

**SAMPLE TRAINING CONTRACT FOR
PRACTICAL SEMESTER ¹⁾ / BASIC PRACTICAL TRAINING ¹⁾**

for the _____ practical semester in the WS/SS _____ ¹⁾/ basic practical training ¹⁾ between

_____ firm/authority/institution

_____ address/telephone/e-mail/www

- thereafter referred to as practical training establishment -

and
Mr./Mrs./Ms. _____

born on _____ in _____

resident in _____,

Student²⁾ of the THD - Technische Hochschule Deggendorf, Edlmairstr. 6 and 8, 94469 Deggendorf,
Tel. 0049 991/3615-0

University course: _____

Main subjects: _____

- thereafter referred to as student -

the following

C O N T R A C T

§ 1 General UJa

- (1)** The practical semesters are an obligatory part of a degree course at a University of Applied Sciences and as a rule extend over an uninterrupted training of 20 weeks parallel to studies at the university. The basic practical training, which is normally fulfilled in several steps, comprises up to 18 weeks. The practical semester and basic practical training are completed in companies and external institutions and under the supervision of the University of Applied Sciences, thus integrating studies and professional experience. Throughout the practical semester and the basic practical training, the student remains immatriculated.
- (2)** The practical semesters are subject to the regulations issued by the Bavarian Ministry of Education and Culture, Science and the Arts 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. DIT's general exam regulations from 04.10.2013 (APO)
 - 2. The training schedule for practical semester studies as part of the pertinent basic college regulations and/or other college regulations.

§ 2 Contractual duties

- (1)** The practical training establishment in question undertakes
 - 1. To offer the student training and professional guidance from _____ to _____ (= _____ weeks) for the duration of the above-mentioned practical semester or basic practical training in pursuance of the attached training schedule and the additional regulations set forth in § 1;
 - 2. To review and sign the report to be drawn up by the student;
 - 3. To issue a certificate furnishing information about 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.
 - 4. To name an authorized training supervisor.
- (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 practical training establishment concerned;
 - 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 include 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.
The student has no legal claim to reimbursement by the practical training establishment.

§ 4 Practical training deputy

The practical training establishment appoints Mr./Mrs. _____ deputy for the training of the student. This person also acts as a contact for the student and the respective college for the training of the student.

§ 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. Any other additional leave must be worked back by the student.

§ 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 cancellation is effected by a written statement of one party to the other after hearing the THD, which is to be notified immediately by the party demanding the cancellation.

§ 7 Insurance coverage

1. If requested by the practical training establishment, the student has to provide liability insurance adequate to the duration and content of the practical training contract. ³⁾
3. The student is responsible for providing his/her own health, accident and liability insurance for the practical semester abroad.

§ 8 Validity of the contract

The student is responsible for obtaining contract consent from the University of Applied Sciences concerning details of the contract content.

§ 9 Copies of the contract

Three identical copies of the contract will be signed by the training establishment and the student. Each party will receive one copy; one copy is to be sent immediately the university by the student.

§ 10 ⁴⁾

Place, date _____

Practical training establishment

Student

The THD - Technische Hochschule Deggendorf consents to the completion of the practical semester at the practical training establishment above.

Date

Prof.
In charge of the practical training program
at the Technische Hochschule Deggendorf

¹⁾ Strike through if not applicable

²⁾ The word "student" as used in the contract is understood to include both male and female students.

³⁾ Is not applicable as long as liability insurance is already provided by a group insurance policy held by the practical training establishment.

⁴⁾ Here agreements can be made for the reimbursement of special expenses, for example, liability insurance premiums and/or travel costs.