

This agreement is provided in English solely for convenience: the German version remains authoritative.

Research Internship / Work Placement

Traineeship Agreement

Between

Institution providing the traineeship, Postal Address, Country

and Ms./Mr.

Surname, Name (trainee)	01/ Student number
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resident in:

Street, House number

Country, Postcode, Place

Phone

Email

The following traineeship 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 BPO 2021 for the Bachelor's degree program in Psychology:

§ 1 Trainee

The trainee is a student in the Bachelor's program in Psychology at the University of Konstanz. The internship is part of the study program. During the internship the student remains a member of the University of Konstanz. During the internship, the student will be trained at the institution providing the internship. The contact person at the University of Konstanz is:

Ref. iur. Serpil Hummel

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

§ 2 Internship duration

- (1) The internship is carried out in the above-mentioned institution and can be completed full-time or part-time. The working hours during the traineeship in full-time will be approx. 40 hours per week. They will be fixed in accordance with the usual working hours of the institution providing the traineeship.
 - (2) The full-time internship comprises at least 10 weeks (approx. 390 working hours) and can be divided into a maximum of two partial internships of at least 4 weeks (approx. 150 working hours). In the case of a part-time internship, the duration is extended accordingly.
 - (3) The traineeship will begin on _____ and end on _____.
The traineeship lasts ____ weeks and is carried out in
 Full time.
 Part-time with a weekly work schedule of ____ hours.
 - (4) For the duration of the internship, the trainee will be released by the institution providing the internship to attend events accompanying the internship.
 - (5) There is no vacation entitlement.
 - (6) As necessary, individual arrangements with regard to working hours may be specified (e.g. release in order to study literature relevant to the traineeship; participation in further relevant training sessions/congress during the internship, etc.):
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§ 3

- (1) The institution providing the traineeship will be responsible for the instruction of the trainee in accordance with the examination requirements and the study regulations according to § 23 BPO 2021.
 - (2) The trainee will work in the following areas during the traineeship (precise details of the kind of activity, e.g. auditing – making guest attendances, independent activities, etc.):
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- (3) For the qualified guidance and supervision of the student, the internship institution appoints the following person working there with a master's degree in psychology, who is responsible for the content and quality assurance of the configuration and monitoring of the internship activity:

Supervisor (first and last name)

Qualification/degree of person providing guidance and supervision

Email and phone number

The supervising person is also the contact person for the student as well as for the internship coordination in all questions concerning this internship.

- (4) The trainee 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 traineeship.

§ 4 Insurance coverage

- (1) The trainee will be covered by the accident insurance of the institution providing the traineeship. In case of a traineeship outside Germany, this insurance may have a limited scope or not apply at all. In this case, the trainee should provide for a private insurance coverage.
- (2) In so far as the employees of the institution providing the traineeship are covered by liability insurance the trainee will be included in this insurance for the duration of the internship. If the institution providing the internship does not have liability insurance coverage, the intern is advised to arrange for appropriate insurance coverage for him/herself.

§ 5 Sickness and absence

- (1) The trainee will be required to inform the institution providing the traineeship without delay in case of illness preventing him/her from carrying out his/her duties.
- (2) Any missed working days must be made up for. Exceptions are possible on the basis of a decision taken by the Standing Examination Committee for Psychology at the University of Konstanz in consultation with the institution providing the traineeship.

§ 6 Supervision and authority to issue directives

- (1) The responsibility for supervision and the authority to provide instruction lie with the institution providing the traineeship, represented by

Title, Qualification, first name and last name

§ 7 Confidentiality

- (1) The trainee is required in accordance with the legal regulations and any contractual agreements to treat confidentially vis à vis third parties all matters concerning her/his work even after leaving the institution.

§ 8 Termination

- (1) For an important reason the traineeship 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 traineeship coordinator in the Department of Psychology. It is also possible for the two contracting parties to terminate the internship agreement in agreement with the University of Konstanz with immediate effect.
- (2) Should there be irremediable differences of opinion between the trainee and the qualified psychologist in charge with regard to the traineeship agreement and/or his/her planning of the traineeship, then the person in charge of the traineeship in the Department of Psychology at the University of Konstanz is to be informed.

§9 Allowance and remuneration

- (1) Any official journey undertaken by the trainee on behalf of the institution providing the traineeship will be reimbursed according to the relevant section of the regulations governing official journeys.
- (2) The trainee will receive for his work within the framework of the internship a monthly remuneration of _____ € (brutto) and/or other allowances, e.g. travel allowance; free board; free lodging, etc. (please give precise details):

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§10 Copies

This agreement is to be signed in identical copies by the institution providing the internship and the trainee. It is the student's responsibility to submit a copy to the internship coordinator of the University of Konstanz in good time before the start of the contract.

Signatures

For the institution providing the
traineeship:

Trainee:

Place, Date

Place, Date

Signature and stamp

Signature

Full name and position within company

Full name

(For internal purposes only)

For the University of Konstanz:

Place, Date, Signature