

Contract for the Semester of Practical Training

Between

.....
Company-Authority-Institution

.....
Address-Telephone
hereinafter called the employer

and

Mr./Ms.....
First and family name

Date of birth place of birth

address.....

student of the Hochschule für Technik und Wirtschaft Berlin

Programme

Department

hereinafter called the student

the following

CONTRACT

has been agreed on.

§1 General Details

According to the regulations of the Fachhochschule für Technik und Wirtschaft Berlin, it is necessary for a student to undertake a term of practical training during the semester summer/winter 20..../.... .The training plan of the practical work is based on the regulations for the practical training semester at the HTW (Rahmenpraktikumsordnung – OpraSt).

§2 Duties of the Contract Partners

(1) The employer is obliged to train the student according to the directions given in paragraph 1, from the period until (= working days), in particular

1. to allow him to take part in any accompanying lectures, tutorials and examinations;
2. to check the practical report which the student is required to complete;
3. to issue a certificate, which includes such details as duration, content and success of the period of practical training;
4. to allow supervision of the student at the place of work by professional staff of the Hochschule für Technik und Wirtschaft Berlin

(2) The student is required to act in accordance with the purpose of the period of practical training, in particular

1. to observe all training possibilities offered;
2. to thoroughly and conscientiously carry out all tasks given within the framework of the training plan;
3. to comply with all orders both of the place of work and of all authorized persons within the framework of the period of practical training;
4. to respect all rules which apply to the place of practical training, especially the work rules and accident prevention regulations as well as rules concerning the duty to respect company secrets;
5. to complete a practical report within the agreed time limit for presentation to both the place of practical training and the Fachhochschule für Technik und Wirtschaft Berlin, in which the content and course of events within the period of practical training are presented;
6. to notify the place of practical training immediately in the event of absence.

§3 Refund of Expenses

This contract does not back up any claim put forward by the place of practical training for the refund of costs arise due to the fulfilment of this contract. This, however, is not valid in the case of damages, which are wholly with the liability of the student.

§4 Training Representatives

The employer names

Mr./Ms

to be responsible for the training of the student.

§5 Holiday Entitlement

The student is not entitled to any vacation during the term of the contract. The employer, however, can allow the student a short period of release for personal reasons.

§6 Cancellation of the Contract

The contract can be cancelled prematurely:

1. due to an important reason without notice;
2. in the case of an end or change to the study goals, four weeks' notice.

The termination may take place by a unilateral written explanation presented to the other contract partner and only after a prior hearing by the Fachhochschule für Technik und Wirtschaft Berlin.

§7 Insurance Protection

As a rule any student undertaking their period of practical training within Germany is insured against accident by the accident insurance scheme of the company/organisation providing the practical training. The student is required to clarify the issue of accident insurance protection with the company/organisation before commencing the period of practical training. In the eventuality of an accident, the company/organisation is also required to provide the HTW with a copy of the accident report. There is no legal requirement to provide students undertaking their period of practical training abroad with accident insurance cover. Students need to insure themselves against accident.

§8 Issuing of the Contract

Three copies of this contract will be made and signed. Each contract partner will receive a copy of the signed contract, including the HTW.

§9 Other Agreements

An employment relationship will not be established by this contract. The student will receive a payment of EUR per month during the validity of this contract. Any resulting tax obligations are the obligation of the student.

.....
Place, date

Employer:

Student:

.....
Signature

.....
Signature

Confirmed by:

Department's Representative for the Practical Training

Student's Supervisor