



**University of Applied Sciences Bingen  
Department of Agriculture  
Course of Study Agriculture**

**Agreement for the fulfillment of the Practical Semester**

Between (Company / Public Administration)

Address: .....

.....

Tel.:.....Fax:.....

Branch: .....

Number of Employees: .....

- referred to hereafter as practical workplace -

and Mr / Ms: .....

born in:.....date of birth: .....

Address: .....

.....

Tel.:.....

The following agreement for the fulfillment of the Practical Semester , which is a requirement of the Department of Agriculture at the University of Applied Sciences Bingen, Germany has been agreed to.

**§ 1 Purpose and Duration of the Practical Semester**

- (1) The following agreement is valid for the Practical Semester (Internship), which is carried out during the time from ..... to ..... and lasts for a total of 20 weeks. At least 18 of the 20 weeks have to be done from ..... to ..... at the practical workplace. Two of the total 20 weeks are to be used for seminars held at the University of Applied Sciences Bingen from ..... to .....

- (2) The Practical Semester is a constituent part of the Course of Studies; during the Practical Semester the student remains registered at the University of Applied Sciences Bingen.

## **§ 2 Responsibilities of the Practical workplace**

- (1) The practical workplace declares to the University of Applied Sciences Bingen, according to the given conditions stated in the study and examination regulations, that it is able to furnish the required practical applications of the theoretical course contents. The relevant requirements of the study and examination regulations of the Practical Semester are attached herewith and are components of the agreement.
- (2) The Practical workplace agrees to:
1. carry through with the described project with the student during the practical study semester and to monitor in collaboration with the University of Applied Sciences Bingen,
  2. appoint a representative who works together with the University of Applied Science Bingen in answering all relevant questions and who is responsible for the student during the internship,
  3. introduce the accident prevention regulations of the practical workplace to the student,
  4. release the student of his/her work in order to attend functions at the University of Applied Sciences Bingen in the framework of the Practical Study Semester,
  5. supervise and sign the drawn up written reports,
  6. inform the University of Applied Sciences Bingen of a premature ending of the contract or the absence of the student from his/her responsibilities,
  7. issue the student a written certificate upon completion of his/her practical work.

## **§ 3 Responsibilities of the student**

- (1) The student declares in principle to accept all duties offered to him/her which lead to the successful completion of the prescribed provisions of the Practical Study Semester.
- (2) The internship student agrees to,
1. carry out all duties and work administered to him/her in a careful and conscientious manner,
  2. comply with the operating and accident prevention instructions of the workplace for the protection of persons and property,

3. complete the required written reports requested by the University of Applied Sciences Bingen in a studious manner, and present them to the representative of the practical workplace,
4. remain silent about internal business activities,
5. contact the practical workplace and the University of Applied Sciences Bingen immediately by absenteeism and by illness present the practical workplace with a written medical confirmation,

#### **§ 4 Cancellation of Contract**

- (1) This contract requires the authorization of the University of Applied Sciences Bingen. It loses its validity when the requirements for admission to the Practical Semester according to the Study and Examination Regulations have not been fulfilled before the signing of the contract.
- (2) The duration of the probationary period between the practical workplace and student will be stipulated and should be **four** weeks,
- (3) During the probationary period both partners can withdraw from the contract without naming reasons at any time.
- (4) The contract can be cancelled after the probationary period has been fulfilled:
  1. for whatever valid reason without heeding to any terms,
  2. by the student within a period of a four week notice, if he/she wishes to leave the practical workplace because of personal reasons.
- (5) The cancellation of the contract must be in written form and the reason therefore stated to the University of Applied Sciences Bingen.

#### **§ 5 Insurance Coverage**

- (1) The student has accident coverage according to the comprehensive accident and health insurance laws (§ 2 SGB VII). The insurance responsibility carries the professional association of the practical workplace. In case of an accident, the practical workplace supplies the University of Applied Sciences with a copy of the accident report.
- (2) In the Study and Examination Regulations the prescribed practical training, which is an integral part of the university training, is not an actual employment even if a remuneration has been agreed to. Therefore, no payment into the pension and unemployment plans is required.
- (3) The student has complete insurance coverage during the Practical Study Semester according to the student comprehensive health insurance laws.

(4) The personal liability insurance of the student is taken care of by the practical workplace through its own company liability insurance scheme.

**§ 6 Remuneration**

The monthly payment is (gross earnings) ..... EURO/monthly. Through the payment of wages there is no actual employment.

**§ 7 Regulation of Disputes**

All disputes resulting from this contract should be subsided with the cooperation of the University of Applied Sciences out of court.

**§ 8 Copies of Contract**

This contract will be drawn up in four exact copies and signed by the practical workplace, student and University of Applied Sciences Bingen. It is the responsibility of the student to present a copy of this contract to the University of Applied Sciences Bingen in ample time before begin of work placement, and forward the original copy back to the practical workplace.

**§ 9 Other Agreements**

Location: ..... Date: .....

For the practical workplace:

Student:

.....

.....

The following is representative from the practical workplace:

Mentor at the University of Applied Sciences Bingen:

.....

.....

This contract will be approved by the University of Applied Sciences Bingen through the Chairman of the Board of Examiners of the Department of Agriculture.

Location: .....

Date: .....

.....  
Chairman of the Board of Examiners

Seal  
(University of Applied Sciences Bingen)

Enclosure:  
- Project

