

Contract for the Work Experience Placement

Between

in
(Company address)

and the student of the course „Conservation and Restoration – (please fill in: Metal/ Wood/ Stone/ Wall Paining) B.A.“, University of Applied Sciences Potsdam

.....
(first and surname)

.....
(date and place of birth)

.....
(address, phone, email)

the following contract has been agreed.

§ 1 General Details

The student undertakes his/her work experience training during the _____ semester 20__ as laid down in the course document for the B.A. in Conservation and Restoration of the University of Applied Sciences Potsdam.

The layout of the internship is laid down in the respective study regulations (StO-BA)

The placement is intended to offer the student practical training. The student remains matriculated at the University during the placement.

The placement begins on _____ and ends on _____ (min. 21 weeks).

§ 2 Obligations of the organisation offering the placement

(1) The organisation offering the placement is obliged to provide the student with instruction and training during the placement according to §1.

1. support the student in the preparation of a treatment report and an internship report as required by the study regulations.
2. issue the student with a written record of the duration of the internship and the tasks in which he or she has been involved over the course of the placement.

(2) The student is obliged to behave in keeping of the goal of the work experience training:

1. to avail of the training opportunities offered
2. follow directions given by his or her mentor,
3. perform the tasks assigned to him or her within the scope of his or her training with due care, conscientiously and on time,
4. observe site regulations, workshop regulations and accident prevention regulations and to treat all tools, materials, machinery and other property of the organisation offering the placement with care,
5. to protect the interests of the organisation offering the placement and maintain the confidentiality of any operational procedures,
6. to inform the organisation offering the placement of any absence and in the event of illness to submit a doctor's note to the organisation offering the placement within three days.
7. to prepare an internship report and a treatment documentation that demonstrate content and course of the training

§ 3 Refund of expenses

This contract does not support any claim submitted by the company for the refund of costs which have arisen due to the fulfillment of the contract except in cases where damage is caused by the student.

§ 4 Holiday/Sick leave

The student is not entitled to any holiday during the duration of the contract. The company can, however, allow the student a short period of release for personal reasons. In case of illness the company has to be informed immediately. Illness exceeding four days has to be reported to the University (FHP) and certified by a doctor.

§ 5 Insurance Protection

- (1) The student is insured under law ((§ 2 Abs. 1 Nr. 8 c) SGB VII) against any accident, during the term of practical training. Accidents must be reported to the company immediately. The University of Applied Sciences Potsdam, with its student and examination departments has to be informed as well.
- (2) If the practical training takes place abroad, the student is not insured under law but is obliged to take out private insurance for the duration of the placement.
- (3) The liability of the student at the place of practical training is covered/not covered (please cross-out what is not applicable) by the general company liability insurance for the duration of this contract. Should the company not have liability insurance, the student is advised to take out a private liability insurance.

§ 6 Cancellation of Contract

The contract for this work placement can be cancelled prematurely:

- (1) at any time for an important reason without notice.
- (2) with two weeks notice if or when the educational goal is changed or resigned.

Such a cancellation may occur by unilateral written notice vis-a-vis the other party of the contract, only after prior permission from the tutor of the student's Fachhochschule.

§ 7 Miscellaneous

No employment relationship will be established by the contract. The student will receive a payment of _____ per month during the validity of this contract from the company where the practical training takes place. The student will be responsible for any resulting tax liabilities.

.....
Place, date

.....
Company

.....
Student