

**Contract for the Semester of Practical Training**

Between

.....  
Firm – 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 concluded.

## **§ 1 General Details**

According to the regulations of the Hochschule für Technik und Wirtschaft Berlin, it will be necessary for the student to undertake a semester 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/her 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 in offer;
2. to carry out all given tasks thoroughly 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 employer and the Hochschule für Technik und Wirtschaft Berlin, in which the content and course of events within the period of practical training are evident;
6. to immediately notify the employer in the event of absence.

## **§ 3 Refund of Expenses**

This contract does not back up any claim put forward by the employer for the refund of costs which have arisen due to the fulfilment of this contract. This, however, is not valid in the case of damages which are the liability of the student.

## **§ 4 Training Representatives**

The employer here names

Mr/Ms .....

to be responsible for the training of the student.

## **§ 5 Holiday Entitlement**

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

## **§ 6 Termination of the Contract**

The contract can be terminated prematurely

1. due to an important reason without compliance or a deadline;
2. in the case of an end or change to the study aim with four weeks' notice.

The cancellation may take place by a unilateral written explanation presented to the other contract partner, only after a prior hearing by the Hochschule 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/organization providing the practical training. The student is required to clarify the issue of accident insurance protection with the company/organization before commencing the period of practical training. In the eventuality of an insurance case, the company/organization 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 will be made of this contracts, which will each be signed, each contract partner receiving 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 will be payable by the student.

.....  
Place, date

Employer:

Student:

.....  
Signature

.....  
Signature

Confirmed by:

Department's Representative for  
the Practical Training

Student's Supervisor