can be terminated before. The contract can only be terminated for important reasons. The termination has to be done in writing.

## § 6 Allowance

The practical training provider offers the student a monthly allowance of \_\_\_\_\_€ (if applicable).

## § 7 Insurance coverage

During the internship/work experience the student him/herself has to take care of an appropriate health, accident and personal liability insurance.

## § 8 Copies of the contract

This contract is signed in three identical copies. Each contracting party receives a copy.

## § 9 Annexes

The internship/work experience contract includes two annexes:

Annex 1: Internship/work experience schedule

Annex 2: Internship/work experience certificate

## § 10 Special agreements

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Place and date: .....

\_\_\_\_\_  
Internship/work experience provider

\_\_\_\_\_  
Student

\_\_\_\_\_  
Supervisor at the Faculty of Environment and Natural Resources, Freiburg