

Internship Agreement

1. Parties Involved

This agreement governs relations between:

(1) Student

Name	Date and Place of Birth
Email	Nationality
Address	

(2) Receiving Institution/Enterprise

Name of Institution/Enterprise	Contact Person/Supervisor (Name and Position)
Email	Phone
Address	

(3) Sending Institution

Name	Address
Technische Hochschule Köln	Gustav-Heinemann-Ufer 54, 50968 Cologne, Germany
Represented by	Phone
Ms Melanie Opfer, Semester Abroad Coordinator at the Institute of Translation and Multilingual Communication, on behalf of the President of the TH Köln	+49 221-8275-3643
Email	
melanie.opfer@th-koeln.de	

2. Degree Course

Program	Final Qualification
Multilingual Communication	Bachelor of Arts
Languages Studied (apart from German)	Program Duration
<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French	3 years

The student is enrolled at the TH Köln for the duration of the Internship.

3. Purpose of the Internship

The Internship serves as a practical application of the knowledge attained during the course of studies. The Receiving Institution/Enterprise will not use the Student for work of subordinate purposes that are contradictory to the purpose of the work experience.

4. Assigned Tasks during the Internship

(1) The tasks assigned to the Student are as follows (short description of function/main tasks/project):

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(2) The Receiving Institution/Enterprise is obliged to instruct the Student about rules and regulations in the company, including safety regulations, work and communication routines. The Student is obliged to follow these rules and regulations applying to the rest of the employees.

5. Terms and Conditions of Internship

(1)

Duration of the Internship (Exact Dates)	Place
Working Hours (per Week)	Monthly Remuneration (if applicable)

(2) This contract does not entitle the Receiving Institution/Enterprise to make any claims concerning the reimbursement of costs that may arise from the fulfilment of this contract.

(3) The Student may receive remunerations from the Receiving Institution/Enterprise during the Internship. The Receiving Institution/Enterprise and the Student settle on remuneration without participation of the TH Köln (see above).

(4) If a monthly recompense is granted by the Receiving Institution/Enterprise, it remains the responsibility of the Student to pay tax on it and to count the received payments towards any other granted scholarships.

6. Insurance

(1) The Student shall obtain the appropriate insurance policy prior to commencing the Internship where such insurance is not covered by the Receiving Institution/Enterprise providing the Internship.

(2) The Sending Institution shall not be liable for any act or omission on the part of the student that results in injury, loss or damage to the Receiving Institution/Enterprise.

Signature

I hereby confirm that I agree to the provisions as stated above:

Student

Date and Signature

Person Responsible at the Receiving Institution/Enterprise

Date, Official Stamp and Signature

Person Responsible at the Sending Institution

Date, Official Stamp and Signature
