

The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

Internship Agreement

Between

Institution providing the internship

and Ms/Mr

Surname, Name (intern)	01/ Student ID Number
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residing at:

Street, Address

Country, Postcode, City

Phone

E-mail

The following internship agreement is concluded in mutual agreement with the Department of Psychology at the University of Konstanz on the basis of examination requirements and the study regulations for the Bachelor course in Psychology:

§ 1

The intern will be instructed by the institution providing the internship for the duration of the practical semester of the Bachelor course in Psychology at the University of Konstanz.

Name of the qualified psychologist in charge

Filipa Gonçalves

Name of the internship coordinator at the Department of Psychology at the University of Konstanz

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§ 2

- (1) A practical semester generally consists of 26 weeks (13 weeks for 3-month internships) of work experience in a professionally related area of Psychology.
- (2) The internship will begin on _____ and end on _____.
- (3) During this period the intern will be released by the institution providing the internship in order to attend the classes accompanying the practical semester.
- (4) The institution providing the internship will allow the intern 12 days of holiday (6 days for 3-month internships) unless other holiday regulations exist based on a work contract between the institution providing the internship and the intern.

§ 3

- (1) The working hours during the internship will be approximately 40 hours per week. They will be fixed in accordance with the usual working hours of the institution providing the internship.
 - (2) As necessary, individual arrangements with regard to working hours (e.g. release for 8 hours per week in order to study literature relevant to the internship; participation in relevant further training/conferences during the practical semester, etc.):
-
-
-
-

may be specified

§ 4

- (1) The institution providing the internship will be responsible for the instruction of the intern in accordance with the examination requirements and the study regulations.
- (2) The intern will be provided with professional guidance and supervision for at least 2 hours per week by the qualified psychologist in charge in the institution providing the internship.

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- (3) Business trips undertaken by the intern on behalf of the institution providing the internship will be reimbursed according to the institution's provision for business travel.

§ 6

- (1) The intern will be required to inform the institution providing the internship immediately in case of illness preventing him/her from carrying out his/her duties.
- (2) If 16 or more working days are missed due to illness, they must be made up (8 days or more for 3-month internships). Exceptions are possible on the basis of a decision made by the Examination Board Psychology at the University of Konstanz in consultation with the institution providing the internship.

§ 7

- (1) Supervisory responsibility and managerial authority lie with the institution providing the internship, represented by

Mr/Ms

§ 8

- (1) The intern is obliged to maintain professional confidentiality in all matters concerning his/her work, even after leaving the institution, in accordance with the legal regulations and any contractual agreements.

§ 9

- (1) The internship agreement can be terminated in writing with a 14-day period of notice by the institution providing the internship in consultation with the University of Konstanz.
- (2) The internship can be terminated from both sides in writing with a period of notice of 14 days in mutual agreement with the University of Konstanz, represented by the internship coordinator in the Department of Psychology.
- (3) Should there be irremediable differences of opinion between the intern and the qualified psychologist in charge with regard to the internship agreement and/or his/her planning of the internship, then the internship coordinator in the Department of Psychology at the University of Konstanz is to be informed.

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§10

The intern will receive for his work within the framework of the practical semester a monthly remuneration of _____€ and/or other allowances, e.g. travel allowance; free board; free lodging, etc. (please give precise details):

Signatures

For the institution providing the internship:

Intern:

city

city

date

date

signature

signature

For the University of Konstanz:

city

date

signature