

## Practical Training Contract

Between the Training Agency

\_\_\_\_\_

name and address of the Training Agency

\_\_\_\_\_

\_\_\_\_\_ Phone : \_\_\_\_\_

and the student Mr./Mrs.

\_\_\_\_\_

name and address of student

\_\_\_\_\_

\_\_\_\_\_

email of student

field of study \_\_\_\_\_ Matrikelnr. \_\_\_\_\_

department \_\_\_\_\_

and the Berliner Hochschule für Technik (BHT)  
– University of Applied Sciences – ,  
Luxemburger Strasse 10, 13353 Berlin, the following contract is concluded:

### § 1 Duration of the Placement

The training agency provides training for the student during the period

from \_\_\_\_\_ to \_\_\_\_\_ (= \_\_\_\_\_ weeks)

### § 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 pledge of secrecy,
- to submit within the prescribed period to the BHT 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.

### § 3 Obligations of the Training Agency

The Training Agency undertakes

- to train the student according to the training plan and rules for the BHT Practical Training Phases ("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 counseling by the counseling faculty member of the BHT (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 phases outside the BHT 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./Mrs. \_\_\_\_\_ is appointed by the Training Agency as representative for the training of the student.  
acad. grade, first name, name

Mr./Mrs. \_\_\_\_\_ is appointed by the BHT as representative of the named department for the general implementation of the practical training phase.  
acad. grade, first name, name

Mr./Mrs. \_\_\_\_\_ is appointed by the BHT as the counseling faculty member.  
acad. grade, first name, name

#### § 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 his 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 is in 3 identically-worded 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 \_\_\_\_\_ (amount and currency).

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

Training Agency:

\_\_\_\_\_  
 place, date

\_\_\_\_\_  
 signature

Student:

\_\_\_\_\_  
 place, date

\_\_\_\_\_  
 signature

BHT Berlin:

\_\_\_\_\_  
 place, date

\_\_\_\_\_  
 signature