

## PRACTICAL TRAINING CONTRACT

The following practical training contract is concluded

between

---

(firm-authority-institution)

---

(address-telephone-fax)

hereafter referred to as training location, and

---

(surname-given name)

born on \_\_\_\_\_ in \_\_\_\_\_

resident in \_\_\_\_\_

student of the Hochschule Emden-Leer

on the course of studies \_\_\_\_\_

in the Department of Business Administration

hereafter referred to as student.

## **§ 1 GENERAL**

The basis of this contract are the regulations for practical experience semesters of the above-mentioned department of the Hochschule Emden-Leer.

## **§ 2 DURATION OF THE CONTRACTUAL RELATIONSHIP**

- (1) The student completes one term of practical training at the training location from \_\_\_\_\_ until \_\_\_\_\_.
- (2) The industrial activity must amount to at least 12 weeks of 40 hours each.
- (3) Leave regulations will comply with the firm's conditions. The training location can grant a short exemption from training for personal reasons.

## **§ 3 OBLIGATIONS OF THE TRAINING LOCATION**

- (1) The training location undertakes to supervise the student during the practical experience term and to make it possible for him/her to make up for any possible lost time.
- (2) The training location delivers a certificate to the student which mentions the duration and nature of the activity as well as the lost time.
- (3) The training location designates \_\_\_\_\_ as representative for the supervision of the student and requests of him/her to be at the Fachhochschule's disposal as a liaison for all the questions concerning this contractual relationship.
- (4) The training location allows supervision on location of the student by a professor of the Hochschule in agreement with the above-mentioned representative.
- (5) The training location includes the student in its group insurance to cover general accidents:      yes                       no   
If this is not possible, the training location will point this out to the student and recommend taking out their own liability insurance.

## **§ 4 OBLIGATIONS OF THE STUDENT**

- (1) The student undertakes to act in accordance with the aims of the training term, to obey the instructions of the training location's representatives, to observe the valid regulations, particularly the working regulations and the regulations

for the prevention of accidents as well as the regulations for professional secrecy and the working time which complies with the firm's regulations.

- (2) The student will notify the training location immediately about absence, and, in case of incapacity for work as a result of illness, to submit a medical certificate on the third day of absence at the latest.
- (3) He/She submits a progress report over the practical experience semester to the training location for a first approval.

### **§ 5 CLAIMS FOR REFUND OF COSTS AND COMPENSATION DEMANDS**

- (1) The training location and the student settle on a compensation without participation of the Hochschule Emden-Leer.

The training location offers the student a monthly compensation of

Euro \_\_\_\_\_.

### **§ 6 INSURANCE COVER**

(1) In accordance with § 2, section 1, No 1 SGB VII [Social Security Code, Vol VII], the student, during performance of his/her practical experience term at an external training location, will be insured by the relevant accident insurance institution(s) of the training location (the trade association's insurance against occupational accidents).

(2) Enrolled students doing an internship mandatory as per the study regulations are not considered having an employment requiring compulsory insurance contributions, regardless of whether they are remunerated or not.

Based on the so-called student privilege, they are exempted from contributions to health, nursing care, pension and unemployment insurance (§ 6, section 1, No 3 SGB [Social Security Code], § 5, section 2 SGB VI, § 169 b, No 2 AFG [Employment Promotion Act] - result of the meeting of the National Insurance Institutions' central organisations on April 15/16, 1997).

### **§ 7 CANCELLATION OF THE CONTRACT**

For important reasons, the contract can be cancelled without the need of meeting any deadline; a deadline of four weeks must be held in the case of cancellation or modification of the training aim.

The cancellation occurs through a written statement and only after agreement on the part of the supervising professor.

### **§ 8 COPIES OF THE CONTRACT**

- (1) The contract is signed in three identical copies. Each contracting party and the Office for Industrial Work Placements receive a copy.
- (2) The contract comes into effect as soon as it is signed by both contracting parties and approved of by the Hochschule Emden-Leer.

### **§ 9 "BACHELOR THESIS" (FINAL PROJECT)**

If the employing company and the student agree on the student writing his/her Bachelor thesis in the company after the internship phase, this contract is prolonged by at least 8 weeks. The contract supplement must be filled in.

### **§ 10 FURTHER AGREEMENTS**

Supplements or modifications of this contract must be made in writing.

In addition, this contract comprises \_\_\_\_\_ further annexes.

For the training location:

The student:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(place and date)

\_\_\_\_\_  
(place and date)

The Hochschule herewith agrees to the above practical training contract.

The student is supervised during his/her practical term by \_\_\_\_\_

Emden, \_\_\_\_\_

\_\_\_\_\_  
(Signature of the supervising professor)

## Supplement Continuation of Contract

The employing company \_\_\_\_\_  
(company)

and the student \_\_\_\_\_  
(first and last name, registration no.)

agree to prolong the contract signed by the two parties on the \_\_\_\_\_  
(date) concerning the internship phase according to § 9 of the Bachelor thesis in order  
for the student to write the mentioned thesis.

Thus the contract expires on the \_\_\_\_\_ (date).

The employing company gives the student the opportunity to finish the internship phase  
(by way of a presentation at the Hochschule).

The company enables the student to write the Bachelor thesis in the time period  
provided.

The topic is to be agreed upon with the supervising professor.

The specifics according to § 8 concerning the internship phase remain valid.

For the employing company:

Student:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(place, date)

\_\_\_\_\_  
(place, date)

The University of Applied Sciences Emden-Leer agrees with this continuation of  
contract. The student is supervised by

\_\_\_\_\_ (name) during the Bachelor thesis  
phase.

Emden, \_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of the supervising professor)

Supplement to the internship contract