

NOHA Internship contract

Parties to the contract are:

The internship providing organisation:

Name of the organisation & dept: _____

Address of the organisation: _____

City/town of the organisation: _____

Country of the organisation: _____

Supervisor of the student on behalf of
the above-mentioned organisation: Mr/Ms _____

Telephone number of the supervisor: + _____

E-mail address of the supervisor: _____

The student:

Name of the student: Mr/Ms _____

Residential address of the student: _____

Residential city/town of the student: _____

Residential country of the student: _____

Telephone number of the student: + _____

E-mail address of the student _____

The educational institution:

NOHA home university & department: _____

Address of the home university: _____

City/town of the home university: _____

Country of the home university: _____

Supervisor of the student on behalf of
the NOHA home university: Mr/Ms _____

Telephone number of the university's
supervisor: + _____

E-mail address of the university's
supervisor _____



The signatories declare that they agree upon the following:

1. The internship-provider enables the student to do practical work as part of his/her NOHA Master programme during the period of20.... (date) up to and including.....20.... (date) fordays per week, hours per day.

2. During the internship period the trainee will carry out the following tasks:

3. Supervision by the internship provider includes:

In addition, the internship provider agrees that at the end of the internship period the supervisor of the internship providing organisation will evaluate the student in writing by means of the NOHA Internship Assessment Form for Internship Providers and discuss the outcome with the student orally. The supervisor on behalf of the home university will receive a copy of that form.

4. Supervision by the home university includes:

- preparations with regard to the contents of the internship.
- interim evaluation halfway the internship
- evaluation at the end of the internship and grading of the internship course.

The student will take the initiative for the interim evaluation halfway through the internship, which will involve the student as well as both internship supervisors.



5. The student is obliged to hand in an internship report within two weeks after finishing the internship in which he/she describes his/her work and experiences during this internship period. Together with the evaluation mentioned in article 3 this report is the basis of the assessment of the internship period as part of the student's NOHA Master programme. The organisation providing the internship is entitled to a copy of the intern's report on request.

6. The student has the right to the following financial compensations:

The student acknowledges that he/she cannot claim other compensation for his/her activities in the internship period than the compensations described above.

7. The student declares that he/she will act according to all valid rules, instructions, and directions, including possible confidentiality regulations and safety measures, with regard to the well-being and functioning of the organisation providing the internship above. In case the student does not meet these obligations, the internship period may be ended at once, upon the decision of the supervisor at the internship providing organisation, who will notify the supervisor at the home university at once.

8. Likewise, the organisation agrees to comply with prevailing legislation concerning internships under its care (including labour law requirements) for the duration of the internship.

9. The student must have third-party liability insurance.

10. The student has the copyright on the results of the internship report and/or the dissertation, unless a different arrangement has been agreed upon in writing.

11. The internship provider is allowed to use the results of the internship for internal use.

12. The NOHA network and the home university are entitled to use the results of the internship in teaching and research.



13. Regarding this internship, additional contracts may be signed in parallel between all parties or among a selection of the parties, provided that such contracts do not conflict with this contract.

14. Possible supplementary regulations:

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This internship agreement is to be completed and signed by:

The supervisor on behalf of the internship providing organisation:

..... (name) (place & date) (signature)

The student:

..... (name) (place & date) (signature)

The Educational institution / the supervisor of the student on behalf of the NOHA home university:

..... (name) (place & date) (signature)

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