

PRACTICAL TRAINING CONTRACT

for the practical semester / in the WS/SSbetween

.....
company / authority / institution

.....
address / telephone

- hereinafter called the training establishment -

and

Mr./Mrs.

born on in

resident in

Student of the **Hochschule Hof, Alfons-Goppel-Platz 1, 95028 Hof, Telephone 0 92 81 / 40 93 00**

Course of study

Field of study resp. main field of study

- hereinafter called the student -

the following

CONTRACT

is concluded:

§ 1 General Scope

- (1) Studies in the faculties of the Hochschule Hof as a rule include 1 practical semesters in accordance with the general study regulations and/or the study regulations pertinent to the respective course of study. The practical semesters are an obligatory part of a course of study at a Fachhochschule and as a rule extend over an uninterrupted period of 20 weeks, during which time they are supplemented by accompanying classes. The stage I practical comprises up to 20 weeks and is as a rule fulfilled in several sections. The practical semester completed in companies and institutions outside and under the supervision of the college, thus integrating studies and professional experience. Throughout the practical semesters as well as the stage I practical the student remains matriculated.
- (2) The practical semesters as well as the stage I practical are subject to the regulations issued by the Bavarian Ministry of Education and Culture as well as by the college in their specific versions on the basis of the Bavarian Act of Parliament concerning universities and colleges. These are in particular
 1. the ordinance regarding practical semester studies at Bavarian Fachhochschulen of 20 August 2007.
 2. the training schedule for practical semester studies as part of the relevant general study regulations and/or the study regulations.

§ 2 Contractual duties

- (1) The training establishment undertakes
 1. to offer the student training and professional guidance from to for the duration of the above-mentioned practical semester (resp. the stage I practical) in pursuance to the attached training schedule and the additional regulations set forth in § 1
 2. to make provision for enabling the student to attend accompanying classes and participate in examinations,
 3. to review the report to be drawn up by the student
 4. to issue a certificate furnishing information about the specific requirements regarding the objective of training and the successful completion of the practical training period as well as possible times of absence from work.

- (2) The student undertakes to conduct himself in keeping with the envisaged training purpose , chiefly by
 1. availing himself of the training opportunities offered him, and in doing so observing the regular daily work hours of the respective practical training establishment,
 2. performing with due care the tasks assigned to him within the framework of the training schedule
 3. complying with orders and instructions given to him by persons entrusted with the supervision of his practical training,
 4. observing all regulations valid at the practical training establishment, above all work and safety regulations as well as instructions relating to professional discretion,
 5. drawing up a report within a period prescribed and in accordance with the pertinent directives as issued by the college,
 6. immediately notifying the practical training establishment of any absence from work.

§ 3 Claims to reimbursement and costs incurred

- (1) This contract does not substantiate any claim to the compensation of costs arising from the completion of this contract. This is, however, not applicable to cases of damage falling under the liability insurance effected by the student.

- (2) The student will get a training subsidy of €..... per month.

§ 4 Practical training deputy

The training establishment appoints Mr./Mrs.
(name, phone, e-mail)

as deputy for the training of the student. This person also acts as an interlocutor of the student and the respective college in questions concerning the contractual relationship.

§ 5 Vacation/Interruptions of the practical training

The student is not entitled to a vacation during the period of practical training. The practical training establishment may, however, grant a short leave for personal reasons. Other interruptions must as a rule be made up for.

§ 6 Cancellation of the contract

The practical training contract may be cancelled prior to its expiry

1. for important reasons (without a deadline)
2. subject to a deadline of 2 weeks in case of relinquishment or alteration of the training objective. The cancellations is effected by a written statement of one party to the other after hearing the Hochschule , which is to be notified immediately by the party demanding the cancellation.

§ 7 Insurance coverage

- (1) For the duration of the practical semester at home the student is insured against accident by operation of the law (§ 2, paragraph 1, no. 1, Seventh Book of the Social Law – SGB VII). In the insured event the training establishment sends a copy of the notice of accident also to the university.
- (2) If requested by the training establishment, the student has to effect a third party insurance adequate to the duration and content of the practical training contract.*
- (3) During a practical semester abroad the student has to take care himself of a sufficient health-, accident- and third party insurance.

§ 8 Copies of the contract

This contract is signed in 3 identical copies. Each party receives one copy; 1 copy is immediately to be sent to the university by the student.

§ 9 Other agreements**

.....
.....
.....

Place, date

.....
Training establishment

.....
Student

The Hochschule Hof consents to the completion of the practical semester at the
aforementioned practical training establishment

.....
date

.....
in charge of the practical training program at the Hochschule Hof

* Not applicable when liability risk is covered by a group insurance effected by the practical training establishment.

** Arrangements can be made e.g. for granting voluntary reimbursement or compensation.