



Practical Training Contract

between

company / authority / institution: _____

address: _____

phone, fax: _____

– thereafter referred to as company –

and Mr. / Mrs. _____

born on _____ in _____

resident in _____

phone: _____

Student of Hochschule Ulm, Prittwitzstraße 10, 89075 Ulm, phone: 0731 / 50-28181,
E-Mail: elektrotechnik@hs-ulm.de.

Matr.-Nr. _____

– thereafter referred to as student –

the following

Contract

is concluded:

§ 1 General Scope

- (1) The practical semester is an compulsory part of the bachelor course _____ at University of Applied Sciences Ulm, Faculty of Electrical Engineering and Information Technology. It is carried out in companies and institutions outside and under supervision of the faculty.
- (2) It extends over an uninterrupted period of 100 working days.
- (3) The faculty must decide on the recognition of missing times in individual cases.
- (4) The student must be enrolled at University of Applied Sciences Ulm.

§ 2 Contractual duties

- (1) The company declares
 1. to offer the student training and professional guidance from _____ to _____ for the duration of the above mentioned practical semester,
 2. to have been informed by the student about the regularities of the practical semester,
 3. to be able to carry out an education according to these regularities as outlined in § 1, except for the following restrictions:

4. to further the contact between the student and the University of Applied Sciences Ulm during the practical semester,
5. to co-operate with the University of Applied Sciences Ulm in all questions affecting the education of the student,
6. to review the report to be drawn up by the student,
7. to issue a certificate furnishing information about the successful completion of the practical training period as well as possible times of absence from work.

- (2) The student undertakes to conduct himself in keeping with the envisaged training purpose, chiefly by
1. availing himself of the training opportunities offered to him, and in doing so observing the regular daily work hours of the company 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 company, 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 faculty,
 6. immediately notifying the company of any absence from work, and presenting medical certificate in case of illnesses on the 3rd day at the latest.

§ 3 Practical training deputy

The company appoints Mr./Mrs. _____ (name, phone, fax) as deputy for the training of the student. This person also acts as a contact for the student and the faculty in questions concerning the contractual relationship.

§ 4 Vacation / Interruptions of the practical training

The student is not entitled to a vacation during the period of practical training. The company may, however, grant a short leave for personal reasons. Other interruptions must as a rule be made up for.

§ 5 Cancellation of the contract

The practical training contract may be cancelled prior to its expiry

1. for important reasons (without a deadline),
2. by both parties subject to a deadline of 4 weeks in case of relinquishment or alteration of the training objective or due to personal reasons.

The cancellation is effected by a written statement of one party to the other. The University of Applied Sciences Ulm is to be notified immediately by the party demanding the cancellation.

§ 6 Insurance coverage

During a practical semester abroad, the students themselves have to take care of an appropriate health, accident and personal liability Insurance.

§ 7 Special agreements (arrangements can be made e.g. for granting voluntary reimbursement or compensation)

Place, date _____

Company:
(Stamp, signature)

Student:
(Signature)