

	Reinhold Würth University Daimlerstraße 22, 74653 Künzelsau
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Work Placement Agreement

for Students of the Reinhold Würth University

The two parties named below

name of company/institution

city, country

and

name of student course of studies

date of birth

permanent address

agree upon the following agreement of a practical training:

§1 General Information

The practical training in the above mentioned company/institution is implemented as a work placement as part of the studies at Reinhold Würth Hochschule. The student is enrolled at the University of Heilbronn.

§2 Duration of the Work Placement

(1) The Work Placement lasts

_____ weeks¹

It starts on _____ and ends on _____:

(2) There is a probationary period of 4 weeks during which either party may terminate the agreement at any time without prior notice.

§3 Responsibilities of the Company/ Institution

(1) The student has submitted the General Training Program of the Bachelor Degree Course _____ to the company/ institution.

The company/ institution herewith confirms its ability to implement a practical training in accordance with the General Training Program for the training section described in §1 which is subject to the following restrictions:

(2) The company/ institution shall express its willingness

- a) to orientate itself according to the principles of the General Training Program,
- b) to collaborate with the University's representative for practical training in all areas of the student's practical training,
- c) to encourage the contact between the student and the University during the work placement

(3) Furthermore the company/ institution shall agree,

- a) to inform, if necessary, the University of premature termination of the contract or if the student does not begin the practical training,
- b) to issue a final written record to the student on his/ her performance after having completed the practical training

¹ in case a shorter training or only a part of the practical training is implemented according to the training program (§3) the equivalent number of weeks are to be indicated. If necessary, the equivalent training part is to be attached.

§4 Responsibilities of the student

The student shall agree;

- (1) to take all training opportunities offered to him/ her,
- (2) to conscientiously carry out all tasks assigned to him as part of the practical training,
- (3) to comply with the company regulations as well as the safety regulations of the company/institution,
- (4) to conscientiously write a report on the work placement and to submit this to the student supervisor of the company/ institution for signature before submitting it to the university
- (5) to safeguard the interests of the company/ institution and to keep its confidentiality
- (6) to instantly inform the company/ institution of any absences, and to submit a written medical statement within 3 days in case of sickness

§ 5 Termination of the Contract

After the satisfactory completion of the probationary period the contract may only be terminated according to §2 Sec. 2

- (1) without prior notice due to a well-founded reason
- (2) by the student for any other personal reason with four weeks' notice.

The termination must be in writing and must include the reasons for termination.

§6 Additional Arrangements²

City

Date

Company Stamp and Signature

Student's Signature

² Here arrangements such as monthly salary, holiday regulations etc. are to be indicated