

Practical training contract

For the purposes of conducting the period of practical training, the specified training provider, the student and HAWK hereby enter into the following contract (3 pages).

Training provider

Company

Street and number

City and postcode

Department

Name of In-house supervisor

Phone

E-Mail

Period of training (YYYY/MM/DD – YYYY/MM/DD)

Duration in weeks

Student

Surname, first name

Date of birth (YYYY/MM/DD)

Student ID Number

Semester (4th, 5th, etc.)

Study programme

Street and number

City and postcode

Phone

HAWK-E-Mail

HAWK

HAWK | Hochschule für angewandte Wissenschaft und Kunst Hildesheim/Holzminde/Göttingen
University of Applied Sciences and Arts
Faculty of Architecture, Engineering and Conservation
Hohnsen 2 | 31134 Hildesheim | Germany
Phone: +49/51 21/881-201

Supervisor at HAWK

E-Mail

Place, date, signature Training provider

Place, date, signature Student

Place, date, signature Module coordinator, practical training

Section 1 General

At HAWK University of Applied Sciences and Arts Hildesheim/Holzminde/n/Göttingen, the Bachelor's study programmes in Civil Engineering and Timber and Wood Engineering include a period of practical training. This is a compulsory part of the course and is specified as such in the examination regulations. The period of practical training with the training provider shall last for a minimum of 15 weeks. It may be undertaken in an engineering office, a construction company or a public authority in Germany or abroad. A seminar-based part, which takes place at the university, may supplement the practical training. The "Regulations for the Period of Practical Training" and, if applicable, an individual training plan, shall form part of this contract.

Section 2 Duties of the contracting parties

The training provider undertakes,

- to train the student during the period of practical training in compliance with the provisions set out in Section 1 and to enable her/him to make up for any absences,
- to appoint a training supervisor in accordance with Section 4 of the "Regulations for the Period of Practical Training",
- to release the student for any outstanding module examinations,
- to provide the student with a written assessment,
- to enable the university to supervise the student at the place of training.

The student undertakes to act in accordance with the purpose of the training, in particular

- to carry out the tasks assigned to her/him within the framework of the training plan with due care,
- to comply with the instructions issued during the training by the training provider and its designated representatives,
- to observe the applicable regulations, in particular work instructions and accident prevention regulations as well as regulations on the duty of confidentiality,
- to inform the training provider and the supervisor at the university immediately in the event of absence and to submit a medical certificate no later than the third day in the event of incapacity for work due to illness.

HAWK University of Applied Sciences and Arts Hildesheim/Holzminde/n/Göttingen undertakes to fulfil the tasks assigned to it in accordance with the provisions set out in Section 1.

Section 3 Reimbursement of costs and training allowance

This contract does not entitle the training provider to any reimbursement of costs incurred in the fulfilment of this contract. This shall not apply in the case of damages covered by the student's liability insurance. The student has no legal claim to remuneration from the training provider. However, the university recommends an appropriate training allowance.

Section 4 Holidays

The student is not entitled to any holiday leave during the term of the contract. The training provider may grant short-term leave of absence from training for personal reasons.

Section 5 Insurance cover

(block if no further agreements are made)

Section 6 Supervision of training

The training provider has appointed the training supervisor named on the cover sheet. He/she is the point of contact for the student, the university coordinator for the period of practical training and the university lecturer providing academic supervision.

Section 7 Termination of the contract

The contract may be terminated without notice for good cause and otherwise with a notice period of two weeks to the end of the month.

Termination must be declared in writing to the other party; in the case of termination for good cause, after prior consultation with the university.

Section 8 Copies of contract

This contract is signed on the cover sheet in three identical copies. Each contracting party shall receive one copy.

Section 9 Other agreements

(block if no further agreements are made)