



Fachhochschule Köln  
University of Applied Sciences Cologne

Faculty of Information Science and  
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Institute of  
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## **Agreement upon the attendance to a practical training semester (internship) pursuant to § 23 Conditions of Study within the study course “Library Science”**

The institution

and the student

.....  
Surname, First name:

Postal address: .....  
Postal address:  
.....

Phone: ..... Phone: .....

Fax: ..... Fax: .....

E-mail: ..... E-mail: .....

conclude upon the following agreement for realising a practical training semester, which is compulsory for enrolment to the study course Library Science at the University of Applied Sciences Cologne, Faculty of Information and Communcation Sciences, Institute of Information Science, Claudiusstraße 1, 50678 Köln / Cologne, Germany.

### **§ 1 Description and duration of the internship**

- (1) The practical training is provided by the library / librarian institution named above and will have a duration of at least 22 weeks.
- (2) The agreement is effective for the time between ..... and .....
- (3) The agreement has been ratified by the examination board.
- (4) The practical training semester is an integral part of the study course, the student remains registered at the University of Applied Sciences Cologne during the practical training semester.

## § 2 Contract partners' duties

(1) The student undertakes to behave according to the objectives of the practical training semester, especially:

- 1) to carry out thoroughly her or his tasks and to follow the instructions of the institution,
- 2) to respect the statutory provisions and effective rules, especially working instructions, safety rules, as well as regulations concerning the professional secrecy and data protection,
- 3) to leave the work results achieved to the disposal of the library,
- 4) to inform the library immediately in case of absence and to submit a medical certificate in case of temporary disablement in consequence of illness on the 3<sup>rd</sup> day at the latest, and to inform the University of Applied Sciences in case of absence exceeding 5 consecutive working days and/or in case of more than 10 working days absence..

(2) The library undertakes

- 1) to introduce the student into her or his tasks,
- 2) to provide a suitable tutor for the student,
- 3) to exempt the student from his or her work to sit for exams,
- 4) to inform the University of Applied Sciences Cologne in case of premature termination of the agreement or of the student's non-attendance of the practical training (§3),
- 5) to issue a certificate stating the duration of the practical training unit and the student's regular and active participation. The institution issues upon demand a certificate specifying the contents, duration and success of her or his practical tasks (Arbeitszeugnis<sup>1</sup>/ vocational certificate).

## § 3 Early termination of agreement

In case of non-fulfilment of any obligations on the part of the student, the library has the right to terminate the agreement after having deliberated on it with the University of Applied Sciences Cologne.

## § 4 Organisational and professional tutoring

The contact person named for professional tutoring by the library is the student's contact person and the supervising professor's contact person for all subject-specific questions and, in the same time, contact person for all questions regarding this agreement.

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<sup>1</sup> Arbeitszeugnis: A vocational certificate giving information on a person's achievements and behaviour, written according to statutory rules.

**§ 5 Remuneration**

(1) The institution and the student agree upon the following remuneration for the student

..... EUR/month

If necessary, the student informs the institution providing his or her financial support (e.g. the BAFöG<sup>2</sup>-Amt for German students)

(2) Further agreements on the student's reimbursement of transport costs are mentioned in section 8 (Additional Agreements) and have to be detailed separately.

**§ 6 Vacation**

For the duration of the agreement there is no legal claim to vacation. In particular cases the institution can grant days off.

**§ 7 Insurance coverage of the students**

(1) During the practical training semester, the student is insured against illness according to the provisions of the compulsory students' health insurance and his / her accident insurance.

(2) The student is exempted from paying unemployment insurance premiums as well as annuity insurance premiums for the time of the practical training semester.

(3) By request of the institution, the student has to take out a liability insurance adapted to the duration and the content of the agreement, unless the risk of liability be covered by a group insurance effected by the institution.

**§ 8 Additional agreements**

(1) Special agreements between the institution and the student are a constituent part of the agreement and are stated in the attachment.

(2) The institution names the following contact person (Surname, first name, function, phone, e-mail):

.....  
.....  
.....  
.....

<sup>2</sup> BAFöG: abbreviation for **B**undesa**a**usbildungs**f**örderung**s**gesetz (Federal law for the promotion of training).

**§ 9 Supervisor**

In pursuance of § 7, sections 1 and 2 of the practical training semester regulation the following professor is named for tutoring:

.....  
(Name in block letters)

**Signatures**

Institution offering a practical training:

Student:

.....  
Postal address:

.....  
Postal address:

.....

.....

.....

.....

.....

.....

.....  
(Date, Signature)

.....  
(Date, Signature)

.....  
(Date, Signature of the administrator for the practical training semester at the University of Applied Sciences Cologne, Institute of Information Science)