

University of Bremen  
Department of Human and Health Sciences  
Study Course Psychology, Bachelor of Science

## Internship Agreement

For the internship in the study course psychology, Bachelor of Science

Between the **host organisation**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

and the **Student Mr. / Mrs.**

Name:	Date of birth:
Address:	
Phone No.:	
Email:	
Student Matriculation No:	

The following agreement on the completion of an internship is hereby made. This internship is mandatory in the Study Course Psychology, Bachelor according to §2(9) of the examination regulations in connection with the subject-specified part §2(6) at the University of Bremen.

Home Institution:

University of Bremen  
Faculty of Human and Health Sciences  
Study Course Psychology, Bachelor  
Grazer Strasse 2  
28359 Bremen.

### § 1 Duration of the internship

- (1) The internship will be carried out in the above-named institution and covers 12 weeks or 360 hours of work. The student has to cover the standard extent of work in the institution. The agreement covers the period from \_\_\_\_\_ to \_\_\_\_\_ .
- (2) The internship is part of the study course psychology, the students retain their status as a member of the University of Bremen at this period of time.

### § 2 Tasks and contents of the practical training

For the practical training semester the following main assignments and contents are agreed upon:  
(Further specifications attach on a separate sheet)

### **§ 3 Duties of the host organisation**

The organisation is committed to:

1. give the student an introduction to his/her assignments.
2. specify a qualified psychologist responsible for instructing and mentoring the student.
3. to release the student from work for seminars or lectures given at the university
4. to inform the university if the student does not start to work or finishes the internship ahead of time.
5. write a qualified and comprehensive recommendation for the student after finishing the internship.

### **§ 4 Duties of the student**

The Student is committed to:

1. work conscientiously on the given assignments.
2. respect the ethical fundamentals of the institution.
3. respect rules and regulations and be careful with given materials, technical and electronic devices.
4. act in the interest of the institution and maintain confidentiality about internal processes.
5. inform the internship institution immediately if unable to attend due to illness and to present a doctor's certificate on the third day of extended illness.
6. write a report about the practical work.

### **§ 5 Insurance**

During the internship, the student is insured according to the regulations of the Student health insurance. The institution is responsible for accident insurance and liability insurance.

### **§ 6 Salary**

The monthly salary agreed is \_\_\_\_\_ .

### **§ 7 Vacation days**

There are no vacation days during the internship. The host Organisation may grant occasional vacation days to the student for personal reasons.

### **§ 8 Change of institution**

Only in exceptional cases and for significant reasons, students will be permitted to change the host institution during the practical experience semester. All changes require the approval of the Internship Commissioner of the University of Bremen.

### **§ 9 Cancellation of this agreement**

This agreement requires the approval of the study course psychology. During the period preceding the practical training, this agreement may be void if the Student fails to meet the academic requirement necessary for entry into the practical experience semester as specified in the programme regulations. The internship can be cancelled:

- for an important reason without giving notice.
- by the student for personal reasons. Four weeks notice must be given.

The cancellation of this agreement must be in writing and include reasons for cancellation. Students or institutions wishing to cancel this agreement should contact the student's Internship Commissioner first.

