

## Practice Module I Internship Contract

Between

\_\_\_\_\_

\_\_\_\_\_

– name, address, email address of the institution providing the internship –

hereafter referred to as the institution

and

\_\_\_\_\_

\_\_\_\_\_

– name, address, email address of the student –

the following contract is concluded:

### § 1 Content of the internship

The internship is carried out within the terms of the study and internship regulations of the Bachelor's degree program in Social Work of the Faculty of Architecture and Social Sciences of the Leipzig University of Applied Sciences and within the framework of a learning agreement.

When participating in the internship, the student acquires both intervention-oriented and social administrative competencies.

According to prior agreement with the institution, the student will work in the following areas of responsibility:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### § 2 Duration and scope of the internship

The duration of the internship will be of fifteen weeks during lecture period in accordance to the regulations of the B.A. program, including a three-day week. The student's working hours in the institution will total 20 hours per week in order to complete the required total amount of 300 hours.

**Please note:** It is possible to adjust the weekly working hours as long as the total of 300 hours is completed. The internship period will be extended if the student works less than 20 hours per week. If the weekly hours differ from the regular 20 hours please enter the weekly amount here: \_\_\_\_\_h/week.

The contract applies for the following period:

Start of the internship: \_\_\_\_\_ End of the internship: \_\_\_\_\_

**§ 3 Vacation and absences**

There is no entitlement to vacation time during the internship. The internship period stated in § 2 includes sick days in the amount of 5 days maximum. Absent days beyond that must be made up and the internship period will be extended accordingly. Public holidays do not have to be worked off. Intermissions of the internship due to potential holidays in the institution have to be arranged individually in advance.

**§ 4 Practice Guide**

The institution designates Mrs/Ms/Mr \_\_\_\_\_

with the professional degree \_\_\_\_\_

Date of receiving the professional degree (month/year) \_\_\_\_\_

working in the institution since (month/year) \_\_\_\_\_

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

**§ 5 Duties of the contracting parties**

(1) The student agrees to

1. Take advantage of the training opportunities offered to him/her and to perform the tasks assigned within the framework of the learning agreement;
2. Comply with the legal provisions and regulations applicable to the institution, in particular working time regulations and accident prevention regulations as well as regulations on the duty of confidentiality;
3. Follow the instructions given to him/her by authorized staff members of the institution
4. Comply with the working hours established for the internship;
5. Immediately notify the institution of any absence, stating associated reasons

(2) The institution agrees to

1. Assign the student in such a way that he/she has the opportunity to get to know the professional practice of social work in the respective field of work, trying out methodical action and to acquire basic professional qualifications;
2. Ensure guidance by the person named in § 4 of this contract continuously for the contract period and to name a substitute if necessary;
3. Grant the student the attendance of compulsory lectures at the university during the internship;
4. Grant the student additional training for the duration of the internship in case of a necessary extension of the internship;
5. Confirm the proper completion of the internship on-time with a) a written proof of completion and b) an internship reference stating completed tasks, scope, contents und success of the internship.
6. Notify the Practice Department at the Faculty of Architecture and Social Sciences in time, if the successful completion of the internship is at risk.

**§ 6 Compensation**

The student receives a monthly allowance in the amount of \_\_\_\_\_ Euros.

**§ 7 Insurance Coverage**

- (1) In matters of social security law, the statutory provisions apply. 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 institution 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 institution or third parties during the internship period.

**§ 8 Termination of the contract**

- (1) Before giving notice of termination, a discussion must be held with the Practice Department. The termination must be submitted in writing and state all reasons. The student must hand in a copy of the termination letter to the Practice Department.
- (2) The institution can terminate the contract
  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 student can terminate the contract
  1. In case of erroneous communication of content with one week's notice.
  2. Without any notice in the event of serious culpable breach of duty on the part of the institution.

**§ 9 Execution of the contract and severability clause**

- (1) This contract is concluded in three identical versions by the institution and the student and is to be presented to the Practice Department for approval four weeks prior to the start of the internship. The student, the institution and the Practice Department receive a copy of the contract for their own documentation.
- (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) Supplements and amendments to this contract must be made in writing only and need to be approved by the Practice Department. 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.

**Institution**

**Student**

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Date, signature, stamp

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Date, signature

**Approved: Practice Department  
Faculty of Architecture and Social Sciences  
Leipzig University of Applied Sciences**

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Date, signature, stamp