

# INTERNSHIP AGREEMENT

*This agreement defines/regulates the relationship between the following three parties with respect to an internship of a university student in a company or organization:*

**Educational Institution** (in the following “university”)

Name: **Freie Universität Berlin**  
Address: **Thielallee 38, 14195 Berlin , Germany**  
Represented by: **Christiane Dorenburg**  
Position: **Director Career Service**  
Email: **christiane.dorenburg@fu-berlin.de**  
Phone: **+49 30 83853899**

**Student** (in the following “trainee”)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
eMail Address: \_\_\_\_\_  
Matriculation number \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Faculty \_\_\_\_\_  
Study Program: \_\_\_\_\_

**Internship Company or Organization** (in the following “hosting institution”)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Country: \_\_\_\_\_  
Homepage: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
eMail Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Represented by: \_\_\_\_\_  
Position: \_\_\_\_\_

**Article 1: Purpose of the Internship**

The purpose of the internship is to provide the trainee with an opportunity to apply the theoretical knowledge acquired during his/her studies at the university in a corporate environment. The trainee's presence should bring neither financial losses nor gains to the hosting institution.

**Article 2: General Conditions**

The internship will take place from \_\_\_\_\_ to \_\_\_\_\_ for a duration of \_\_\_\_\_ weeks / months. *[Delete whichever is not applicable]*

Training costs incurred by the internship are to be borne by the company. Travel expenses, as well as costs for food and accommodation, are contingently to be borne by the intern.

The trainee is not entitled to any financial compensation for work rendered during the internship. It is at the discretion of the hosting institution to grant any financial gratification or allowance in kind.

The trainee will receive a remuneration of € \_\_\_\_\_ per month.

The trainee will receive the following allowance(s) in kind:

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**Article 3: Student Status**

The trainee will retain his/her status as registered student at the university for the whole duration of the internship at the hosting institution, provided that he/she observes all deadlines for re-registration and reporting to the university as well timely payment of fees.

**Article 4: Insurance**

Insurance issues are the sole responsibility of the trainee.

Neither the university nor the hosting institution are liable in the case of an accident. This agreement does not constitute any basis for third party claims between the hosting institution and the university.

**Article 5: Obligations of the Trainee**

During the internship, the trainee must follow the rules and regulations of the hosting institution, particularly concerning its normal working hours, code of conduct, safety practices and rules of confidentiality.

**Article 6: Obligations of the Hosting Institution**

Upon completion of the internship, the hosting institution will issue a qualified letter of reference to the trainee.

**Article 7: Right of Termination**

Both, the hosting enterprise and the trainee have the right to terminate the internship for cause; e.g. in case any of the regulations laid down in this agreement have been violated or cannot be fulfilled.

In case of premature termination of the internship, the representative of the university should be informed about the reasons immediately.

**Student**

\_\_\_\_\_

Place and Date

\_\_\_\_\_

Signature

**Representative of the Educational Institution**

\_\_\_\_\_

Place and Date

\_\_\_\_\_

Signature and Stamp

**Representative of the Internship Company or Organization**

\_\_\_\_\_

Place and Date

\_\_\_\_\_

Signature and Stamp