 Internship Agreement

Between

1. the University of Potsdam and 2. the Receiving Institution

represented by the President, represented by

Prof. Oliver Günther, PhD,

who is represented by the Chancellor,

Karsten Gerlof

Am Neuen Palais 10

14469 Potsdam

Germany

(hereinafter referred to as “the Sending Institution“), (hereinafter referred to as “the Receiving Institution”),

the following agreement is made:

This agreement concerns an internship for:

Mr./Ms.

name/surname

date of birth

place of birth

address

field(s) of studies

envisaged degree

student ID number

(hereinafter referred to as “the Intern”).

Preamble

The primary purpose of this internship is to provide for the student the opportunity to implement his/her knowledge attained at the university in a practical manner.

The Receiving Institution has no direct benefit. Nonetheless, the student actively takes part in the activities and is subject to the practices of the Receiving Institution during his/her internship.

The nature of this internship is mandatory / optional compulsory / voluntary. The internship is carried through according to please, name the country Law.

A. Internship Details

1. The Intern shall be assigned to the Department of the Sending Institution, with a view to:

• - tasks

•

•

•

2. The Intern shall be placed, throughout the entire duration of the internship, under the specific

supervision of , his/her internship supervisor, or of designated by the internship supervisor in the event that the internship supervisor specified above is unavailable.

3. The Intern shall not receive any salary or emoluments / receive \_\_\_\_\_\_\_\_\_\_\_\_ from the Receiving Institution. The Sending Institution will support the Intern in his search for an accommodation.

4. The internship shall be carried out from to . This period may be renewed with the agreement of all the parties, but may not exceed a period of 6 months, including the renewal. Any request for a renewal must be made at least one month before the end of the internship. The Internship shall terminate without further notice on the expiry date. The Intern shall work h/week (days ) due to the agreement with his/her supervisor. During the internship the Intern is allowed to take XX days/weeks off according to prior agreement with the Receiving Institution.

B. Administrative Modalities

5. The intern continues to be a student of the University of Potsdam during the time period of his/her internship. S/he shall participate in the internship with due diligence and zeal. S/he shall not, in any capacity, be considered as staff, employee or representative of the Receiving Institution.

6. The Intern shall not have any power to commit the Receiving Institution in respect of any obligation or expenditure whatsoever.

7. The Sending Institution shall not be held liable for any damages, losses or injuries that may result from the Intern’s actions, omissions or the performance of his/her tasks during his/her assignment to the Receiving Institution.

8. The Receiving Institution shall not assume social and medical insurance coverage for the Intern and his/her family members. The Intern remains responsible, throughout the duration of the internship, for the social and medical insurance coverage of himself/herself and his/her family members with regard to the risks relating to illness, accidents (including work-related accidents), invalidity and death. The Intern will also be responsible for his/her medical and repatriation insurance coverage related to the performance of their tasks.

9. The internship supervisor shall evaluate the work of the Intern and submit an evaluation report to the Intern and the Sending Institution.

C. Obligations of the Intern

10. While honoring the obligations of his/her Sending Institution, the Intern shall carry out his/her tasks under the authority of the Receiving Institution and shall always bear in mind the interests of the latter.

11. The Intern shall observe complete discretion with regard to all matters relating to the activities of the Receiving Institution. Unless authorized to do so by the Receiving Institution, s/he shall not disclose any unpublished information acquired by him/her in the course of the performance of his or her tasks. These obligations shall continue after the end of the internship.

12. All rights, including titles, copyright and patent rights, in any work produced by the Intern as part of his/her internship shall be held by the Receiving Institution. Any use of this work by the Intern shall be agreed separately by the Intern and the Receiving Institution. Access to and use of the work of the Intern by the Sending Institution shall be agreed upon by an exchange of letters between the Sending Institution and the Receiving Institution.

13. While in the premises of the Receiving Institution, the Intern shall observe all applicable rules of the Receiving Institution, in particular security rules, which the Receiving Institution may enforce by taking any measures that it considers necessary. The Receiving Institution shall ensure the security of the Intern at the work place. The Intern shall abide by the Receiving Institution’s practices with regard to health, safety and working conditions.

14. In the event of illness or injury, the Intern may accrue sick leave. S/he should notify his/her supervisor as soon as s/he knows that s/he will be unable to work, but no later than the starting time of the staff member's work day. Failure to provide proper notice may result in disciplinary action. When the Intern has been out on sick leave for more than XX consecutive work days, s/he is required to submit documentation from a health care provider certifying the medical necessity for the absence and the expected date of return to work. The Intern returning from medical leave will be reinstated to the same or an equivalent position, with equivalent pay, benefits and other terms and conditions of employment.

15. The intern shall write a report after completion of the internship. This report shall be submitted to the Sending Institution.

D. Early Termination of the Internship

16. The Receiving Institution reserves the right to terminate, without prior notice, the internship if the Intern is not complying with his/her obligations arising from this Internship Agreement.

17. The Intern may request the early termination of his/her internship and shall give the Receiving Institution two weeks’ notice of such a request. The conditions applicable to his/her departure shall be established by the Receiving Institution and the Sending Institution.

E. Final Provisions

18. Any matters not covered by the Agreement shall be resolved by mutual consultation between the parties. Any issues arising from the interpretation or implementation of this Internship Agreement shall be settled amicably by the parties.

19. The terms of this Internship Agreement may be amended in writing by mutual consent of the parties under the form of an exchange of letters.

After having carefully read the above provisions, the parties hereby confirm their agreement by entering the date and their signatures below.

Done at Potsdam, in 3 original copies, of which one has been given to each party.

For the Receiving Institution: For the Sending Institution: Executing Institution: Center for Teacher Training and Education Research of the University of Potsdam, represented by the coordinator for teachers’ internships abroad,

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dr. Manuela Hackel

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Intern:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_