

ARTICLES OF TRAINEESHIP

for the practical semester in the WS / SS

Among

.....
entreprise / authority / institution

.....
identity number (by university)

.....
address

.....
telephone

.....
e-mail

.....
homepage

- thereafter referred to as internship training facility-

and

Mr./Mrs./Ms.

.....
surname

.....
first name

Date of Birth

.....
in

Place of Residence.....

Student at the Fachhochschule Ansbach – Hochschule für angewandte Wissenschaften, Residenzstraße 8, 91522 Ansbach

Bachelor Degree

Diploma Degree

Master Degree

.....
course of studies

.....
registration number.

- thereafter referred to as student -

§ 1 General Policy

(1) A practical training semester is integrated into the course of study. It is an obligatory and supervised term. Its subject matter is determined and controlled by the university. Normally, the practical semester is served in a company or another facility of relevant professional experience outside the university.

(2) During the practical semester the students shall remain members of the university with all rights and obligations arising therefrom.

(3) For the practical semester the provisions provided by the Bavarian Ministry for Sciences, Research and Art as well as those by the university shall apply in their relevant version. In particular this shall be

1. the general exam regulations for universities in Bavaria (RaPO) dated 17th October 2001, Applied Sciences in Bavaria dated 20th August 2007,

3. the general examination regulations of the Fachhochschule Ansbach - Hochschule für angewandte Wissenschaften (APO/FHAN-2007) –dated 19th June 2008,

4. the study and examination regulations issued by the university for the degree course and the practical training program issued by the respective faculty of the university.

§ 2 Contractual Obligations

(1) The training facility in question is committed

1. to offer the student training and professional supervision from _____ to _____ (= _____ weeks) for the duration of the above-mentioned practical semester considering the attached training schedule and the additional regulations set forth in § 1,

2. to enable the student to attend accompanying classes and to take part in examinations,

3. to review the report to be drawn up by the student,

4. to issue a certificate providing information about the specific requirements regarding the objective of the training and the successful completion of the practical training period as well as possible times of absence from work.

(2) The student commits himself to comply with the envisaged training purpose, chiefly by

1. availing himself of the training opportunities offered to him, and by respecting the regular daily working hours required by the the internship training position

2. performing carefully the tasks assigned to him within the framework of the training schedule,

3. complying with orders and instructions given to him by the supervisors of his/her practical training

4. observing all regulations which are effective at the internship training facility, above all work and safety regulations as well as instructions relating to professional discretion,

5. drawing up a report within a specific time period and in accordance with the guidelines of the university,

6. notifying the supervisors of the internship training position of any absence from work immediately.

§ 3 Entitlement to Costs and Remunerations

(1) This contract does not justify a claim of the internship training facility for any reimbursement of expenses which arise during the performance of the contract. This shall not apply in case of any damages which might be covered by the student's personal third party liability insurance in accordance with section 7 article . 2.

The student shall receive a monthly remuneration for his/her work of _____ EURO.

§ 4 Training Appointee

The internship training facility shall name an appointee
Mr/Mrs/Ms

(Name, job title, telephone, fax, e-mail)

being responsible for the student. This person shall be the contact person of the student and of the university with regard to all questions concerning this contract.

§ 5 Holidays and Break

- (1) The student is not entitled to go on holidays during the duration of the contract
(2) Breaks which are taken shall generally be made up. If the educational objective is not affected by having taken a break, making up for the missing time period can be refrained from as long as it was not the student's responsibility and as long as the break taken does not exceed five working days. If the break taken exceeds five working days, the missing working days are to be made up for. In case of military training, the missed time shall not be made up for if the training does not take any longer than ten working days. The student shall have to prove that he/she was not responsible for the break.

§ 6 Cancellation of the Contract

- (1) The practical training contract can be terminated by a one-sided written statement vis-à-vis the other contractual partner ahead of time
1. for an important reason without complying with a term,
 2. in case of giving up or changing the educational objective within a two weeks period.
- (2) The university shall be instantly informed in writing by the terminating party.

§ 7 Insurance Cover

- (1) The student shall be insured against accidents during the practical semester within the domestic territory by act of law (section 2 art. 1 no. 1 of the seventh book of the Social Security Code – SGB VII). In case of an occurrence of an event insured, the training institute shall also pass on a copy of the notice of the accident to the university.
(2) If the training institute requires the student to take out a liability insurance¹⁾ it shall be adjusted according to the duration and the requirements of the training contract.
(3) For semester placements abroad the student shall care himself/herself for sufficient health/accident/third party insurance cover.

§ 8 Effectiveness of the Contract

The effectiveness of the contract requires the previous agreement of the University. The student's approval has to be obtained.

§ 9 Copies of the Contract

This contract is issued and signed in triplicate. Each contractual partner shall receive a copy, the third issue shall be instantly sent to the University by the student.

§ 10 Other Agreements²⁾

Place, date _____

internship training facility

student

The Fachhochschule Ansbach – Hochschule für angewandte Wissenschaften consents to the completion of the practical semester at the aforementioned internship training facility.

Date

in charge of the practical training program at the
Fachhochschule Ansbach – Hochschule für angewandte Wissenschaften
(University of Applied Sciences)

¹⁾ Not applicable, as long as the liability risk is already covered by a group insurance policy taken out by the training institute.

²⁾ This is where, for example, agreements regarding the refund of special expenditures (e.g., liability insurance premiums, travel expenses) can be entered.