

# TRAINEE CONTRACT

between .....  
(firm - authority - institution)

.....  
(name - address - telephone)

subsequently called training enterprise, and

**Mr/Mrs/Ms** .....

born on ..... in

.....

resident in

.....

**student of** ..... **in the Department of**.....

at the Hochschule Stralsund - HOST,

subsequently called student, the following

## CONTRACT

has been concluded:

### § 1 General

An industrial training semester in enterprises is compulsory for all students of Hochschule Stralsund – University of Applied Sciences. All regulations of the practical semester are part of this contract.

### § 2 Student Employment

The following work is provided for the employment of the student:

.....  
.....

### § 3 Duties of Contract Partners

(1) The training enterprise undertakes,

1. to employ the student for the period of..... to

.....  
(minimum duration 21 weeks)

2. to check and sign the student practice report.
3. to give the student a written certificate stating duration and kind of occupation.
4. to write a graded certificate for the student, if he/she so wishes.
5. to inform the student about all valid regulations, particularly work regulations, safety provisions and secrecy.
6. to allow him/her to attend examinations at the HOST
7. to allow his/her tutor of the HOST to check on his progress.

(2) The student undertakes

1. to use the training opportunities offered.
2. to work conscientiously.
3. to perform the tasks entrusted to him/her.
4. to observe the work regulations and safety provisions as well as regulations regarding professional secrecy.
5. to write a practice report.
6. to inform the place of training immediately in case of absence and to present a medical certificate within 3 days in case of illness.

#### **§ 4 Entitlement to Remuneration and Reimbursement**

#### **§ 5 Training Representative of the Enterprise**

The representative of the training enterprise is Mr/Mrs/Ms .....  
as the student's special supervisor. He/She is also the discussion partner for the student and the student's tutor at Hochschule Stralsund for all questions regarding the present contract.

#### **§ 6 Insurance**

The student is responsible for his/her insurance cover during the period of the contract. By law the student is insured with the relevant professional or trade association against accidents at work. In case of a claim against the insurance company the place of training will send the HOST a copy of the accident report. If the place of training so wishes the student is obliged to take out personal liability insurance for the period of his training.

**§ 7 Cancellation of Contract**

This contract may be cancelled at any time without notice for an urgent reason. Cancellation can be effected by unilateral written declaration of one of the contract parties and should be addressed to the other party after the student’s tutor has been consulted.

**§ 8 Copies of the Contract**

Three identical copies of this contract have to be signed. Each partner and Hochschule Stralsund receives a copy.

**§ 9 Further Agreements**

.....  
.....

.....  
(Place and Date)

.....  
(Place and Date)

**Training enterprise**

**Student**

.....  
(Signature)

.....  
(Signature)

Hochschule Stralsund will cooperate with the training enterprise in all questions regarding the training period.

The representative of Hochschule Stralsund according to § 5 of this contract who may be contacted by the supervisor of the training enterprise is

Mr/Mrs/Ms .....

The student’s tutor at Hochschule Stralsund is

Mr/Mrs/Ms .....

Hochschule Stralsund will keep the training enterprise informed about all questions concerning the training. Changes regarding the training regulations will only be made after consulting the training enterprise.

.....  
(Place and Date)

.....  
Representative of the Department

.....  
for the practical training semester