

1st copy: student
2nd copy: apprenticeship training
position
3rd copy: University of Applied
Sciences Erfurt
Department of Business
Administration

Apprenticeship contract

For the professional practical training between:

(company, authority, institution): _____

(address, telephone, e-mail address) –apprenticeship training position
in the following mentioned

and Mr./Mrs.

(surname, first name) _____

born on _____ in _____

resident in _____

e-mail _____

student at the University of Applied Sciences Erfurt, Steinplatz 2, 99085 Erfurt, Germany

Telephone number: +49 (0)361 / 67000

Registration number: _____ course of studies Bachelor of Business
Administration – in the following mentioned student

CONTRACT

is concluded:

§ 1 General facts

- (1) The course of study Bachelor of Business Administration of the department of Business Administration at the University of Applied Sciences Erfurt is conceived practically orientated. Part of the course of study Bachelor of Business Administration is the realisation of a professional practical training with a duration of at least 42 weeks. During this time the student can keep member of the University of Applied Sciences.

- (2) For the professional practical training the regulations, based on the Thüringer Hochschulgesetz by the Ministry of Culture in Thuringia as well as the regulations of the university in the respective version are valid.

§2 Responsibilities of the contractual partners

- (1) The apprenticeship training position commits itself
 1. to train the student in the period from _____ to _____ (___ weeks) according to the further regulations mentioned in the rules of a practical training of the course of studies Bachelor of Business Administration of the department of Business Administration at the University of Applied Sciences and to look after the students professionally,
 2. to review the report of the practical training made by the student
 3. to issue an activity report in terms of § 5 paragraph 1 of the rules of a practical training of the course of studies Bachelor of Business Administration of the department of Business Administration at the University of Applied Sciences, which shows the duration, type and content as well as the result of the work, beginning and end of the practical training and absences from work,
 4. to name an educational authorized person of the apprenticeship training position and to facilitate the scientific management of the student at the apprenticeship training position by a professional teacher looking after the student of the University.

- (2) The student commits his-/herself to act according to the purpose of the practical training, in particular
 1. to take the offered practical training opportunities and thereby to keep the daily work conditions, working hours – according to the usual working hours of the apprenticeship training position,
 2. to carry out the assigned tasks within the framework of the practical training plan carefully,
 3. to fulfil the orders of the apprenticeship training position and of educational authorized person,
 4. to pay attention to the valid rules of the apprenticeship training position, in particular work rules and regulations for the prevention of industrial accidents as well as regulations about the pledge of secrecy,

5. to write a report of the practical training in term of § 5 paragraph 1 of the practical training rules of the course of studies Bachelor of Business Administration of the department of Business Administration at the University of Applied Sciences on the due date
6. to inform in case of absence from the apprenticeship training position immediately and to make up for self-inflicted downtimes

§ 3 Cost- and commission claims

- (1) This contract does not constitute the claim to refund of costs for the apprenticeship training position, which arise with fulfilment of this contract. It is not valid, as far as it concerns of liability cases for which the students are responsible.
- (2) The student receives an apprenticeship pay of _____ € monthly.

§ 4 Educational authorized person for apprenticeship

The apprenticeship training position instructs Mr./Mrs. _____ as the authorized person for the practical training of the student. This authorized person is the conversational partner for the student and for the University in all questions at the same time, which have a directly contact with this contractual relationship.

§5 Holidays/ Break of the apprenticeship

During the contract period holidays are not entitled to the student. The apprenticeship training position is allowed to afford a leave of absence for a short time because of private reasons. Any other breaks the student has to make up as a general rule.

§ 6 Cancellation of the contract

The contract of apprenticeship can be cancelled prior to maturity

1. because of an important reason without observance of a time limit,
2. if the student gives up or changes the aim of the practical training within a period of 4 weeks.

One contractual partner can cancel the contract by a one-sided written declaration compared to the other contractual partner after a hearing of the University previously. The contractual partner, which wants to cancel the contract has to inform the University immediately.

§ 7 Insurance cover

- (1) The student is covered by insurance against accident during his practical training in an office by virtue of law (§ 2 paragraph 1 No. 1 and § 2 paragraph 2 sentence 1 SGB VII respectively). In case of an insured event the apprenticeship training position also has to transmit a copy of the notice of accident to the University.
- (2) The liability risk of the student at the workplace has normally been covered by the general business liability insurance of the apprenticeship training position normally for the period of validity.
- (3) On request of the apprenticeship training position the student has to take out a personal liability insurance adapted to the duration and content of the contract of apprenticeship.

§ 8 Copies of the contract

This contract has to be signed in triplicate. Each contractual partner receives a copy, one copy the student transmits to the trainees` office of the University immediately.

§ 9 Other agreements

Place: _____ Date: _____

Apprenticeship training position:

Student:

Trainees` office of the University
of Applied Sciences Erfurt

)* This clause is to be omitted, as far as the liability risk is already covered by a collective insurance taken out by the apprenticeship training position.

***) Here e. g. agreements about granting of an optional recompense or replacement of special expenditures (e.g. liability insurance premiums, travelling expenses) can be arranged.

Enclosure: description of the apprenticeship training position

1. Description of the company

2. Apprenticeship training position

3. Classification of the apprenticeship training position – line of business, business sector, manufacture or service enterprise or similar

4. In case of subsidiary company/ partial business/ administrative office or similar, please register the higher-ranking position

5. Number of employees

6. Does a public liability insurance (collective insurance) exist?

7. The practical training is to be carried out in the following departments:
 - marketing
 - controlling
 - personnel / staff
 - distribution and sales department
 - assistant of the business management
 - logistics
 - auditing and taxation
 - accounting
 - EDP/computer science