

WORK PLACEMENT CONTRACT

The undersigned

_____ in _____
(company offering work placements / institution (place)
for social care / institution of public administration –
hereinafter designated the Company)

and _____ from _____,
(name of student, designated Intern) (address)

taking into consideration that a period of work placement is part of the requirements for the qualification "Fachhochschulreife", have agreed the following with respect to the work placement to be undertaken by the above-mentioned student:

CLAUSE 1: DURATION OF WORK PLACEMENT

The work placement starts on _____ and ends on _____.
(date) (date)

The first _____ weeks are to be considered trial period, during which time any one of the two parties may terminate the agreement.

CLAUSE 2: CONTENT OF WORK PLACEMENT

The Intern _____

CLAUSE 3: DUTIES OF THE COMPANY TOWARDS THE INTERN

The Company provides the opportunity for the above-mentioned student to have a work placement as a recognised part of his/her course of studies, as specified in §53, clause 2 of the Fachhochschulgesetz¹.

The Company further monitors the reports the Intern is to write and checks their correctness and accuracy .

CLAUSE 4: DUTIES OF THE INTERN TOWARDS THE COMPANY

The intern is obliged to:

1. comply with all arrangements negotiated for his / her work placement;
2. perform the tasks given to him / her conscientiously;
3. abide by the Company's rules and regulations, especially concerning the code of conduct for the prevention of accidents or when dealing with special equipment and machines;

¹ See <http://www.mbwjk.rlp.de/fileadmin/Dateien/Downloads/Wissenschaft/fhg.pdf>

4. write the reports carefully and to show the work placement mentor each report;
5. keep secret anything which he / she knows to be of a confidential nature that comes to his / her knowledge during the work placement;
6. notify the Company immediately in the event of illness, and to submit a doctor's note to the Company within three days.

CLAUSE 5: TERMINATION OF CONTRACT

The contract may be terminated after the trial period,

- a) with immediate effect, if in the opinion of the employer's management, there has been serious misconduct in the case of the student's behaviour;
- b) if the Intern himself wants to end his / her work placement, having given 4 weeks' notice.

The termination of contract must be made in writing in which the Intern states reasons for his wish to end the work placement.

CLAUSE 6: CERTIFICATION

After the end of the work placement the Company issues the Intern a certificate about the work placement.

CLAUSE 7: SETTLING DISAGREEMENTS

In all cases of disagreements concerning items from this contract, it is vital that the two parties resort to settling the matter within their means before seeking arbitration from a court.

CLAUSE 8: FURTHER ARRANGEMENTS CONCERNING THE WORK PLACEMENT²:

Drawn up in duplicate and signed:

	Date	Place	Signature
Employer
Student

² Here arrangements concerning compensation and leave of absence are to be noted