

**Agreement (Contract) (9th grade)**  
on the completion of an internship / "learning by doing"

**It is agreed between**

- the federal state of Berlin, represented by the school <sup>1)</sup>
- the school <sup>2)</sup>

*(name, address, phone no.)*

**and**

- the company / organization
- the federal state   
  the administrative district   
  the city   
  the local municipality  
 ..... , represented by <sup>3)</sup>
- the organization / entity of the Federal German government  
 ..... , represented by <sup>3)</sup>
- the authority subordinate to the federal state of Berlin

*(name, address, phone no.)*

**that:**

1. in the period

|      |                |    |                |
|------|----------------|----|----------------|
| from | March 10, 2025 | to | March 21, 2025 |
| from |                | to |                |
| from |                | to |                |
| from |                | to |                |

an internship (learning by doing) will be completed at:

*(name, address, phone no. of company, division or organization)*

2. The following students of the above mentioned school will complete their internships there:

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

---

1) when concluding the agreement with a legal entity under private or public law  
 2) when concluding the agreement with an authority subordinate to the federal state of Berlin  
 3) delete where not applicable

Annex 1

3. The time spent in the company / organization per working day is   6   hours (excluding breaks).
4. The internship / learning by doing program is an event organized by the school. Its implementation is governed by the German implementing provisions on Dual Learning at Integrated Secondary Schools and Practical Training Programs at Grammar Schools (*Ausführungsvorschriften über Duales Lernen an Integrierten Sekundarschulen und praxisbezogene Angebote an Gymnasien, abbreviated: "AV Duales Lernen"*) as of 11 January 2012 in their latest version. The rights and duties of the school and of the external learning sites are integral parts of this agreement.
5. The teachers named in the Annex are in charge of the educational support pursuant to no. 13 (2) of the „AV Duales Lernen“.
6. The staff of the external learning site whose names are listed in the annex are responsible for guidance and supervision of the students during the internship / practical training pursuant to no. 12 (1) sentence 1 letter b of the “AV Duales Lernen”. They supervise the students assigned to them in the company / organization. Permanent delegation of the supervisory tasks to a third party requires an amendment of this agreement.
7. The company / organization hereby confirms that all measures were taken to fulfill statutory protection provisions, in particular those for adolescents and any accident prevention regulations, and to safeguard the other privacy rights of the students.
8. An annex is attached to this agreement comprising the declarations of undertaking of the teachers and company staff members whose names are listed in section 5 and 6. Before concluding the agreement the company / organization must receive the Information Sheet on Student Internships (learning by doing) issued by the German Senate Administration for Education, Youth and Science (*Senatsverwaltung für Bildung, Jugend und Wissenschaft*) as of January 2012).

Berlin, \_\_\_\_\_ (date)

---

Signature: School principal

---

Signature: Head of company / organization

**Annex referring to Sections 5. and 6. of the Agreement**

I have read and understood the above agreement and the implementing provisions of the German document entitled "AV Duales Lernen" (Dual Learning) and I undertake to fulfill the tasks conferred upon me accordingly:

| name of teacher/s             |                  | date / signature |
|-------------------------------|------------------|------------------|
| 1.                            | Hr. T. Vetterick |                  |
| 2.                            |                  |                  |
| 3.                            |                  |                  |
| 4.                            |                  |                  |
| name of company staff members |                  | date / signature |
| 1.                            |                  |                  |
| 2.                            |                  |                  |
| 3.                            |                  |                  |
| 4.                            |                  |                  |