

## TRAINEE FORM TO BE COMPLETED BY THE TRAINEE

Last name/First name:
Student's address:
Email address:
Phone number:

Company address and contact:	Departmental coordinator at Saarland University:
Duration of the internship (in months or weeks):	Date of the internship: From ___/___/20___ to ___/___/20___

### TO BE COMPLETED BY THE INTERNATIONAL OFFICE

<b>Enrolment certificate</b>	<input type="checkbox"/> Summer semester 20__ <input type="checkbox"/> Winter semester 20__ / 20__
<b>Insurance certificates</b>	<input type="checkbox"/> Copy of the European Health Insurance Card <input type="checkbox"/> Copy of liability insurance <input type="checkbox"/> Copy of accident insurance
<b>Signatures</b>	<input type="checkbox"/> Signed by intern <input type="checkbox"/> Signed by company <input type="checkbox"/> Signed by the International Office <input type="checkbox"/> Sent to the intern

# CHECKLIST

## Guidelines for obtaining an internship agreement:

- Obtain the internship agreement (blank form) from the International Office and make three copies of it.
- Fill in the forms. Define the educational objectives with your coordinator and the methods used to achieve these objectives with your supervisor. Then, sign the three forms (original signatures).
- Have the host company sign the three copies of the internship agreement (original signatures on all three copies).
- Fill in the "**Trainee form**".
- **Before you hand in the three copies at the International Office, please provide:**
  - **an enrolment certificate** ("*Immatrikulationsbescheinigung*" from Saarland University), valid for the duration of your internship. (For example, if you are doing your internship from 1 September to 15 October, you will have to present two enrolment certificates, one for the summer semester and one for the winter semester)
  - **a copy of both sides of your health insurance card (including the European Health Insurance Card)**
  - **a certificate of civil liability insurance** valid for an internship abroad
  - **a confirmation of a valid accident insurance.**
- Submit the **complete application** to the International Office **at the latest two weeks before** the start of your internship to obtain the signature of the agreement by Saarland University. The International Office reserves the right to refuse any application once this deadline has passed.

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# INTERNSHIP AGREEMENT

The present agreement is to define the conditions under which the student named below, will be integrated in the Company.

## **ARTICLE 1: Signature (minimum 3)**

### Receiving institution:

Name:  
Represented by: \_\_\_\_\_ in capacity of :

Address:

Phone:

Activity:

### Intern:

Name:

Date and place of birth:

Nationality:

Address:

### Higher Education Institution (sending institution)

Name: Universität des Saarlandes  
Represented by: Professor Manfred Schmitt  
in capacity of: President of the University

Address: Universität des Saarlandes, Campus, D-66123 Saarbrücken

Visa:

Represented by:  
Dr. Johannes Abele  
Director of the International Office  
Universität des Saarlandes  
Campus A44  
D-66123 Saarbrücken

Phone: +49 (0)681 302-71000

Fax: +49 (0)681 302-71101

## **ARTICLE 2: Studies**

Nature of the studies or training:

Duration :



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Expected diploma :

Level (1<sup>st</sup> semester, 2<sup>nd</sup> semester, etc.) :

### **ARTICLE 3 : Internship Program**

The internship's primary goal is the practical use of the theoretical knowledge of the intern.

The receiving institution should entrust the intern, in agreement with the sending institution, tasks and responsibilities in direct link to the qualifications and competences leading to the prepared diploma or training.

The below content should be defined by both, the sending institution and the receiving institution.

#### **Internship educational objective**

**Learning progression** and activity situation the intern will be placed in:

**Name, and position** of the contact person at the sending institution:

**Name and position** of the contact person at receiving institution:



**ARTICLE 4 : Conditions of internship**

**Duration:**

**Location:**

**Working hours and duration:**

During the internship, the intern keeps the student status. They will remain under the responsibility of the sending institution.

The student will not be considered in the size of the company.

**Internship compensation:**

**ARTICLE 5: Social Security**

During the internship, the intern keeps the student status. The intern is health insured and accident insured as defined by the complementary insurance concluded by the Studentenwerk im Saarland e.V.

**ARTICLE 6: Public Liability**

The intern and the company shall subscribe a public liability coverage with an insurer of their choice.

**ARTICLE 7: Accident Insurance**

The intern shall subscribe an accident coverage with an insurer of his/her choice.

**ARTICLE 8 : Internship Evaluation**

At the end of the internship:

- The intern shall submit an internship report to the sending institution, and the sending institution submit a copy of this report to the receiving institution.
- The receiving institution will submit an internship certificate to the intern.

Made in \_\_\_\_\_ in 3 original copies on the \_\_\_\_\_

Receiving institution                      the intern                      the University