

Traineeship Agreement

Between

Institution providing the traineeship

and Ms./Mr.

Surname, Name (trainee)	01/ Student number
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resident in:

Street, House number

Country, Postcode, Place

Phone

Email

The following traineeship agreement is concluded in mutual agreement with the Department of Psychology at the University of Konstanz on the basis of examination requirements and the study regulations for the Bachelor course in Psychology:

§ 1

The trainee will be instructed by the institution providing the traineeship for the duration of the practical semester of the Bachelor course in Psychology at the University of Konstanz.

Titel and Name of the qualified psychologist in charge

Ref. iur. Serpil Hummel

Name of the internship coordinator at the Department of Psychology at the University of Konstanz

§ 2

- (1) A practical semester comprises as a rule 26 weeks (13 weeks for 3-months traineeships) of practical work in a professionally related area of Psychology.
- (2) The traineeship will begin on _____ and end on _____.
- (3) During this period the trainee will be released by the institution providing the traineeship in order to attend the sessions accompanying the practical semester.
- (4) The institution providing the traineeship will allow the trainee 12 free working days (6 days for 3-months traineeships) unless other holiday regulations exist based on a work contract between the institution providing the traineeship and the trainee.

§ 3

- (1) The working hours during the traineeship will be approximately 40 hours per week. They will be fixed in accordance with the usual working hours of the institution providing the traineeship.
 - (2) As necessary, individual arrangements with regard to working hours (e.g. release for 8 hours per week in order to study literature relevant to the traineeship; participation in relevant further training sessions/congress during the practical semester, etc.):
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may be specified

§ 4

- (1) The institution providing the traineeship will be responsible for the instruction of the trainee in accordance with the examination requirements and the study regulations.
- (2) The trainee will be provided with professional guidance and supervision for at least 2 hours per week by the qualified Psychologist in charge in the institution providing the traineeship.

This agreement is provided in English solely for convenience: the German version remains authoritative.

- (3) Any official journey undertaken by the trainee on behalf of the institution providing the traineeship will be reimbursed according to the relevant section of the regulations governing official journeys.

§ 6

- (1) The trainee will be required to inform the institution providing the traineeship without delay in case of illness preventing him/her from carrying out his/her duties.
- (2) Any missed working days must be made up for. If working days are missed due to illness they must be made up for from the 16th missed working day (8th day for 3-months traineeships) onwards. Exceptions are possible on the basis of a decision taken by the Standing Examination Committee for Psychology at the University of Konstanz in consultation with the institution providing the traineeship.

§ 7

- (1) The responsibility for supervision and the authority to provide instruction lie with the institution providing the traineeship, represented by

Mr./Ms.

§ 8

- (1) The trainee is required in accordance with the legal regulations and any contractual agreements to treat confidentially vis à vis third parties all matters concerning her/his work even after leaving the institution.

§ 9

- (1) The traineeship agreement can be terminated in writing with a period of notice of 14 days by the trainee in mutual agreement with the University of Konstanz, represented by the internship coordinator in the Department of Psychology.
- (2) For an important reason the traineeship can be terminated from both sides in writing with a period of notice of 14 days in mutual agreement with the University of Konstanz, represented by the traineeship coordinator in the Department of Psychology. It is also possible for the two contracting parties to terminate the internship agreement in agreement with the University of Konstanz with immediate effect.

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- (3) Should there be irremediable differences of opinion between the trainee and the qualified psychologist in charge with regard to the traineeship agreement and/or his/her planning of the traineeship, then the person in charge of the traineeship in the Department of Psychology at the University of Konstanz is to be informed.

§10

The trainee will receive for his work within the framework of the practical semester a monthly remuneration of _____ € and/or other allowances, e.g. travel allowance; free board; free lodging, etc. (please give precise details):

Signatures

For the institution providing the traineeship:

Trainee:

Place

Place

Date

Date

Name and Signature

Name and Signature

For the University of Konstanz:

Place

Date

Signature