

## Practical Training Contract

The completion of the integrated external practical semester or a component of the integrated external practical semester is between the training institution

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(Enterprise, authority, institution)

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(Address)

(Telephone number, email address)

and

Mr/Mrs/Ms (name of the student below)

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(Surname, first name)

(Date of birth)

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(Address, phone number [optional])

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(Course of studies, matriculation number)

the following training contract is agreed upon:

### § 1 Duration

The practical semester shall last ..... weeks.

It begins on the .....

and ends on the .....

### § 2 Training Institution Obligations

The training institution commits itself to:

- provide training to the students according to the Guidelines for the Organisation and Design of the Integrated External Practical Semester;
- monitor the student's reports
- issue a training certificate upon completion of the practical semester, containing an assessment of the success of the training and include a note of confirmation in the student's record of activity;
- provide the student with any necessary personal protective equipment;
- inform the University of Applied Forest Sciences Rottenburg if the traineeship should be prematurely terminated.

**§ 3 Student Obligations**

The student commits himself / herself to:

- take advantage of all training opportunities prescribed or offered,
- abide by the prescribed period of training and the usual working hours of the training institution, conscientiously carry out all work assigned to her/him and follow the instructions given to her/him as part of the training,
- maintain orderliness at the training institution, observe the applicable accident prevention regulations and treat machines and other equipment with care,
- write progress reports and submit them at regular intervals to the training institution to sign,
- keep an on-going activity report and submit it to the training institution on a monthly basis,
- respect the interests of the training institution and to handle trade secrets as confidential,
- give notice immediately in the event of absence and in the event of illness lasting longer than 3 days, to submit a medical certificate from the 4th working day onward;

**§ 4 Remuneration**

The student will receive a monthly training allowance of .....€.

**§ 5 Training Representative**

As training representative of the training institution is Mr/Mrs/Ms

(Surname, first name, address, telephone number, email)

has been designated.

**§ 6 Holidays/Interruption of Training**

The entitlement for holidays is in alignment with the legal regulations. Holiday, sick leave or other short-term leave of absence granted by the training institution is to be caught up on.

**§ 7 Dissolution of the Contract, Termination**

The contractual relationship ends on the predetermined end date (§ 1). It can be ended at any time by mutual consent. The contract can be terminated without adhering to the period of notice by either side for important reasons. Termination for other reasons must be given in writing and the reasons for termination must be stated. For the student, 14 days notice period (statutory notice) or for the training institute, notice must be given according to the statutory period of notice.

Before the premature termination of the contractual relationship occurs, the University of Applied Forest Sciences Rottenburg must be notified about the reasons and the extent thereof. The University of Applied Forest Sciences Rottenburg must be informed immediately if premature termination occurs.

**§ 8 Other Agreements**

1. The parties to this contract assure that they are not related to one another in the first or second degree.
2. Rules based on collective wage contracts for employees, workers and trainees are not applicable to the present contractual relationship.
3. ....  
.....

**§ 9 Settlement of Disputes and Severability Clause**

With all disputes arriving from this contract, a reasonable settlement is to be striven for before legal action is taken. Should parts of this contract be or become ineffectual or incomplete, the rest of the contract retains its legal effectiveness. With the occurrence of such a case, each ineffectual or incomplete provision will be replaced with a new rule by means of supplementary interpretation of the contract, which aims to be as close as possible to the purpose of the ineffectual or incomplete provision(s) under measured consideration of the contractual parties.

**§ 10 Distribution of Copies**

This contract is to be signed in ..... identical copies.

The copies are to be distributed to:

- the training institution
- the training institution representative
- the student
- the University of Applied Forest Sciences Rottenburg
- .....
- .....

For selected practical training periods abroad there is usually no adequate accident insurance. **It is highly recommended that if the practical training is spent abroad** where the recognition of the European health insurance card is not possible or the extent of its coverage is not considered to be sufficient, it is recommended to **acquire international travel insurance and in particular international accident insurance** with a private insurance company.

..... (Date)

..... (Location)

..... (Student's Signature)

..... (Signature on behalf of training institution)      Official seal

**Note:**

The Student is responsible for ensuring that the University receives a copy of this contract in due time.

Endorsement of the University of Applied Forest Sciences

Rottenburg, the..... (Date)      (Signature of the University's Internship office)