

1st copy for: Training Establishment

2nd copy for: Student

3rd copy for: University of Applied Sciences Erfurt

TRAINING CONTRACT

In respect of the _____ practical study semester in the winter semester/summer semester _____
between

(Name of company and legal structure, public body, establishment)

(Address, telephone)

(Email address, website address)

-- hereinafter referred to as the 'training establishment' --

And

Mr/Ms _____
(Surname, First Name)

born on _____ in _____

residing in _____

student of the University of Applied Sciences Erfurt, Altonaer Straße 25a, 99085 Erfurt
in the Applied Informatics programme

-- hereinafter referred to as the 'student' --

the following contract is entered into.

§ 1 General

(1) The Bachelor programme of Applied Informatics encompasses a practical study semester in accordance with the study and examinations regulations. The practical study semester is part of the programme and covers a period of 14 weeks. It is carried out under the supervision of the University in companies and other non-University establishments. It integrates study and professional practical training. The student is required to attend the special block seminar that takes place in the University of Applied Sciences in January. During the practical study semester the student remains a member of the University of Applied Sciences.

§ 2 Training Objectives

- (1) The main content-related areas and thematic outline of the training programme are:
- (2) As an alternative, a detailed description of the main content-related areas of the training programme can be provided as an annex entitled "Training Plan".

§ 3 Place of Training

Training is carried out on the premises of the training establishment at:

Address, telephone

§ 4 Responsibilities of the Contracting Parties

(1) The training establishment (company) undertakes

1. to train and professionally supervise the student for the period from _____ to _____ – 14 weeks – for the above-mentioned practical study semester in accordance with the thematic outline of the training programme and attached training plan,
2. to enable him/her to participate in practice-oriented courses for the period from _____ to _____ and to sit any repeat examinations,
3. to review the report (works logbook) to be prepared by the student,
4. to promptly issue a certificate that contains the result of the training programme in accordance with the relevant requirements of the training objectives and that contains details of any absences.

(2) The student undertakes

1. to avail of the training opportunities offered to him/her and in doing so to comply with the daily working hours that correspond to the normal working hours of the training establishment,
2. to diligently carry out the tasks assigned to him/her by the company as part of the training plan,
3. to comply with the regulations of the training establishment and the instructions of persons assigned responsibilities by the training establishment,
4. to adhere to regulations applicable to the training establishment, in particular works regulations and accident prevention regulations as well as confidentiality rules,
5. to prepare a report (works logbook) in accordance with the relevant University regulations which will describe how the practical training has progressed as well as a short essay (internship report) on a topic relating to the internship,
6. to immediately provide the training establishment with the reasons for any absence and, in the case of incapacity to work as a result of illness, to provide a medical certificate on the third day at the latest.

§5 Claiming of costs and remuneration

- (1) This contract does not entitle the training establishment to seek any reimbursement of costs associated with fulfilling this contract.
- (2) The student shall receive a monthly training allowance of

€ _____

see Note below*

§ 6 Training Supervisor

The training establishment nominates Mr/Ms _____ as supervisor in charge of training of the student. At the same time, the training supervisor is the contact person for the student and the University on all matters relating to this contractual arrangement.

§ 7 Legal Relationships

The training establishment bears no relationship under company law with the student.

§ 8 Interruption of internship in company/holiday

- (1) For the duration of the contract of 14 weeks, the student is not entitled to a holiday for recreational purposes. The training establishment may grant a short-term period of absence for urgent personal reasons.
- (2) Other interruptions must be made up for in a verifiable way.

§ 9 Dissolution of contract

- (1) The training contract can be prematurely dissolved in the event of
 - a) the training establishment no longer being able to guarantee the training objectives,
 - b) the training objectives being changed by the University,
 - c) the contracting parties not complying with the obligations set out in this contract.
- 2) The contract shall be considered dissolved by means of written notification from one contracting party to the other following prior consultation with the University. The University is to be immediately notified by the party seeking the dissolution.

§ 10 Insurance cover

- (1) For the duration of the practical study semester, the student shall be insured against accident in accordance with the law (§ 539, Para. 1.1 of the German Law of Social Insurance). In the event of an insurance claim the training establishment will forward a copy of the accident report to the University.
- (2) At the request of the training establishment the student will take out third-party liability insurance that covers the duration and content of the training contract.
see Note**

§ 11 Copies of contracts

- (1) This contract will be signed in three identical copies. The first copy will be received by the company, the second copy by the student and the third copy by the internship office.
- (2) On the second and third copies of the contract the internship office will confirm that the training contract is recognised as the basis for the practical professional training semester.

Place, Date _____ Student _____

Training establishment _____
(with seal)

for the 2nd and 3rd copies

Internship office _____

* This may refer to, e.g. agreements on the granting of voluntary remuneration or incurring specific costs (e.g. travel expenses, liability insurance premiums).

** This will not apply where the third-party liability insurance is already covered by a group insurance scheme provided by the training establishment.