

Practice Module II

Internship Contract

Between

– name, address, email address of the internship organisation –

hereafter referred to as the internship organisation

and

– name, address, email address of the student –

the following contract is concluded:

§ 1 Content of the internship

During the internship, which is conducted in accordance with the Study and Internship Regulations (SPO) of the Bachelor's program in Social Work at the Faculty of Architecture and Social Sciences at HTWK Leipzig, and within the framework of the learning objectives agreement and a training plan at the designated internship organisation, the student will acquire both prevention- and intervention-oriented as well as social administrative skills.

In consultation with the internship organisation, the student will work in the following areas:

§ 2 Duration and scope of the internship

In accordance with the SPO, the internship is completed in the internship organisation throughout the semester. Students typically work 30 hours per week at the internship site. In total, the internship is expected to comprise 600 working hours, which, at 30 hours per week, corresponds to a 20-week internship period.

Please note: The weekly work schedule can be customized, but this will affect the duration of the internship. If the weekly work schedule differs from 30 hours, please enter the new hours here: h/week.

The contract applies for the following period:

Start of the internship:

End of the internship:

§ 3 Vacation and absences

Students are not entitled to vacation time during the internship. The internship period as specified in § 2 includes up to 5 days of sick leave. Any sick leave exceeding this must be made up, and the internship period will be extended accordingly. Public holidays do not need to be made up. Any interruptions due to vacation periods must be arranged individually with the internship organisation.

§ 4 Supervisor

The internship organisation designates Mrs/Ms/Mr

with the professional degree

Date of receiving the professional degree (month/year)

working in the internship organisation since (month/year)

as a supervisor. She/he is responsible for the student's training in accordance with the agreed learning objectives. The supervisor is also the contact person for the university.

§ 5 Obligations of the contracting parties

(1) The student agrees to

1. Accept the internship opportunity offered to him/her and perform the tasks assigned under the learning objectives agreement and the training plan;
2. Comply with the legal provisions and regulations applicable to the internship organisation, in particular working time regulations, accident prevention regulations, and confidentiality provisions;
3. Follow the instructions given to them by authorized supervisors during the internship;
4. Adhere to the working hours specified for the internship;
5. Notify the internship organisation immediately of any absence, stating the reasons.

(2) The internship organisation agrees to

1. Assign students in such a way that they have the opportunity to become familiar with the professional practice of social work in the relevant field, to try out methodological approaches, and to acquire basic professional skills;
2. Ensure continuous supervision by the person designated in § 4 of the internship agreement for the duration of the agreement and, if necessary, to designate a substitute;
3. Allow the student to participate in the courses accompanying the internship;
4. Provide the student with training for the duration of any necessary extension of the internship;
5. Issue a record of activities and an internship certificate detailing the scope, content, tasks performed, and success of the internship upon completion of the internship for timely submission to the university;
6. Notify the Internship Office of the Faculty of Architecture and Social Sciences in a timely manner if the successful completion of the internship is at risk.

§ 6 Compensation

The student receives a monthly alinternship stipend of Euros.

§ 7 Insurance Coverage

- (1) Statutory provisions apply to matters of social security law. The contracting parties are obliged to submit and issue any necessary certificates to each other. This applies in particular to the existence of valid health insurance.
- (2) Statutory accident insurance cover must be guaranteed for the student from the start of the internship period. The internship organisation is obligated to provide any necessary notifications and certificates in a timely manner. The student is obligated to provide all necessary cooperation and information in time.
- (3) The provisions of labour law apply accordingly to the student's liability for damages caused to the internship organisation or third parties during the internship period.

§ 8 Termination of the contract

- (1) Before giving notice of termination or drafting a termination agreement, a discussion must be held with the Internship Office. The termination must be submitted in writing and state all reasons. The student must hand in a copy of the termination letter to the Internship Office.
- (2) The contract may be terminated by the institution
 1. For important operational reasons with one week's notice.
 2. Without any notice in the event of serious culpable breach of duty by the student.
- (3) The contract may be terminated by the student
 1. In the event of fundamental misalignment of objectives with one week's notice.
 2. Without any notice in the event of serious culpable breach of duty on the part of the internship organisation.

§ 9 Drafting of the contract and severability clause

- (1) The contract must be signed in triplicate by the internship organisation and the student and submitted to the Practice Department at HTWK Leipzig for signature four weeks before the start of the internship. Each party to the agreement will receive a copy for their records.
- (2) Should individual provisions of this contract be or become invalid or void, this shall not affect the validity of the remaining provisions of this contract.
- (3) The contract parties are obligated to replace invalid or void provisions with new ones. New provisions have to come as close to the old ones as possible and content-wise in a legally permissible manner. The same shall apply if a contractual omission becomes apparent in the contract. In that case both parties shall work towards the establishment of appropriate provisions in this contract, which come as close as possible to what the contracting parties would have intended according to the meaning and purpose of the contract, if the missing aspect had been considered in the first place.
- (4) Amendments or additions to this contract must be agreed upon with the Internship Office and must be in writing. This also applies to the waiver of the written form requirement.

§ 10 Other agreements

All other agreements must be made in writing to be legally effective and as such become part of the contract.

Internship organisation

Student

Date, signature, stamp

Date, signature

**Approved: Internship Office
Faculty of Architecture and Social Sciences
Leipzig University of Applied Sciences**

Date, signature, stamp