

Attachment 2.1

**INTERNSHIP CONTRACT
(sample)**

Between

(hereinafter referred to as the Internship Post)

and the

University of Potsdam, European Media Studies Program, Am Neuen
Palais 10, 14469 Potsdam

represented by, Internship Officer

and

Mr./Mrs. _____

born on _____ in _____

residing at _____
(hereinafter referred to as Student).

the following contract is concluded:

§ 1 Obligations of the contracting parties

(1) The Internship Post shall employ the Student in the period

from _____ to _____

- in accordance with the internship regulations of the European Media Studies program, in particular
- to assign her/him tasks according to the objectives of the practical study semester,
- to provide her/him with professional guidance,
- to create a joint training plan,
- to enable her/him to participate in the courses accompanying the practical training,
- to enable the responsible full-time lecturer of the European Media Studies program to make contacts at the workplace (practical visits),
- issue a certificate containing details of the time, tasks and content of the internship.

(2) The Student agrees to

- comply with the rules and regulations applicable to the internship site,
- carefully perform the work assigned during the internship,
- comply with the instructions of the practice center and the persons assigned by it,
- complete an internship report.

§ 2 Costs

This contract does not entitle the Internship Post to reimbursement of any costs incurred in the performance of the contract.

§ 3 Representative / Supervisor

The Internship Post designates

Mrs./Mr. _____

as a representative for the supervision of the Student during the internship. The Student shall be supervised professionally by

Mrs./Mr. _____

during the internship.

§ 4 Remuneration

No remuneration / remuneration is agreed in the amount of € _____ per calendar month.

§ 5 Illness

In case of illness of up to three days, a verbal notification of the Student to the Internship Post is sufficient. In the case of a longer illness, a medical certificate must be submitted to the Internship Post and the University of Potsdam.

§ 6 Termination

Within the first two weeks of the internship, the Student may terminate the contract without giving reasons. This also applies to the Internship Post.

After this period, termination is possible in exceptional cases only by mutual agreement between the parties to the contract.

§ 7 Insurance coverage

By law, the student is insured against accidents by the University of Potsdam during the internship. In the event of an accident, an accident report must be submitted to the University of Potsdam.

The student's liability risk is covered/not covered by the general business liability insurance of the Internship Post for the period of validity of the contract (please delete as applicable).

§ 8 Confidentiality

The Student must maintain confidentiality to the same extent as the employees in the Internship Post. The preparation of practical work/reports, insofar as they serve study purposes, does not prevent this. Insofar as these papers contain facts that are subject to the duty of confidentiality, they may only be published with the express consent of the Internship Post.

§ 9 Miscellaneous

This contract does not establish an employment relationship.

Location _____

Internship Post

University of Potsdam
European Media Studies program

Student

Attachment 2.2

**TRAINING PLAN
(Appendix to the Internship
Contract)**

for _____

Internship Post
(exact address, telephone) _____

Supervisor (with phone
number) _____

Internship period _____

Description of the field of work*

Description of work tasks*

Other tasks, projects or anything else that can be done independently by the intern*.

This training plan was developed by

Signature of Supervisor

Signature of student

Place and date: _____

* If space is limited: please use a second page.

Attachment 2.3

University of Potsdam
European Media Studies program

Proof of Internship

Mrs. / Mr. _____

Born on _____

Matriculation no. _____

has, from _____ to _____,

completed an internship of ____ weeks of duration with the European Media Studies program at the University of
Potsdam

Internship Report: with success/without success

(date, signature)

The Chairperson of the Examination
Committee

Stamp of the European Media Studies program

(date, signature)