

Work Experience Agreement

between

The Host Organisation:

Organisation name:

Address:

Contact Person:

Telephone:

Email address:

Intern's Supervisor:

Telephone:

Email address:

and

The Student:

Name:

Address:

Date of Birth:

Telephone:

Email address:

Student Registration:

The Host Organisation agrees to take on the above named student for a

mandatory study-related practical training

voluntary work experience complementing the student's study programme

for a duration of _____ starting on _____.

1. Job description and tasks:

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2. Agreed working hours:

- * The agreement is based on __ working hours a day, starting at __ o'clock
- * The student will inform the Host Organisation if unable to start on time

3. Compensation (optional and at the Host Organisation 's discretion):

- * The student receives a salary of _____ per
- * The student receives the following benefits: _____

4. Illness in the duration of this agreement:

- * Longer periods of illness have to be certificated by a local doctor

5. Additional agreements:

The Host Organisation agrees to

- * thoroughly introduce the student to procedures and processes relevant to their job

The student agrees to

- * attend work on the agreed basis and without undue delays
- * fulfill any given tasks and assignments to their best standards
- * be confidential about company internal procedures and processes
- * respect general terms and regulations of the host company

Place, Date

Place, Date

Host Organisation

Student