

## Training agreement for practical semesters (placements)

In order to complete the practical semester (placement) within a Bachelor's degree

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– hereinafter referred to as the course –

at the University of Applied Sciences Landshut

– hereinafter referred to as the university –

a training agreement is concluded between

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(company/organisation/institution)

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(address, tel. no.)

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(e-mail, website)

– hereinafter referred to as the placement provider –

and the student

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(last name, first name)

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_ Enrolment number: \_\_\_\_\_

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(address)

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(tel. no., e-mail)

– hereinafter referred to as the student –

as follows:

**The compulsory placement is authorised for up to 26 weeks.**

**Place, date:**

**Signature of placement coordinator**

## 1 General

- (1) A practical semester (placement) forms an integral part of certain university courses. It is regulated by the university, which also defines the content and provides supervision, including preparatory and supporting teaching. The semester is typically spent outside the university within a company or other organisation engaged in professional practice.
- (2) During the practical semester, students continue to be members of the university with all the associated rights and obligations.
- (3) The provisions adopted by the Bavarian State Ministry of Education, Science and the Arts in their respective applicable version shall apply to the practical semester.

In particular, these are

1. the current applicable version of the framework examination regulations for universities of applied sciences in Bavaria (RaPO – *Rahmenprüfungsordnung für die Fachhochschulen in Bayern*) dated 17 October 2001,
2. provisions relating to the completion of practical semesters at state universities of applied sciences in Bavaria dated 20 August 2007,
3. the current applicable version of the general examination regulations (APO – *Allgemeine Prüfungsordnung*) of the University of Applied Sciences Landshut,
4. the regulations pertaining to study programmes and examinations adopted by the university for the course and the placement guidelines adopted by the relevant faculty.

## 2 Obligations of the parties to the agreement

- (1) The placement provider undertakes to

1. train and professionally manage the student in the period\*

from \_\_\_\_\_ to \_\_\_\_\_ (= \_\_\_ weeks at \_\_\_\_\_ working days)

for the practical semester within the course in accordance with placement guidelines and the further provisions specified in section 1,

2. in particular the student shall pass through the following

departments/areas of work and/or supervision by the following person/role

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with a focus on the following tasks (please specify at least four):

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3. allow the student to take part in teaching and examinations alongside the placement,
4. provide a testimonial towards the end of the placement (routinely within four weeks) that comments on the requirements behind the placement's objective, the success of the placement, the period covered by the placement and any times absent (it is also necessary to report if there were no absent days),
5. report serious infringements of contractual obligations on the part of the student and
6. nominate a supervisor and
7. in the event of conflict seek the mediation of the university's placement coordinator.

(2) The student undertakes to

1. take advantage of the training opportunities on offer and to adhere to the customary working hours of the training provider each day,
2. carry out with care tasks that are assigned as part of the training plan,

3. follow the instructions of the training provider and persons authorised by them,
4. observe the regulations applying to the training provider, especially work regulations, accident prevention regulations and confidentiality,
5. prepare a report within the period stipulated in accordance with the university's requirements, which details the content and order of the training and
6. notify the training provider of any absence immediately.

### **3 Costs and claims to remuneration**

- (1) This agreement does not give the training provider any entitlement to the reimbursement of costs incurred during the performance of this agreement. This shall not apply if claims come under any liability insurance for the student according to section 7 (2).
- (2) The student is to receive a monthly training allowance of \_\_\_\_\_ euros

### **4 Training supervisor**

The placement provider appoints

Ms/Mr \_\_\_\_\_

(name, job title, tel. no., e-mail)

as the student's training supervisor. The training supervisor is also the contact person for both the student and the university with regard to all matters relating to this contractual relationship.

### **5 Holidays / interruptions to training**

- (1) As a general rule, the student is not entitled to any leave during the period of the agreement.
- (2) It is necessary to make up the time for any interruptions. Interruptions include works holidays/shutdowns and illness, for example, and worktime lost for other reasons. Statutory public holidays and weekends do not constitute interruptions in the context of this agreement; instead these are regarded as non-working days from the outset when calculating the duration of the placement and do not count as days on placement.
- (3) If the objective of the training is unaffected and the required minimum period\* is not reduced, the need to make up time for interruptions may be waived, provided that the student is not responsible for said interruptions. The student must demonstrate that he/she is not responsible for the interruption.

## **6 Terminating the agreement**

- (1) After prior consultation with the university, the training agreement may be terminated early by one of the parties to the agreement informing the other of the fact in writing
  1. on serious grounds without observing a notice period,
  2. in the event of abandoning or changing the training objective with a period of two weeks' notice.
- (2) The university must be notified immediately in writing by the terminating party.

## **7 Insurance cover**

- (1) Within Germany, the student is insured against accident during the practical semester by act of law (section 2 para. 1 no. 1 of book seven of the German social code – SGB VII). In an event covered by the insurance, the training provider shall also provide the university with a copy of the accident report.
- (2) At the training provider's request, the student shall obtain liability insurance\*\*\* adapted to the content of the training agreement for its duration.
- (3) For practical semesters (placements) abroad, the student must arrange adequate health, accident and liability insurance for themselves.

## **8 Validity of the agreement**

In order to be effective, this agreement requires the prior consent of the university. The student shall obtain the necessary consent.

## 9 Concluding the agreement

This agreement is to be prepared and signed in triplicate. Each partner to the agreement shall receive one copy; the student is to pass the third copy to the University of Applied Sciences Landshut without delay.

## 10 Other agreements\*\*

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Place, date: \_\_\_\_\_

Place, date: \_\_\_\_\_

Placement provider:

Student:

\_\_\_\_\_  
Signature, company stamp

\_\_\_\_\_  
Signature

\* The minimum period for the compulsory placement can be found in the relevant regulations pertaining to study programmes and examinations.

In the event of a longer contractual period, only 26 weeks are authorised as a compulsory placement.

\*\* Here agreements may be made regarding the reimbursement of particular expenses, for example (e.g. liability insurance premium, travel costs, etc.)

\*\*\* Not applicable if the third-party liability risk is already covered by a group insurance policy taken out by the training provider.