

# Internship contract

Between .....  
in .....

– hereinafter referred to as "Company" –

and .....  
born on ..... in .....

– hereinafter referred to as "intern" –

or the undersigned legal representative, the following contract is concluded for the completion of an internship.

The internship serves as preparation for studying at a  
Scientific university \*  
University of Applied Sciences \*  
Technical college \*  
in the study programme .....

The internship is completed as part of year 11 at a specialised secondary school specialising in ..... completed \*).

## §1

### Duration of Internship

The internship lasts..... Months. It runs from the .....to the.....  
The first ..... weeks are considered a trial period during which both parties can withdraw from the contract at any time

## §2

### Duties of the company

The company is committed,

1. to instruct the trainee according to his/her field of study;
2. to work towards participation in appropriate theoretical instruction;
3. to monitor the maintenance of the internship book;
4. to check the suitability of the trainee and, if necessary, to discuss with him/her the advisability of continuing his/her training.

## §3

### Obligations of the intern

The intern undertakes to,

1. to take advantage of all training opportunities offered to him/her;
2. to carry out the work assigned to him conscientiously;
3. to observe the company regulations, the workshop regulations and the accident prevention regulations and to handle tools, equipment and materials with care;
4. to keep the trainee book carefully and to submit it to the management after each stage of the traineeship, but at least once a month;
5. to protect the interests of the company and to maintain confidentiality about company processes;
6. to inform the company immediately in the event of absence, and in the event of illness to submit a medical certificate by the third day at the latest.

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\* please delete as applicable

**§4**

**Cancellation of the contract**

The contract can only be cancelled at the end of the probationary period

1. for good cause without observing a period of notice;
2. by the trainee with a notice period of 4 weeks if he/she wishes to give up the traineeship or train for another professional activity.

Notice of cancellation must be given in writing and state the reasons for cancellation.

**§5**

**Certificate**

After completion or cancellation of the internship, the company issues the intern with a certificate.

**§6**

**Settlement of disputes**

In all disputes arising from this contract, an amicable settlement shall be attempted with the assistance of the Chamber of Industry and Commerce before recourse is made to the courts.

**§7**

**Other agreements<sup>1</sup>**

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.....

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.....

.....

**For the Company**

**Intern**

.....

.....

**The legal representatives of the intern**

**For the Company**

**Intern**

.....

.....

This contract is entered in the register of internship relationships on.....under number .....

.....  
(Date)

(Seal)

.....  
(Signature)

<sup>1</sup>Agreements on the payment of remuneration and holidays are to be listed here.