

Master copy: student -  
enclosure training schedule  
Duplicate: practical training establishment -  
enclosure training schedule  
Triplicate/  
Quadruplicate: Hochschule München

**SAMPLE TRAINING CONTRACT FOR  
PRACTICAL SEMESTER <sup>1)</sup> / BASIC PRACTICAL TRAINING <sup>1)</sup>**

for the \_\_\_\_\_ practical semester in the WS/SS \_\_\_\_\_ <sup>1)</sup> / basic practical training <sup>1)</sup> between

\_\_\_\_\_ firm/authority/institution

\_\_\_\_\_ address/telephone/e-mail/www

- thereafter referred to as practical training establishment -

and

Mr./Mrs. \_\_\_\_\_

born on \_\_\_\_\_

in \_\_\_\_\_

resident in \_\_\_\_\_

email address \_\_\_\_\_

Student<sup>2)</sup> of the University of Applied Sciences München, Lothstraße 34, 80335 München, Tel. 089/1265-0

Course of studies: \_\_\_\_\_

Field of study or main field of studies: \_\_\_\_\_

- thereafter referred to as student -

the following

**C O N T R A C T**

**§ 1 General scope**

**(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 practical semester is 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 the student remains immatriculated.

The practical semesters are subject to the regulations issued by the Bavarian Ministry of Education and Culture as well as by the college in their specific versions on the basis of the Bavarian Act of Parliament concerning universities and colleges.

**Contractual duties**

**§ 2** The practical training establishment in question undertakes

**(1)**

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 substantiate any claim to the 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 and main tasks**

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 in questions for the training of the student.

Main tasks during practical training in department \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Financial support during practical training \_\_\_\_\_

**§ 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. Other interruptions must as a rule be made up for.

**§ 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 FH, 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. <sup>3)</sup>
2. 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 the agreement of the University of Applied Sciences to the training contents of the contract before completion of the contract.

**§ 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 <sup>4)</sup>** \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Practical training establishment

\_\_\_\_\_  
Student

The University of Applied Sciences München consents to the completion of the practical semester at the aforementioned practical training establishment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prof.  
In charge of the practical training program  
at the Hochschule München

<sup>1)</sup> Strike through if not applicable

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

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

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