

Internship Contract

The parties listed below agree to the following internship contract:

1. Institution / organisation / company:

Name of the institution _____

Department _____

Contact person / supervisor _____

Address _____

E-mail _____

Tel/Fax _____

thereafter referred to as 'internship provider'

and

2. Student

Name _____

Address _____

E-mail _____

Tel. _____

MSc programme _____

and

3. Supervisor (University Freiburg)

Name _____

Institute _____

Address _____

E-mail _____

Tel/fax _____

§ 1 General scope

The MSc programmes at the Faculty of Forest and Environmental Sciences Freiburg require an internship period of at least 7 weeks in accordance with the examination regulations for the degree programme Master of Science (annex specific regulations § 4). For the internship, students will work in institutions and companies outside the Faculty .

§ 2 Duration of the internship

1. The student completes an internship with a minimum duration of 7 weeks from _____ to _____ (= _____ weeks)
2. Leave regulations will comply with the internship provider´s conditions.

§ 3 Duties of the internship provider

1. The internship provider agrees to offer the student training and supervision during the internship period in accordance with the training schedule (see annex ‘training schedule’). In most cases this will comprise the provision of a work place.
2. The internship provider designates a person responsible for the supervision of the student. This person should be the first point of contact for the student in all matters relating to the internship.
3. The internship provider includes the student in it’s group insurance to cover general accidents; if this is not possible, the internship provider informs the student and recommends to contract his/her own liability insurance
4. The internship provider issues a certificate regarding the contents and the successful completion of the internship as well as possible times of absence (see annex ‘internship certificate’).

§ 4 Duties of the student

1. The student agrees to act in accordance with the aims of the internship, the rules of the work place and to comply with orders and instructions given to him by persons entrusted with the supervision of his/her training.
2. The student will notify the internship 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 period.
3. The student submits an internship report to the internship provider for approval and feedback and then submits it to his/her supervisor at the faculty.

§ 5 Internship supervisor

The internship provider appoints

Mr/Ms _____

as supervisor for the training of the student.

§ 6 Cancellation of the contract

The internship contract may be cancelled prior to its expiry for important reasons (without notice). The cancellation is effected by a written statement of one party to the other.

§ 7 Financial Compensation

The internship provider offers the student a monthly compensation of _____€

§ 8 Insurance coverage

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

§ 9 Copies of the contract

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

§ 10 Annexes

The internship regulations include four annexes:

Annex 1: Internship Contract

Annex 2: Internship Schedule (to be filled out by the internship provider)

Annex 3: Internship Certificate (to be filled out by the internship provider)

Annex 4: Internship Evaluation (to be filled out by the student)

§ 11 Special agreements

Place, date _____

Internship provider

Student

Supervisor at the Faculty of Forest and Environmental Sciences, Freiburg