

## TRAINING CONTRACT

for students of Hochschule Aalen – University of Applied Sciences

Between..... in .....

- hereinafter called "placement company" -

of the one part

and..... date of birth ..... birth place.....

resident .....

- hereinafter called student -

the following contract for carrying out practical training is concluded. The training is required for the study at Aalen University on the ..... course.

The following conditions must be complied with before this contract is in force:

- The student obtains an admission to study in the named course.
- The student has successfully passed all the examinations and other tests of the earlier terms.

### § 1 Type and duration of the training

Practical training will be provided by the above named placement company as

1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ industrial placement

and will last .....weeks. The contract will run for the first .....weeks.

### § 2 Duties of the placement company

The placement company declares in good faith that its facilities are fundamentally capable of providing the experience and knowledge relevant to the conditions laid down by Aalen University. These conditions are part of the training contract

1. to instruct the student during the industrial placement according to the conditions;
2. to cooperate with the authorised persons at Aalen University with respect to enquires regarding the training within the industrial placement which concerns the students;
3. to further the student connections with Aalen University during the industrial placement;
4. to supervise the student's written reports;
5. if necessary to inform Aalen University about a premature termination of the contract or if the student does not take up the placement;
6. to issue a written proof of occupation or testimony for the student after finishing the industrial placement.

### **§ 3 Duties of the student**

The student is obliged

1. to use all the available opportunities for training;
2. to carry out conscientiously the work which is delegated to him within the framework of his training;
3. to comply with the plant practices, the workshop practices and the Health and Safety Regulations and to treat carefully the tools, implements and materials which the student uses;
4. to write the report carefully and to present it to the person in the company, who is authorised to supervise the student's training at each stage of the training;
5. to look after the interests of the placement company and to maintain the confidentiality of its business operations;
6. to inform to the placement company promptly of any absence from business; and in the case of illness, medical proof should be produced within three working days of the first day of absence.

### **§ 4 Dissolution of the contract**

During the time of probation the training contract can be cancelled in writing at any time without completing a period of notice. The contract can be cancelled after a period of notice

1. because of an important reason without completing the period of notice;
2. by the student with a period of notice of four weeks, if he wishes to abandon his training because of personal reasons. The notice must be in writing and must contain a statement of the reason and be with the agreement of Aalen University.

### **§ 5 Salary**

The monthly salary amounts to gross .....

### **§ 6 Resolution of disputes**

In the case of a dispute which results from this contract an amicable settlement with the cooperation of Aalen University should be sought before pursuing litigation.

### **§ 7**

This contract must be signed in three identical copies by the placement company, the student and Aalen University of Applied Sciences. Each contracting party obtains one copy.

### **§ 8 Other agreements**

.....  
Place and date

.....  
Stamp and signature of the placement company

.....  
Signature of the student

.....  
Stamp and signature Aalen University of Applied Sciences

