

PLACEMENT CONTRACT

**for students of the Master's Program of
Civil Engineering / Architectural Engineering
at the HafenCity University Hamburg**

Placement Contract for Engineering Internship

Between _____
Exact name and address - following „company“

and Mr/Ms _____
Surname, First name - following „placement student“

born on: _____ in: _____

address: _____ Tel.: _____

the following placement contract has been agreed:

Section 1

The company agrees to convey experience and knowledge to the placement student during his placement in the period

from _____ to _____

according to the placement regulations of the HafenCity University Hamburg, Master's program of Civil Engineering / Architectural Engineering.

During the placement the company is not liable to payments to the German health insurance, pension or unemployment schemes for the student; the placement student remains a student of the HafenCity University Hamburg.

Section 2

The company confirms that it is capable of conveying the experience and knowledge laid down in the current placement regulations of the HafenCity Hamburg, Department of Civil Engineering.

The following limitations apply:

The company agrees to work together with the HafenCity Hamburg or with its representative in all questions regarding the placement student and his/her placement.

In addition, the company commits itself to signing the report which the student completes during his/her placement as well as to supply the placement student with a confirmation of employment note.

Section 3

The placement student agrees to

1. make use of all the possibilities, experiences and knowledge made available to him/her,
2. carry out the tasks entrusted to him/her during the placement conscientiously,
3. observe the company and workshop codes of conduct and the accident prevention regulations and to treat tools, machines and materials with care,
4. observe the company work hours,
5. safeguard the company interests and to treat the inner-company processes with confidentiality,
6. inform the company immediately in cases of absence as well as of accidents during and on the way to and from work; in the case of illness to provide the company with a doctor's note as requested by company rules (in Germany: on the third day at the latest).

Section 4

1. The placement contract ends without the need to give notice at the end of the period stated in section 1.
2. In addition, the placement contract can be terminated with a period of two weeks notice to the end of the month.
3. The possibility of terminating the contract with the agreement of both parties and without notice in the case of an important reason remains unaffected.
4. The trial period is one month. During the trial period the placement contract can be terminated without notice and without the naming of a reason by both parties.

Section 5

The placement student is not entitled to remuneration; he/she however, will be paid a voluntary wage of

_____ / month.

Section 6

All claims arising from the placement relationship must be made in writing within a preclusive period of six months after a claim arises, at the latest six months after the completion of the placement.

In all cases of contention arising from the placement relationship an amicable settlement should be attempted before taking legal action.

In cases of contention regarding claims arising from the placement relationship a mediator should be consulted before taking legal action. The mediator should be nominated from the members of the HCU Hamburg, the Engineers Association Hamburg (Hamburgische Ingenieurkammer Bau) or the Building Industry Association Hamburg (Bauindustrieverband Hamburg) by suggestion of the student or the company.

Section 7

The placement student is liable for damages occurred through him/her according to the legal regulations.

Section 8

Special agreements:

Place: _____

Date: _____

Signatures: _____

company

placement student