

**Agreement on the Employment of Interns  
from the Department of Business  
of the Hamburg University of Applied Sciences**

between

Company: (Name, Address, Phone, Email)

(hereinafter referred to as “the company”)

and

Student: (Full name, Date of birth, Current address, Phone, Email)

(hereinafter referred to as “the intern”)

**1**

**Duration and termination of the agreement**

The duration of the agreement shall be limited from \_\_\_\_\_ to \_\_\_\_\_ and shall end thereafter without any further notice from either party. However, the agreement may be cancelled prematurely and with immediate effect by either party, if there are important reasons. In such case notice must be given in writing stating the reasons for termination.

**2**

**Content of the internship**

The contents of the internship shall follow in principle the requirements stipulated in the “Internship during studies regulations” from the Hamburg University of Applied Sciences. The mutually agreed area of work and task(s) shall be:

**3**

**Working hours**

The intern shall work \_\_\_\_\_ hours per week. The working hours for the intern are based on the current regulations for regular staff at the company and shall follow the customs of the place of employment.

**4**

**Holiday / Leave of absence**

During the training period, the intern is not entitled to any holiday, except local public holidays. The company can however grant the intern a leave of absence from the training for personal reasons.

**5**

**Intern’s duties**

The intern agrees to

1. follow the instructions of the company and the persons entrusted by the company,
2. comply with the company's regulations, especially the code of safe working practice, and to treat the company's facilities with care,
3. keep the agreed upon working hours,
4. use all endeavours for the interest of the company and to keep details of company procedures and secrets confidential,
5. inform the company immediately when ill or forced to be absent from work for other reasons.

## 6

### **Company's obligations**

The company agrees to

1. train the student according to the "Internship during studies regulations" of the Hamburg University of Applied Sciences,
2. issue a written statement confirming the length of the internship and the intern's performance,
3. co-operate with the student's tutor/advisor from the Department of Business in all questions concerning the training.

## 7

### **Insurance**

During the training the intern will remain enrolled at the Hamburg University of Applied Sciences, which means her/his legal status as a member of the university remains untouched. It is the intern's task to provide sufficient health insurance coverage for \_\_\_\_\_ (insert the respective country).

## 8

### **Contract copies / Place of jurisdiction**

This agreement will be made out in duplicate to be signed by both parties. Each of the parties to the agreement will receive one original. The intern shall hand over a photocopy of his/her original to the Department of Business, Hamburg University of Applied Sciences.

Place of jurisdiction will be Hamburg.

## 9

### **Additional agreements**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date