

# Practical Training Semester Agreement

between

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(exact title, address, telephone number, e-mail address)

-hereinafter called the Training Agency-

and Mr/Ms

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(first name, last name, address, telephone number, e-mail address)

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

who is a student at  
Ostfalia University of Applied Sciences  
Hochschule Braunschweig/Wolfenbüttel  
Salzdahlumerstr. 46/48  
D-38302 Wolfenbüttel  
Germany  
at the department of \_\_\_\_\_

-hereinafter called student-

**Between the Training Agency and the Student the following contract is closed:**

## §1 Duration of Training

The practical training shall take place from \_\_\_\_\_ to \_\_\_\_\_

## §2 Functions of the Training Agency

The Training Agency hereby agrees

1. to provide the student with a certificate stating the duration and the contents of the practical training semester and informing the student and the Ostfalia if the practical training semester was completed to the Training Agency's satisfaction and to write a recommendation if the student so desires.

2. to be in principle able to offer the student the possibility of gaining experience, skills and knowledge as required according to the practical training regulations of Ostfalia.
3. to cooperate in issues concerning the practical training semester with those in charge at Ostfalia.

### **§3 Obligations of the Student**

The student hereby agrees

1. to pursue the educational opportunities offered by the Training Agency.
2. to conscientiously carry out the assigned tasks which form part of the training program.
3. to carry out the instructions assigned by the Training Agency and/or assigned advisor within the framework of the practical training semester.
4. to observe all valid rules and regulations in particular those rules and regulations which refer to working conditions and work safety and to handle tools, machinery, installations and equipment as well as materials and products with care.
5. to respect working hours.
6. to work in the interest of the Training Agency and observe all rules and regulations dealing with professional secrecy.
7. to immediately inform the Training Agency in case of absence due to sickness and to submit a doctor's certificate by no longer than the third day of the absence.

### **§4 Training Advisor designated by the Training Agency**

The Training Agency designates Mr/Ms \_\_\_\_\_ as advisor for the student during the period of the practical training semester. The advisor shall also be the contact person for the student as well as for the authorised practical training representative of the Ostfalia in all matters arising out of and related to this contractual agreement.

### **§5 Insurance Coverage**

1. Accident Insurance  
The student does not have any German accident insurance coverage while performing a practical training semester outside of Germany.
2. Liability Insurance  
The Training Agency will include the student into their group liability insurance or, if not possible, inform the student explicitly of this fact and recommend him/her to close a liability insurance contract of his/her own.

### **§6 Termination of the Agreement**

This agreement may be terminated prematurely

1. due to important reasons without delay.
2. if the objectives of the practical training are surrendered or changed at any time by giving 4 weeks notice.

In order to terminate this agreement the student has to issue a written unilateral explanation stating his/her reasons. In case of termination by the Training Agency a hearing by the Ostfalia is required. The terminating party agrees to inform the Ostfalia without delay.

**§7  
Remuneration**

A remuneration of \_\_\_\_\_/\_\_\_\_\_ has been agreed.

**§8  
Number of Copies**

This agreement shall be drawn up and signed in triplicate, one copy for each contractual party and one for Ostfalia.

**§9  
Additional Provisions**

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\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(Signature Training Agency)

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(Signature Training Student)

**The Ostfalia University of Applied Sciences certifies that**

1. it agrees to this contract.
2. the student has to undertake this internship as a compulsory part of his degree course in accordance with the examination rules.
3. the student will be returning to the Ostfalia University after completing his internship.

Contact partner: Career Service, phone: +49 5341 875 15605, email: [career@ostfalia.de](mailto:career@ostfalia.de)

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(Signature University, Career Service)