

**Training contract for the practical period of studies**

The following contract

between

Company/ Authority: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

called place of practical training in the following

and

Mister/ Misses \_\_\_\_\_ Matriculation-No : \_\_\_\_\_

Date/ place of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

called student in the following

is concluded for the internship, which is essential for the studies at

Hochschule Wismar  
University of Technology, Business and Design  
PF 1210  
23952 Wismar

in the course of studies \_\_\_\_\_  
of the faculty of Engineering .

**§ 1**  
**Type and duration of training**

- (1) The internship is carried out in the above-mentioned place as practical training for fourteen weeks. The initial six weeks are meant to be the qualifying period. During these weeks both of the parties can withdraw from the contract at any time.
- (2) The contract is concluded for the time from \_\_\_\_\_ to \_\_\_\_\_ .
- (3) The internship is part of the studies, the student remains member of Wismar University during the period of practical training.
- (4) The regulations for the practical training of the above-mentioned course of studies are part of this contract. §19 of Berufsbildungsgesetz (law of vocational training) applies.

**§ 2**  
**Duties of the place of vocational training**

The place of practical training is committed to:

1. instruct the student during the internship according to the regulations for the practical training and to supervise the carrying out,
2. name a representative who co-operates with Wismar University in all relevant matters,
3. exempt the student from the practical training in case of events organized by Wismar University,
4. supervise the drawing up of written reports and to sign them,
5. make it possible for the representative of Wismar University to look after the student in the place of practical training,
6. inform Wismar University, if the student breaks off the practical training or does not attend,
7. make out a written proof of activity and to provide a reference for the student after finishing the practical training.

**§ 3**  
**Student's duties**

The student is committed to:

1. take all training opportunities offered to him,
2. carry out all given tasks within the framework of his or her training carefully and conscientiously,

3. keep to the internal rules of the company and workshop and to observe the safety regulations as well as to deal with tools, materials and pieces of equipment appropriately,
4. draw up the reports carefully and on schedule as well as to submit them to the representative of the place of practical training after each section,
5. look after the company's interests and to observe silence about business secrets,
6. notify the place of practical training immediately in case of staying away from work, to present doctor's confirmation by the third day of illness at the latest.

#### **§ 4** **Cancellation of the contract**

- (1) The contract must be recognized by Wismar University. It ceases to be valid if the requirements for the admission to the practical period are not fulfilled according to the regulations of examinations at Wismar University by the beginning of the contract.
- (2) During the qualifying period both of the contractual parties can withdraw from the contract at any time.
- (3) After the qualifying period the contract can be cancelled:
  1. for an important reason without following a deadline,
  2. by the student meeting a deadline of four weeks if the student wants to give up the practical training for personal reasons.

#### **§ 5** **Insurance cover**

- (1) During the practical training the student is insured against accidents on the strength of § 539, section 1 of Reichsversicherungsordnung (= Germany's insurance regulations). If an insurance claim occurs, a copy of the report about the accident will be submitted to Wismar University by the place of practical training.
- (2) The student's risk of liability in the place of practical training is covered by the common liability insurance of this place for the period of validity.
- (3) During the practical period the student is noncontributory to pension scheme and unemployment insurance.
- (4) During the practical period the student is compulsorily insured according to the regulations of students' health insurance.

**§ 6**  
**Remuneration**

There is no reason given for an employee-employer relationship. The monthly gross payment amounts to \_\_\_\_\_ €. The tax duties resulting from it are chargeable to the student.

**§ 7**  
**Settlement of disputes**

All disputes resulting from this contract are supposed to be settled amicably and extrajudicially with the assistance of Wismar University first, before legal steps are taken.

**§ 8**  
**Drawing up of the contract**

This contract is submitted in triplicate and is signed by the place of practical training, the student and Wismar University. The student is responsible for handing over this copy to Wismar University and for delivering the copy meant for the place of practical training to it again.

**§ 9**  
**Other Arrangements**

(1) Wismar University names Mr/ Ms \_\_\_\_\_ as the specialist being responsible for advising the student.

(2) The place of practical training names Mr/ Ms \_\_\_\_\_ as the representative being responsible for the student's training.

Representative of the place of practical training:

Date: \_\_\_\_\_

\_\_\_\_\_  
(for the place of practical training)

\_\_\_\_\_  
student

This contract has been recognized by Wismar University:

Date: \_\_\_\_\_

\_\_\_\_\_  
(for Wismar University)