

Practical Training Contract Concerning for the Forestry Degree Programme

The following training contract is made between the training institution

(enterprise, authority, forest enterprise, forestry field office)

(address)

(phone number, email address)

and

Ms./Mr. (hereinafter referred to as the Student)

(surname, first name)

(date of birth)

(address, phone number [optional])

for the purposes of the integrated external practical semester or part of the integrated external practical semester (hereinafter referred to as the practical semester):

§ 1 Duration

The practical semester lasts weeks (min. 20 weeks)

it begins on

and ends on

If the Student does not complete the required 95 days of attendance (days actually spent at the training institution), the term of the training contract shall be extended as required, however by no more than 4 weeks, without any further contract.

The first 6 weeks of the practical semester shall be considered a trial period.

§ 2 Training Institution Obligations

The training institution commits itself to

- providing training to the student in accordance with the Study Regulations and the Guidelines for the Organisation and Design of the Practical Semester;
- monitoring the Student's reporting;
- upon completion of the practical semester, issuing a training certificate containing an assessment of the success of the training and entering a note of confirmation in the student's record of activity;
- giving the student leave for the training events (block courses) associated with the practical semester;
- providing the student with any necessary personal protective gear;
- informing the University of Applied Forest Sciences Rottenburg if the traineeship should be terminated prematurely.

§ 3 Student Obligation

The student commits herself/himself to:

- making use of all training opportunities prescribed or offered to him;
- observing the prescribed period of training and the usual working hours of the training institution, conscientiously carrying out all work assigned to her/him and following the instructions given to her/him as a trainee;
- maintaining orderliness at the training institution, observing the applicable accident prevention regulations and treating machines and other equipment with care;
- writing special reports and submitting them at regular intervals to the training institution;
- keeping a record of activity and submitting it to the training institution on a monthly basis;
- respecting the interests of the training institution and maintaining professional secrecy;
- immediately giving notice in the event of absence and, in the event of illness lasting longer than 3 days, submitting a medical certificate from the 4th working day on;

Approval by the University of Applied Forest Sciences

Rottenburg,
(date) *(signature)*