

Training contract

For the completion of the practical semester

For the course of studies

with a focus on:

between

Company name

And address:

Department / tutor:

Phone /Fax:

E-Mail:

and

Student:

Born on:

Address:

Phone/ E-Mail:

who is a student at Hochschule Mannheim / Mannheim University of Applied Sciences, Windeckstr. 110, 68163 Mannheim. This contract concerns the completion of a practical semester in accordance with the guidelines for the above-mentioned course of studies.

Practical semester begins _____ and ends _____ .

The gross monthly recompense is _____ .

The first _____ weeks are a probationary period.

The regulations and content of this contract are known by both partners. Each partner receives one copy. The student commits himself / herself to submit a copy in good time (see university deadlines) to the department at Mannheim University of Applied Sciences.

Date and Place _____

Company

Student

§ 1 Duties of the company

The company commits itself:

1. to train the student skills and impart knowledge relevant to the study program at Mannheim University of Applied Sciences
2. to place essential devices, materials and work equipment at the disposal of the student for the duration of the internship
3. to collaborate with the University in all areas concerning the completion of the internship and to supervise the preparation of the written reports and to initial them.
4. to release the student for examinations or any other activities which concern the practical study semester
5. to inform the University should the student terminate the contract early or not complete the internship
6. to provide the student, on successful completion of the internship, with a certificate, which includes information about the type and duration (beginning and end date with days of absence) of internship and the knowledge and skills acquired.
7. to cooperate when the University supervising professor visits the company.

§ 2 Duties of the student

The student must:

1. comply with the daily schedules and complete training to carry out the tasks assigned tasks within the internship.
2. follow the operational, safety and security regulations and all company directives.
3. treat the work equipment with care and only use the work equipment for the assigned tasks. The equipment has to be given back in a good state.
4. inform the supervisor immediately in the case of illness and present a medical certificate not later than three days after absence.
5. complete the reports with care and present them to the supervisor after every section.
6. respect the interests of the company and not disclose confidential company information to outside parties.

§ 3 Arrangements of conflicts

In any dispute which results from the implementation of this contract, the university will strive to reach amicable arrangement before legal action is resorted to.

§ 4 Cancellation of the contract

The contract can be canceled from either side within the cancellation period of one month from the end of every calendar month. During the probation period both partners can cancel the contract without notice. The cancellation must be presented in written form.

§ 5 Miscellaneous agreements