

**Training agreement**  
**For the internship semester**  
(Internship agreement)

Between

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(Name of the institution / company / organization)

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(Address of the institution / company / organization)

- subsequently referred to as the internship organization - ,

and

Mr/Ms

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(Fore and surname)

Student of the Bachelor's degree programme Public Administration at the Berlin School of Economics and Law (BESEL), Department of Public Administration

Date of birth

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Place of birth

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Address

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Street, Post Code, City

- subsequently referred to as the student -

has concluded the following **internship agreement**.

## § 1 General

The student is to complete the internship semester stipulated in the study and examination regulations of the Bachelor's degree programme Public Administration at \_\_\_\_\_ during \_\_\_\_\_ Semester 20\_\_\_\_. The structure of the internship semester including the internship is to follow that stipulated in the internship regulations issued as part of the study and examination regulations for the respective degree programme.

## § 2 Obligations of the contracting parties

(1) The internship organization undertakes to provide the student with training within the period between

\_\_\_\_\_ and \_\_\_\_\_ (= \_\_\_\_ weeks)

within the scope of an internship. Moreover, it undertakes to

- a. Draw up an internship plan which sets out the basic contents and the timetable of the internship. It is to ensure that the contents of the internship correspond to the career-path requirements for the higher intermediate civil service of the foreseen subsequent employment (see page 5 of this agreement).
- b. Perform the training in accordance with the internship plan.
- c. Inform the responsible internship office of the Department of Public Administration of the BSEL of the days missed by the intern due to illness and leaves of absence (for the formulation of the internship report).
- d. Allow the student to participate in the accompanying lessons and repeat examinations at the BSEL.
- e. To check and counter-sign the internship report drawn up by the student.
- f. To issue the student with a certificate proving their completion of the internship, which specifies the duration, contents and completion of the internship.

(2) The student undertakes to comport him/herself in a fashion appropriate to the aims of the training, in particular:

- a. To take advantage of the working and training provided.
- b. To perform with care all the tasks allotted to them within the scope of the internship plan.
- c. To comply with all instructions issued by the internship institution and the persons tasked by it to issue such instructions.
- d. To observe and comply with all the regulations - especially work regulations and accident protection regulation and those relating to confidentiality - which apply to the activities of the internship institution.
- e. To inform the internship institution and the responsible internship office at Department 3 of any reasons for absence from the internship. To provide a doctor's certificate covering any illness by the fourth day of absence at the latest. Any absences

exceeding 16 working days of the entire internship period must be repeated. Such absences include any holiday or leaves of absence taken in accordance with § 6 section 5 Internship Regulations ÖV from 09.12.15 - PrakO (for further regulation see § 6 (2) PrakO),

- f. To compile an internship report outlining the content, sequence and outcomes of the internship; this must be signed by the internship supervisor at the internship institution.

### **§ 3 Contact person within the internship institution (Internship supervisor in accordance with § 5 section 3 Internship regulations)**

The institution in which the internship is to be conducted names

Mr/s \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

as the internship supervisor and contact partner for the student during the duration of the internship.

### **§ 4 Claims for reimbursement of costs**

This agreement does not constitute any claim on the part of the internship organization for the reimbursement of costs which arise during the course of its completion. This provision does not apply to any damages for which the student is liable.

### **§ 5 Holiday and leave**

(1) The student may agree on a holiday period of up to five days in an internship of six months.

(2) The student can apply for a leave of absence from the internship of up to four days for the purposes of composing the internship report. This is to be made to the internship institution. The internship institution can only reject such a leave of absence on grounds that it would interrupt operating procedures or schedules.

### **§ 6 Termination of the contract**

The internship agreement can be terminated prematurely

a. For cause without notice

b. Following a hazard, alteration of or abandonment of a training target with a notice period of four weeks

Termination of the agreement requires written notification to the partner to the agreement and requires prior consultation with the university internship officer.

### **§ 7 Insurance cover**

(1) The student is insured against accidents for the duration of the internship by the statutory stipulations of § 2 section 1, 8 c SGB VII. Should the student suffer an accident which is to be notified to the insurance provider, the internship institution is to make a copy of the notification and send it to the university internship officer.

(2) The personal liability risk borne by the student at the place of their internship is covered for the duration of their internship by the general employer's liability insurance (*Betriebshaftpflichtversicherung*) of the internship institution.

### **§ 8 Versions of the agreement**

Three identical copies of this agreement have been signed. Each party to the agreement will receive a copy, as does the relevant internship office of the Department of Public Administration.

### **§ 9 Other agreements**

This agreement does not constitute an employment contract. In cases of doubt, this agreement is to be interpreted in the light of the Internship Regulations of the Bachelor's degree course Public Administration (date 9/12/2015).

The student will be paid a monthly remuneration for the duration of the internship to the sum of \_\_\_\_\_ €.

The student is responsible for paying any taxes due.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Internship institution

\_\_\_\_\_  
Student

## **Notes regarding the drafting of an internship plan**

As specified under § 2 (1) a, the internship plan constitutes part of the agreement. This outlines the contents and tasks involved in the internship.

The level of the tasks set in the internship must satisfy the requirements of the higher intermediate career-path in general administration.

The following specifications act as a guide to the requirements of this level.

### **Requirements:**

#### **-The independent completion of tasks in key areas of industry and administration**

- Independent task processing on a senior level
- Independent project implementation
- The independent application of legal prescriptions

The organization of operational procedures

- Planning
- Decision-making
- Implementation
- Control

#### **Information processing**

- The collection, evaluation and transmission of information
- Presenting results
- Applying IT procedures

#### **Customer-oriented action**

- Working with the requirements of internal and external customers
- Providing services
- Provide advice and support