

3 copies:

- student
- external research institution
- faculty

(Please fill in and mark as applicable!)

TRAINEE CONTRACT for the research internship
during the master study Materials Chemistry

Between

Address:

Represented by:

Contact person: Ms/Mr **(mentor)**

Tel: E-mail:

(hereafter "**external research institution**")

and

Ms/Mr: born on

Address:

Tel: Email:

Student in the Master's program

(hereafter "**trainee**")

Course Director Materials Chemistry Mr./Mrs.:

Tel..... E-mail:

Internship Supervisor

BTU Cottbus - Senftenberg

Mr./Mrs.:

Tel..... E-mail:

the following contract is concluded:

§ 1 Applicability/area of application/internship period

(1) The regulations set out in the internship regulations for the Master's program in Materials Chemistry (see appendix or Official Gazette of BTU Cottbus-Senftenberg 17/2018) shall apply.

(2) For the effectiveness of the contract, its confirmation by the above-mentioned head of the Materials Chemistry program is also required.

(3) The intern will be deployed in the period from to to acquire the following study-relevant experience and knowledge:

§ 2 Remuneration/Leave

(1)

- The trainee receives a monthly remuneration of _____ EUR/gross.

- The intern shall not receive any remuneration.

(2)

- The intern has no legal right to vacation during the internship. In consultation with the supervisors of the external research institution and the BTU, leave may be granted in exceptional cases. The internship period of 18 weeks shall be extended by the number of vacation days granted.

§ 3 Obligations of the external research institution

The external research institution shall be obligated to

- to provide the knowledge and experience required for the research internship,
- to provide the necessary working materials free of charge,
- to issue a certificate to the intern upon completion of the research internship, which includes the duration and nature of the activities and information on the achievement of the internship objective as well as on the assessment of leadership and performance,
- to grant the student the necessary time off for courses and examinations, and
- to enable him/her to prepare a report on the research internship.

§ 4 Duties of the Intern

The intern is obliged to

- to complete the research internship conscientiously,
- to follow the instructions of the mentor,
- to observe the daily attendance time,

- to comply with the accident prevention regulations and other company regulations,
- to treat the institution work equipment and other objects to which he/she has access in the course of his/her work with care.

§ 5 Illness/Accident

(1) The intern is obligated to inform the mentor at the external research institution immediately if he/she is prevented from working and for how long. Proof of illness must be provided in the form of a certificate of incapacity for work.

(2) Absences due to illness must be compensated for.

(3) In the event of an accident, the intern is obligated to immediately report it in writing to both the faculty and the external research institution.

§ 6 Termination/Cancellation

(1) The practical study period ends after expiration of the time agreed upon in § 1 without the need for a notice of termination.

(2) The right to extraordinary termination for good cause remains unaffected for both contracting parties. The termination must be made in writing.

§ 7 Confidentiality

The intern undertakes to maintain confidentiality about all operational matters that come to his/her knowledge in the course of or as a result of his/her work at the external research institution, even after he/she has left the institution. Upon termination of the internship, all research documents as well as any transcripts or copies made must be returned to the external research institution.

The results achieved during the internship may be presented at events open to the public at the university.

Further agreements on the joint publication of the results of the research internship in scientific journals are to be made between the external research institution and the respective internship supervisor of the university.

§ 8 Written form/clause preserving validity

(1) Subsidiary agreements and amendments to the contract must be made in writing in order to be effective.

(2) Should a provision of this contract become invalid as a result of a change in legislation or as a result of supreme court rulings, this shall not affect the validity of the remaining provisions.

Place, date

External research institution

Trainee

Confirmation of Contract:

The Materials Chemistry Program Director

Signature, date

Appendix

Internship Regulations for the Master's Program in Materials Chemistry (Official Gazette of BTU Cottbus-Senftenberg 17/2018))

1. Scope of application

¹These internship regulations apply to interns who carry out a research internship (§ 6 of the subject-specific examination and study regulations) as part of the Master's degree program in Materials Chemistry. ²Interns within the meaning of these regulations are students of the BTU in the Master's program in Materials Chemistry.

2. Purpose of the internship

¹The research internship with a duration of 18 weeks is a compulsory internship and serves to apply, supplement, deepen and expand the material learned in an environment typical of materials chemistry or materials science research practice. ²In the research internship, students have the opportunity to learn about and use new methods and technologies that are not available at the BTU, using the infrastructure of external research institutions. ³In addition, students can establish initial contacts for scientific networking.

3. Applying for an internship

¹The search for an internship position is the responsibility of the student. ²If it can be credibly demonstrated that the student has not succeeded in obtaining an internship despite intensive efforts, the examination board will arrange an internship. ³If there are good reasons, the Examination Committee may assign a project topic to be worked on at the BTU under practical research conditions.

4. Supervision of interns

¹The research internship shall be supervised by a member of the faculty in the field of applied chemistry at the BTU (Faculty 2) and shall be led by a mentor at the institution concerned. ²The assignment of the internship task shall be made by the mentor in consultation with the supervisor.

5. Report and assessment

¹A written report must be prepared on the research internship and presented in a public presentation at the university. ²Internship, thesis and presentation are jointly assessed by the supervisor and the mentor. ³Further details are regulated in the module description.