



**Contract between a student trainee
and the organisation offering a traineeship**

This contract is to make an agreement between a student at the Institute of Sociology,
namely _____, and the organisation offering a traineeship,
namely _____, in order to arrange the terms of the traineeship.

The traineeship is an obligatory part of the trainee's study of sociology at the University of
Technology in Berlin. This contract's main purpose is for the student to prove the fulfilment of
her/his duties to the University of Technology in Berlin.
In addition, it may serve to provide a basic arrangement between the two contractual parties,
but has no legal value whatsoever. Non-applicable parts of the contract may be crossed out.

Contract for traineeship

§ 1

- (1) Duration. The traineeship lasts from _____ until _____.
- (2) During this time, the organisation offering the traineeship commits to conveying
experience and skills in the following areas _____
_____ to the trainee.
- (3) The trainee agrees to the following duties and responsibilities during the duration of the
traineeship: _____

- (4) The traineeship is not in any way or form an employment contract.

§ 2

- (1) The traineeship can be terminated by both sides at any time by written notice.
- (2) The traineeship ends at the end of the period of time specified in § 1 (1).

§ 3

The trainee receives a voluntary monetary compensation amounting to _____ per month.

§ 4

The daily working time is sat at _____ hours.

§ 5

The organisation offering the traineeship signs to

- a) treating the trainee in the usual manner common in the country of the traineeship, especially regarding compulsory registrations and insurance as well as labour legislations;
- b) writing a qualified letter of reference at the end of the traineeship.

§ 6

The trainee signs to

- a) conducting her/his work in an accurate and conscientious manner;
- b) taking all safety regulations into regard and to handling any tools, machines or materials with care;
- c) minding the interests of the organisation offering the traineeship and to maintaining silence even after the traineeship ends;
- d) immediately informing the organisation offering the traineeship in case of absenteeism;
- e) complying to the daily working time stated in § 4.

§ 7

Special arrangements: _____

§ 8

There are no verbal side agreements.

For the organisation offering the traineeship

Trainee

_____, _____
(city) (date)

_____, _____
(city) (date)
