

JLU Giessen, Internship Office of Educational Research,  
Karl-Glöckner-Str. 21B, 35394 Giessen, Germany

**Dr. Bianca Bloch**

Internship Coordinator  
Karl-Gloeckner-Str. 21B, 35394 Giessen,  
Germany

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[Praktikumsbüro des Instituts für  
Erziehungswissenschaft](#)

To the  
**Internship institution (for retention)**

After approval and signature by the  
Internship Office of Educational Research!

## Internship Registration and Tripartite Agreement

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**Between:** \_\_\_\_\_ (hereafter “the internship institution”),

address: \_\_\_\_\_

**represented by Ms./Mr.:** \_\_\_\_\_

phone number and email address: \_\_\_\_\_

**and** Justus Liebig University Giessen, Department of Educational Research, Internship Office of Educational Research, Karl-Gloeckner Str. 21 B, 35394 Giessen, Germany (hereafter “the responsible body”)

**and:** \_\_\_\_\_ (hereafter “the intern”),

**Student ID number:** \_\_\_\_\_, **current semester:** \_\_\_\_\_, **date of birth:** \_\_\_\_\_

**address:** \_\_\_\_\_

**phone number and email address:** \_\_\_\_\_

enrolled in semester: \_\_\_\_\_

attended internship preparation course in:  winter semester \_\_\_\_\_  summer semester \_\_\_\_\_

**an internship agreement is concluded as part of the Bachelor of Arts Degree Program (B.A.)  
“Educational Science specialized on Extended Education”.**

**The following mandatory internship will be conducted:**

1<sup>st</sup> Internship (300-hour block)

2<sup>nd</sup> Internship (300-hour block)

**The Internship will be carried out from** \_\_\_\_\_ (date) **to** approximately \_\_\_\_\_ (date).

This includes the following working time arrangement:

\_\_\_\_\_ weeks with \_\_\_\_\_ hours per week plus, if applicable: \_\_\_\_\_

Possible closing days of the institution from/until: \_\_\_\_\_

*Optional: The intern observed on:* \_\_\_\_\_ (date)

**in the group/ in the field of:** \_\_\_\_\_.

**The following activities are planned for the internship:** \_\_\_\_\_

\_\_\_\_\_

**The intern will be supervised in the institution by Ms./ Mr.:**

\_\_\_\_\_ who has completed

**pedagogical or educational qualification in the subject(s):** \_\_\_\_\_

**at the following level** (please check as appropriate):

Vocational college with 3 years of professional experience (full-time or equivalent)

University of Applied Sciences

University

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→ If none of the above apply or in addition, the following qualification can be reviewed by the internship office of Educational Research:

\_\_\_\_\_ with at least 3 years of professional experience (full-time or equivalent) in the field of adult education / professional training or child and youth welfare service or full-daycare / school social work.

**The following agreement is made:**

1. The detailed content of the internship will be individually agreed upon between the internship institution and the intern. However, time should be allocated for specific tasks required by the university (see information sheet for internship institutions), and general insights should be provided.
2. The mandatory professional field internship comprises 300 hours on-site for both the first and second internships. It can be completed as a continuous block or spread over two semesters. The maximum weekly working time must not exceed 40 hours plus breaks.

3. The block internship may not be divided into multiple time blocks. If an interruption occurs due to the institution (e.g., closure during holidays), the internship period will be extended accordingly.
4. The intern commits to adhering to the agreed working time arrangement stated above for the entire duration of the internship.
5. Absences: A total of three verbally excused absence days are allowed during the internship, regardless of the reason. For more than three days, a medical certificate must be provided to the internship institution. **All absences must be made up by the intern.**
6. The internship is — usually — unpaid (may be crossed if a payment is made). A reimbursement of travel expenses or other costs are usually not applicable. However, alternative arrangements may be agreed on.
7. The intern is covered by liability insurance through Justus Liebig University Giessen during an internship within Germany. In the event of damage, the intern must inform the [Studierendenwerk Gießen](#) (insurance office) and the Internship Office of Educational Research.
8. If the intern has an accident at the internship institution, the institution's accident insurance provider is responsible and must be notified.
9. The intern must comply with the rules and special provisions of the internship institution.
10. If applicable or relevant to the internship institution:  
The intern confirms to the institution, in accordance with the Measles Protection Act, about vaccination against measles or immunity due to a previous infection. Upon request, a medical certificate may be submitted, confirming that the intern is in good health and free from contagious diseases at the start of the internship. The institution receives these certificates before the internship begins.  
Furthermore, the intern must present a police clearance certificate pursuant to § 30 para. 5 and § 30a para. 1 of the Federal Central Register Act in accordance with § 72a SGB VIII (or equivalent) upon request of the internship institution.
11. In serious cases, the internship institution has the right to terminate the internship supervision. In this case, the Internship Office of Educational Research must be informed promptly by the institution's management.
12. The success of the internship will be confirmed (or not confirmed) by the internship institution using the provided evaluation form (see "Internship Confirmation" document).

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Date, signature of institution's management, stamp

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Signature of internship supervisor

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Date, signature of intern

The Internship Office of Educational Research recognizes the above-mentioned institution as an internship institution in accordance with § 3, section 3 and 5 of the Internship Regulations of the Faculty of Social Sciences and Cultural Studies at Justus Liebig University for the Bachelor of Arts Degree Program (B.A.) **“Educational Science specialized on Extended Education”** based on the above information and **approves / does not approve** the professional field internship (*please delete as applicable*).

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Date, signature of internship coordinator, stamp  
Internship Office of Educational Research (Dr. Bianca Bloch)

To the  
**Internship Office of Educational Research  
of Faculty 03 at JLU Giessen**

Attn. Dr. Bianca Bloch  
Karl-Glöckner-Str. 21B

35394 Giessen  
Germany

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**Submission of the document for the  
1<sup>st</sup> and 2<sup>nd</sup> internship**

to the Internship Office Educational Research  
**BEFORE** starting the internship, as the  
internship institution is subject to approval.

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phone number and email address: \_\_\_\_\_

**and** Justus Liebig University Giessen, Department of Educational Research, Internship Office of Educational Research, Karl-Gloeckner Str. 21 B, 35394 Giessen, Germany (hereafter “the responsible body”)

**and:** \_\_\_\_\_ (hereafter “the intern”),

**matriculation number:** \_\_\_\_\_, **current semester:** \_\_\_\_\_, **date of birth:** \_\_\_\_\_,

**address:** \_\_\_\_\_,

**phone number and email address:** \_\_\_\_\_

enrolled in semester: \_\_\_\_\_

attended internship preparation course in:  winter semester \_\_\_\_\_  summer semester \_\_\_\_\_,

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\_\_\_\_\_ who has completed

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**at the following level** (please check as appropriate):

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Date, signature of institution's management, stamp

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Signature of internship supervisor

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Date, signature of intern

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Date, signature of internship coordinator, stamp  
Internship Office of Educational Research (Dr. Bianca Bloch)