



## Contract for Practical Training

The contract for practical training must be signed before the beginning of the training. In order for the practical training to be recognized, the contract must be presented on time.

### 1. Parties to the Contract

The following contract for practical training is between

#### 1.1. Student

Last name (for women also maiden name)	First name	Date of birth
Town or city	Street	Tel. No./Email
Student No.	studying	presently in the _____ semester at the TU Munich-Weihenstephan
<input type="checkbox"/> in a Pre- or Post-Studies Training		<input type="checkbox"/> or at the University in _____

#### 1.2. Instructor

Last name	First name
Address	
City	Tel. No./Email

### 2. Conditions of the Practical Training

#### 2.1. Purpose

The student shall be assigned actual work in order to acquire practical experience and knowledge, according to the general training guidelines for the training and examination of students. This does not constitute a work contract.

#### 2.2. Duration and Probation Period

The training shall begin on \_\_\_\_\_ and conclude on \_\_\_\_\_.

For training periods of less than 3 months, the first 2 weeks shall be considered as a probation period. For training periods of more than 3 months, the probation period shall be 4 weeks. During the probation period, the contract can be terminated without notice and without specifying reasons. This termination must be in writing.

#### 2.3. Responsible Instructor

The instructor assigns Mr./Mrs. \_\_\_\_\_, born on \_\_\_\_\_, professional qualifications \_\_\_\_\_ to be in charge of the practical training.

#### 2.4. Daily Hours of Work and Holidays

The regular daily hours of work are:

Monday - Friday \_\_\_\_\_ hours, Saturday \_\_\_\_\_ hours, Sunday \_\_\_\_\_ hours

Holidays or other days when no work was done are not considered part of the practical training for registered students and must be made up.

The student shall receive \_\_\_\_\_ workdays of holiday during the practical training.

#### 2.5. Payment

The student shall receive a monthly gross payment of \_\_\_\_\_ Euro, which is due no later than the third day after the last workday of the month.

#### 2.6. Clauses on the reverse side are part of this contract and are recognized as such.

#### 2.7. Number of copies

This contract is signed in \_\_\_\_\_ copies.

#### 2.8. Additional agreements:

City, Date	
Instructor (Signature)	Student (Signature)

### 3. General Regulations for the Practical Training

#### 3.1. The instructor assumes the responsibility

- to enable the student to acquire experience and practical knowledge according to the possibilities of the company and according to the training plan,
- to cooperate with the office for practical training of the above-mentioned university in all matters relating to the practical training,
- to provide the data necessary for compiling a report of the practical training, as far as they are not company-confidential,
- to make it possible for the student to take part in activities outside the company if they are required for his/her studies,
- to issue the student with a certificate at the end of the training, attesting to his/her activities. This certificate shall include details of the type and length of the practical training and of the knowledge and skills covered by the training.

#### 3.2. The student assumes the responsibility

to cooperate with the instructor, especially

- to make use of the facilities offered to him/her,
- to execute all the work entrusted to him/her according to the instruction schedule, to obey the orders of the instructor and of all other persons authorized by him,
- to comply with rules and regulations, especially company regulations, regulations for the prevention of accidents as well as regulations pertaining to confidentiality of information. The student shall be careful in handling work equipment and shall use it exclusively for carrying out the assigned tasks. Equipment and tools are to be returned in good condition upon completion of the work,
- to work the required number of hours and to notify the company immediately if he/she is unable to work. He/she shall present a doctor's note no later than 3 days after the beginning of an illness,
- to work in the interests of the company.

#### 3.3. Insurance

- During the training the student is covered by accident insurance according to law. In case of an accident the company will send a copy of the accident report to the office for practical training of the university.
- Social security / health insurance shall accord with laws and regulations.
- If the company so requires, the student must acquire liability insurance according to the duration and content of the practical training.

#### 3.4. Termination of Contract

The training contract can be terminated prematurely

- for an important reason without notice,
- with a notice of 4 weeks in case of abandoning or changing the objectives of the training.

This termination is effected by unilateral written notice to the other party. The party which terminates the contract shall immediately inform the office for practical training of the university. No compensation for damages may be demanded in the case of premature termination.

### 4. Confirmation by the company manager

To be completed only upon completion of the practical training

The above-mentioned contract was fulfilled from \_\_\_\_\_ to \_\_\_\_\_ .

The student was granted \_\_\_\_\_ days of holiday.

During the above-mentioned training period, the student missed \_\_\_\_\_ days due to illness or other reasons.

City, date \_\_\_\_\_

Signature \_\_\_\_\_