



Praktikantenamt Weihenstephan - Internship Department

Contract for Practical Training

Contract
for students
at TU Munich

The contract for practical training must be signed before the beginning of the training.
In order for the practical training to be recognized, the contract must be presented on time.

1. Parties to the Contract

The following contract for practical training is between

1.1. Student

last name	first name	date of birth
town/city	street	phone/email
matriculation number	course of study	presently in the _____ semester at TU Munich - School of Life Sciences

1.2. Instructor/Company

name	company
address	
city/state/country	phone/email

2. Conditions of the Practical Training

2.1. Purpose

The student shall be assigned actual work in order to acquire practical experience and knowledge, according to the general training guidelines for the training and examination of students. This does not constitute a work contract.

2.2. Duration and Probation Period

The training shall begin on _____ and conclude on _____.
For training periods of less than 3 months, the first 2 weeks shall be considered as a probation period. For training periods of more than 3 months, the probation period shall be 4 weeks. During the probation period, the contract can be terminated without notice and without specifying reasons. This termination must be in writing. The internship department has to be informed.

2.3. Responsible Instructor

The instructor assigns Mr/Mrs _____, born on _____, professional qualifications _____ to be in charge of the practical training.

2.4. Daily Hours of Work and Holidays

The regular daily hours of work are:

Monday - Friday _____ hours, Saturday _____ hours, Sunday _____ hours.

Holidays or other days of absence are not considered part of the practical training for registered students and must be made up.

2.5. Payment

The student shall receive a monthly gross payment of _____ Euro, which is due no later than the third day after the last workday of the month.

2.6. Clauses on the reverse side are part of this contract and are recognized as such.

2.7. Number of copies

This contract is signed in _____ copies. Each contractual partner and the internship department receive a copy.

2.8. Additional agreements:

city, date	
instructor (signature)	student (signature)

3. General Regulations for the Practical Training

The basis of the internship is a mutually respectful relationship between the intern and the persons entrusted with the supervision by the company.

3.1. The instructor assumes the responsibility

- to enable the student to acquire experience and practical knowledge according to the possibilities of the company and according to the training plan.
- to cooperate with the internship department of the above-mentioned university in all matters relating to the practical training.
- to protect the intern from inappropriate behavior during the internship, such as discrimination (disadvantaging people on the basis of their origin, education, religion, ideology, health (or disability), gender, age or sexual identity), mobbing (systematic and prolonged attacks aimed at excluding and discrediting a person), stalking (deliberate and repeated pursuit and harassment of a person), sexual harassment (behavior that impairs a person's dignity through verbal, visual, written and/or physical assault with a sexual reference) and abuse of power. The company shall inform the intern at the start of the internship which person(s) or department(s) of the company he/she can contact in the event of inappropriate behavior.
- to provide the data necessary for compiling a report of the practical training, as far as they are not company-confidential.
- to make it possible for the student to take part in activities outside the company if they are required for his/her studies.
- to issue the student with a certificate at the end of the training, attesting to his/her activities. This certificate shall include details of the type and length of the practical training and of the knowledge and skills covered by the training.

3.2. The student assumes the responsibility

to cooperate with the instructor/company, especially

- to make use of the facilities offered to him/her.
- to execute all the work entrusted to him/her according to the instruction schedule.
- to obey the orders of the instructor and of all other persons authorized by him.
- to make notes in which the place, period and person(s) in charge are recorded daily.
- to comply with rules and regulations, especially company regulations, regulations for the prevention of accidents as well as regulations pertaining to confidentiality of information. The student shall be careful in handling work equipment and shall use it exclusively for carrying out the assigned tasks. Equipment and tools are to be returned in good condition upon completion of the work.
- to work the required number of hours and to notify the company immediately if he/she is unable to work. He/she shall present a doctor's note no later than 3 days after the beginning of an illness.
- to work in the interests of the company.

3.3. Insurance

During the training the student is covered by accident insurance according to law. In case of an accident the company will send a copy of the accident report to the internship department of the university. Social security / health insurance shall accord with laws and regulations. If the company so requires, the student must acquire liability insurance according to the duration and content of the practical training.

3.4. Termination of Contract

The training contract can be terminated prematurely

- for an important reason without notice,
- with a notice period of 4 weeks in case of abandoning or changing the objectives of the training.

This termination is effected by unilateral written notice to the other party. The party which terminates the contract shall immediately inform the internship department of the university. No compensation for damages may be demanded in the case of premature termination.

4. Confirmation by the company manager

To be completed only upon completion of the practical training.

The above-mentioned contract was fulfilled from _____ to _____ .

The student was granted _____ days of holiday.

During the above-mentioned training period, the student missed _____ days due to illness or other reasons.

City, date, signature _____