

**Internship Contract for  
Internship Semester**  
for the bachelor's degree program in Architecture  
RheinMain University of Applied Sciences



Hochschule **RheinMain**  
University of Applied Sciences  
Wiesbaden Rüsselsheim

**Contractual Counterparties**

The parties to the contract agree on the following Internship Contract for the Internship Semester of the Architecture bachelor's degree program as part of the established curriculum at RheinMain University of Applied Sciences (compulsory program within the framework of the bachelor's degree course), referred to as the "University":

The Company / Agency / Public Authority / Institution is referred to as the "Host Organization" –

Name:

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Address: zip code and town / city:

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Website / e-mail:

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and the Student – referred to as the "Student" –

Last name, first name, date of birth:

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Resident of:

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Phone / e-mail:

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Student identification number:

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agree on the following Internship Contract:



**1 General Information**

- 1.1 An Internship Semester is a semester of study integrated in the regular course of study at the University, usually to be completed outside the University in a planning office, or other company or institution, within the field of "Architecture". The University provides the regulations for this Internship Semester and offers specific theory courses for preparing and supporting the Student. The duration of the Internship Semester is 18 weeks (cf. Appendix 1 to the contract); the completion of the Internship is scheduled in the curriculum for the 5th semester (no pre-study internship).
- 1.2 During the Internship Semester, the Student remains enrolled at the University with all the rights and obligations this entails.

**2 Duties and Responsibilities of the Host Organization**

- 2.1 In the period of time stated below:

from: \_\_\_\_\_

until: \_\_\_\_\_

corresponds to: \_\_\_\_\_ (no. of weeks)

the Host Organization undertakes to train and supervise the Student during the Internship Semester of the Architecture degree program. In doing so, the Student will work on the following tasks / areas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2.2 To enable the Student to attend the accompanying theory courses and exams at the University, the Student will inform the Host Organization about these well in advance.
- 2.3 The Host Organization will review and sign the Student's obligatory Internship Report and issue a certificate in a timely manner confirming the success of the internship, according to the particular requirements of the training objective, and indicating the dates of the internship and of any absences.
- 2.4 The Host Organization appoints a Supervisor for the Student.



### **3 Duties and Responsibilities of the Student**

- 3.1 The Student undertakes to actively participate in the training and educational program offered by the Host Organization, and to observe the regular working hours of the Host Organization,
- 3.2. perform with due care all tasks assigned to her or him as part of the program,
- 3.3. follow the directions of the Host Organization and the responsible persons designated by the Host Organization,
- 3.4 observe the regulations which apply to the Host Organization, in particular the codes of practice and accident prevention regulations, as well as rules governing confidentiality,
- 3.5 immediately inform the Host Organization about any absence,
- 3.6 submit an Internship Report when required, and according to the regulations of the University, indicating the content and progress of the Internship. The Internship Report will not conflict with confidentiality regulations. If the Internship Report contains facts that are subject to confidentiality, the Report may only be published with the consent of the Host Organization.

### **4 Costs and Remuneration**

- 4.1 The Host Organization may not assert any claims for costs incurred through the execution of this contract.
- 4.2 The Student shall receive a monthly internship payment of:

EUR \_\_\_\_\_.

### **5 Supervisor**

The Host Organization appoints Mr. / Ms.:

\_\_\_\_\_  
(Name, position, phone, e-mail)

as Supervisor for the Student's training. The Supervisor is also the contact person for the Student and the University in all matters relating to this contract.



## **6 Liability**

The Student is advised to arrange for third-party liability insurance covering the duration and content of the Internship Contract.

## **7 Termination of the Contract**

7.1 Subject to prior consultation with the University, either contractual counterparty may give unilateral written notice to the other party to terminate the Internship Contract either:

- a) with immediate effect if there are serious grounds, or
- b) with two weeks' notice if the training objective is abandoned or changed.

7.2 The University must be advised immediately and in writing by the canceling party.

## **8 Validity of the Contract**

The validity of the contract is subject to prior consent of the University. This consent must be obtained by the Student.

## **9 Contract Copies**

This contract is issued and signed in three copies. Each contractual partner will receive one copy. The Student must pass the three signed copies to the University for consent without delay.

## **10 Other Agreements**

10.1 The details regulating the curricular basis of the compulsory internship can be found in Appendix 3 to the examination regulations for the Architecture bachelor's degree course at the University. These examination regulations can be downloaded as Official Notice No. 319 of the University from 18.02.2015:

[https://www.hs-rm.de/fileadmin/Home/Hochschule/Veroeffentlichungen/Amtliche\\_Mitteilungen/erster\\_teil\\_AM\\_245-347/319.pdf](https://www.hs-rm.de/fileadmin/Home/Hochschule/Veroeffentlichungen/Amtliche_Mitteilungen/erster_teil_AM_245-347/319.pdf)

This Annex to the Internship Semester is attached to the Internship Contract as Annex 1.

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10.2. Further supplementary agreements

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**11 Signature and Consent of the University**

Place, date: \_\_\_\_\_ Place, date: \_\_\_\_\_

Host Organization:

Student:

\_\_\_\_\_  
(Stamp, signature)

\_\_\_\_\_  
(Signature)

The University approves of the Internship Semester being held at the Host Organization named above.

\_\_\_\_\_  
(Date, stamp of the university, signature of person responsible for internships)

Annex 1:

Regulations for the Internship Semester in accordance with Official Notice No. 319 of the University from 18.02.2015