

Document overview – dual studies

Overview of the documents that must be signed by the cooperation partner during the dual study program and subsequently submitted by the dual students to the [Student Service Center \(SSZ\)](#).

document	To be submitted by	To be submitted to	Responsible parties	link
1. Cooperation agreement	Before recruiting dual students or early on before the application of dual students to Landshut University of Applied Sciences	Central Student Advisory Service and Career Service	Cooperation partners	Sample cooperation agreement and contact form for creating the cooperation agreement
2. Education contract signed by both parties	When applying for a study place at Landshut University of Applied Sciences by the dual students or in advance by the cooperation partner Note: If you join the dual study program with in-depth practical experience later (up to a maximum of the 4th semester), the training contract can be submitted subsequently.	By applying to the Student Service Center (SSZ) or in advance dual@haw-landshut.de	Dual students / cooperation partners	Sample training contracts
3. Supplement to the guidelines for the practical study semester Note: Depending on the faculty, an internship certificate and an internship report may also be required.	Before the practical semester	Student Service Center (SSZ)	Dual students	Supplement to the implementation of the practical study semester
4. Employer confirmation	Before the last semester	Student Service Center (SSZ)	Dual students	Employer confirmation

These documents are required for Landshut University of Applied Sciences to issue the certificate for the dual study program.

Further information for cooperation partners and dual students can be found on our [website](#).

If you have any questions, please feel free to contact us at dual@haw-landshut.de.