



■ **Contract partners**

Training Agency (hereafter referred to as the training agency)

Name _____

Address _____

City _____

Phone _____

and the student Mr./Ms. (hereafter referred to as the student)

Last Name _____

First Name _____

Address _____

Field of study _____

Department _____

Matriculation-No. _____

Phone _____

E-Mail _____

and the University of Applied Sciences - Beuth Hochschule für Technik Berlin, Luxemburger Straße 10, 13353 Berlin (hereafter referred to as the supervising member)

Last Name _____

First Name _____

the following contract is concluded.

■ **§ 1 Duration of the Placement**

The training agency provides training for the student during the period

from _____

till _____

(= _____ weeks)

- pledge of secrecy,
- to submit within the prescribed period to the Beuth Hochschule Berlin a report showing substance and progress of the practical training, approved by the Training Agency through signature,
- to report without delay any absence from the training.

■ **§ 2 Obligations of the student**

The student undertakes to conduct himself in accordance with the intention of the training in particular

- to avail himself of the training facilities offered,
- to execute thoroughly the assignments given within the framework of the training scheme,
- to comply with the directives issued by the Training Agency and the persons commissioned by same,
- to comply with the regulations applying to the Training Agency, in particular workshop regulations and accident-prevention procedures as well as





■ **§ 3 Obligations of the Training Agency**

The Training Agency undertakes

- to train the student according to the training plan and rules for the Beuth Hochschule regulations for Practical Training („Ordnung für Praxisphasen – OPP“),
- to enable the student to participate in relevant courses and in examinations,
- to monitor continuously the training report to be compiled by the student,
- to issue a certificate documenting duration, substance and results of the practical training,
- to enable on site supervision by the supervising faculty member of the Beuth Hochschule Berlin (only if the location is within reasonable distance).

■ **§ 4 Insurance**

The student is obliged to take all necessary arrangements for a sufficient health, accident and liability insurance. Legal accident insurance for students will not cover any training outside the Beuth Hochschule Berlin. Specific regulations may apply according to the respective country and/or company.

■ **§ 5 Termination of the contract**

This contract may be terminated prematurely without prior notice only due to an important reason.

A written declaration naming these reasons has to be handed out to the other contract partners.

■ **§ 6 Training representative**

Mr./Ms. _____
is appointed by the Training Agency as representative for the training of the student.

Mr./Ms. _____
is appointed by the Beuth Hochschule Berlin as representative of the named department for the general implementation of the practical training phase.

Mr./Ms. _____
is appointed by the Beuth Hochschule Berlin as the supervising faculty member.

■ **§ 7 Claims to refund of costs and expenses and claims to remuneration**

This contract does not provide for any claims to the training agency for the refund of costs arising from the fulfillment of its agreement.

■ **§ 8 Vacation**

During the duration of the contract the student is not entitled to any vacation. The Training Agency may grant only a short-term release from training for personal reasons.

■ **§ 9 Execution of the contract**

This contract consists of 3 identical copies. Each of the parties is issued one copy.

■ **§ 10 Additional Agreements**

This contract is not be construed to infer employment in any form. The student is paid for the duration of this contract

monthly _____ €.

The student bears any relevant tax burden resulting from this contract.

place/date training agency

place/date student

place/date Beuth Hochschule für Technik Berlin

