



## Model agreement for a voluntary work placement/internship during a degree programme

The model agreement can be used as an example for drafting an agreement for a work placement or internship. It has been prepared carefully for informational purposes but no claim is made to accuracy or completeness. This document may be used as a drafting aid, however it may not be considered as a substitute for careful legal review in the author's responsibility.

No representation or warranty is made with regard to the accuracy and completeness of this document.

This agreement is concluded between

\_\_\_\_\_  
*Name of the student*

and

\_\_\_\_\_  
*Name of the company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Place of residence*

\_\_\_\_\_  
*City/Town*

\_\_\_\_\_  
*Date of birth*

\_\_\_\_\_  
*Degree programme*

### Section 1 Content and duration of the work placement or internship

The work placement or internship begins on \_\_\_\_\_ and ends automatically on \_\_\_\_\_.

The student will be employed in the following department/unit \_\_\_\_\_ and will be supervised during the work placement or internship by Mr/Ms \_\_\_\_\_, Tel:

The student is required to work \_\_\_ hours per week. The duration of the probationary period is \_\_\_ days/weeks.

The work placement or internship is a voluntary component in the degree programme and must be completed in the \_\_\_ semester.

(Please see the attached certificate for presentation to the company).

The internship or work placement is intended for students to acquire professional knowledge, skills and experience that are relevant to the degree programme they are studying. Special emphasis should be placed on learning, rather than solely focusing on the student's work performance. The student should not be expected to perform tasks as a regular employee but to shadow other employees and gain experience.

## Section 2: Remuneration

Students will receive remuneration for the work placement or internship of € \_\_\_\_ gross per month.

Periods of employment less than one month are calculated on a pro rata basis.

The remuneration will be paid monthly to the following account:

Account holder: \_\_\_\_\_ Bank: \_\_\_\_\_

Bank account no.: \_\_\_\_\_ sort code (BLZ): \_\_\_\_\_

## Section 3 Holiday entitlement, leave for course attendance and overtime

The intern is entitled to \_\_\_\_ working days of holiday leave per working month. Leave requests must be approved by the employer prior to commencement. If the student is instructed to work beyond the agreed daily working hours, they will be granted time off in lieu for this period.

Students may be released from their work duties without compensation to attend courses held by Saarland University that are necessary for the student to continue their studies. The student should request leave for course attendance in good time and present documentary proof.

## Section 4 Obligations of the company

The company undertakes to:

- 1- Instruct the student in company procedures for the duration of the work placement or internship and supervise the completion of internship-related projects.
- 2- Instruct the trainee in the occupational safety regulations of the company.
- 3- Provide work equipment free of charge
- 4- Provide at least accident insurance if the student is not otherwise or sufficiently insured.
- 5- Issue a certificate stating the duration and content of the work placement or internship. If requested by the student, the company will also issue a suitable reference (evaluating the student's performance and behaviour).

-6- Assist the intern in preparing their report and only refuse approval for presenting the report in a course at Saarland University in accordance with Section 5(6) for important reasons.

-7- Ensure that the daily working hours are observed and not exceeded.

## Section 5 Obligations of the student

The student undertakes to:

-1- Perform the tasks assigned to him/her carefully and conscientiously.

-2- Take advantage of all training opportunities offered to him/her.

-3- Follow all instructions given to him/her over the course of the internship or work placement.

-4- Observe the company regulations, accident prevention regulations and workshop rules, and to handle tools, equipment and materials with care.

-5- Advise the company as soon as possible in the event of sickness or any other absence. In case of prolonged illness, a medical certificate must be submitted within \_\_\_\_ working day(s).

-6- Maintain confidentiality regarding any processes or information of which they become aware in the course of the internship and which are subject to the obligation of confidentiality in terms of the subject matter or arrangement, even after the internship has ended, and to only present processes and information in their study programme following careful consultation and agreement with the company.

## Section 6 Termination of the agreement

The agreement ends automatically at the end of the work placement or internship without further notice. In special cases, the agreement may be terminated prematurely in writing without a notice period.

## Section 7 Company agreements and liability

The liability of the student is limited to intent and gross negligence. At the beginning of the internship or work placement, the employer must provide the required instruction in accordance with Section 9 of the Occupational Health and Safety Act. Only the present agreement is authoritative for the employment relationship. No supplementary agreements have been made. Any amendments or additions shall be made in writing. Both contracting parties will receive a copy of this agreement.

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*Place, Date*

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*Company signature and stamp*

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*Signature of student*