



Compulsory internship (summer internship) at HLS internship agreement

Concluded between

Organisation	
Name, Address, telephone email	
Contact person	

and

Intern Name	
Address	
Postcode, town	
Telephone	
School	Schools for economic and social professions of the Marienschwestern Erla school association Higher education institution for social management Klein Erla 1, 4303 St. Pantaleon-Erla, AUSTRIA
Year/Class	
Date of birth	
Social security number	

Legal representative name	
Address	
Postcode, town	

Internship duration and location

Date	from:	to:
Internship duration	weeks	hours/week
Internship type	mandatory internship	
Location		

1. General information

- a) Interns are employed for the purpose of expanding and applying their knowledge. They work in the company in order to further their professional development. The internship is therefore a training relationship and not an employment relationship.
- b) The internship is considered 'displaced teaching' and is exempt from compulsory insurance. The students are covered by accident insurance through the school.
- c) The weekly working hours correspond to the normal weekly working hours at the company. The time and place of attendance of the interns is determined by the company's circumstances; in particular, it must be arranged in such a way that training is possible without disrupting the company's operations and that the training objectives can be achieved.

2. Activities

The activities carried out by the interns serve the purpose of expanding and applying core competencies in the context of the training. The tasks of the interns are

- a) Accompanying and supporting employees in the care/counselling of customers (getting to know a typical working day and, after appropriate induction, taking on individual tasks)
- b) Getting to know the social institution (internal structures, division of tasks and economic conditions) and taking on administrative tasks)

3. Duties of the interns

- a) The interns undertake to conscientiously carry out the work assigned to them within the framework of the objectives of the internship and to comply with the specified working hours
- b) They further undertake to observe the company and house rules as well as the relevant safety and other applicable regulations for the protection of life and health after receiving appropriate instruction.
- c) Interns undertake to maintain confidentiality regarding company and business.

4. Obligations of the internship provider

- a) Integration of interns into operational processes (see point 2).
- b) Issuing of an internship confirmation (the confirmation form is provided by the school).

5. Termination of the internship agreement

- a) Upon expiry of the agreed period
- b) By unilateral termination by one of the contracting parties, stating the respective reasons

Place, date

internship institution

Place, date

intern

Place, date

legal guardian