

# Training agreement for practical semesters (placements)



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

## **New Media and Intercultural Communication (B.A.)**

*– 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

### **Company / organization / institution / freelancer**

\_\_\_\_\_

address: \_\_\_\_\_

tel.no.: \_\_\_\_\_

e-mail, website: \_\_\_\_\_

*– hereinafter referred to as the placement provider –*

### **and the student**

(last name, first name) \_\_\_\_\_ enrolment no.: \_\_\_\_\_

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

address: \_\_\_\_\_

tel.no., e-mail: \_\_\_\_\_

*– hereinafter referred to as the student –*

as follows (subject to approval by the university):

**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 as well as by the university 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 consecutive period from \_\_\_\_\_ to \_\_\_\_\_ (= at least 4 weeks) for the practical semester within the course in accordance with placement guidelines and the further provisions specified in section 1; the weekly working time of the student is \_\_\_\_\_ (= at least 38,5 hours).
  2. allow the student to take part in teaching and examinations of the university alongside the placement,
  3. provide regular consultations with a supervisor,
  4. grant the student enough time during the working hours for theoretical deepening,
  5. 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),
  6. report serious infringements of contractual obligations on the part of the student 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. participate in possible events of the university related to the placement and 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. If a monthly training allowance is not provided, this requires a brief written justification under "11 Other agreements".

### **4 Training supervisor**

- (1) The placement provider appoints  
Ms/Mr \_\_\_\_\_  
as the student's training supervisor.
  - study degree (B.A., M.A., Diploma, Magister): \_\_\_\_\_
  - tel.: \_\_\_\_\_ email: \_\_\_\_\_
  - working as \_\_\_\_\_ since \_\_\_\_\_
  - employed at the above mentioned placement position since \_\_\_\_\_
  - workspace: \_\_\_\_\_
  - weekly working time: \_\_\_\_\_ hours
- (2) 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.
- (3) As a substitute supervisor, if possible, the placement site nominates  
Ms/Mr \_\_\_\_\_
  - study degree (B.A., M.A., Diploma, Magister): \_\_\_\_\_
  - tel.: \_\_\_\_\_ email: \_\_\_\_\_
  - working as \_\_\_\_\_ since \_\_\_\_\_
  - employed at the above mentioned placement position since \_\_\_\_\_
  - workspace: \_\_\_\_\_
  - weekly working time: \_\_\_\_\_ hours

### **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. If the objective of the training is unaffected, 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. The total number of days absent from a practical study semester due to the interruption may not exceed five working days. If the interruptions extend to more than five working days, the total days of absence must be made up. The student must prove 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 Final provisions**

Changes and additions to this contract must be made in writing and approved by the university in order to be effective.

## **11 Other agreements**

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**Brief description of the placement site**

Year of foundation of the placement site: \_\_\_\_\_

Field of work, goals and tasks of the internship (if necessary, enclose flyer or similar, in bullet points):

Field of activity of the student during the practical study semester (in brief):

Workspace:

  

Tasks and activities:

**Type of practice guidance:**

Regularity of the instructor meetings: \_\_\_\_\_-day

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Place, date Original signature and **stamp** of the placement site

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Place, date Original signature of the student