

# Contract for the Practical Training Semester

Between

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Company – Authority – Institution

(the place of practical training hereinafter referred to as  
the company)

and

Mr/Mrs \_\_\_\_\_  
(first and surname)

student of the course in "Recht" Ius (Law) of the  
Berlin School of Economics and Law, Berlin

date of birth \_\_\_\_\_

place of birth \_\_\_\_\_

address \_\_\_\_\_

(hereinafter referred to as the student)

the following **contract** has been agreed.

## § 1 General Details

The student undertakes in the \_\_\_\_\_ semester 20\_\_ a semester of practical training as laid down in the regulations of the course "Recht" lus (Law).

The design of the practical component for the particular course is laid down in the regulations for the semester of practical training.

## § 2 Duties of the Parties to the Contract

(1) The company is obliged to instruct the student

from \_\_\_\_\_ to \_\_\_\_\_ (i.e. \_\_\_\_\_ weeks)

within the framework of the practical period. In particular the company is obliged to

- a. work out a draft plan which lays down the contents and aims of the practical period in consultation with the person in charge of the practical term of the course and secure, that the training-place correspond to the career structure standards.
- b. carry out the instruction according to the practical period course plan
- c. enable the student to take part in the lecture, tutorials and re-examinations of the Berlin School of Economics and Law
- d. check and sign the practical period report. The report is to be prepared by the student.
- e. Provide the student at the end of the practical period with a certificate which gives the duration and contents of the practical period, and the performance of the student.

(2) The student undertakes to behave according to the aims of the training, in particular to

- a. take full advantage of the work and instruction offered
- b. carry out conscientiously the tasks within the plan of the practical period
- c. comply with the rules of the company and the instructions of the person in charge of the practical period
- d. pay attention to any rules in force at the company, in particular labour

and safety regulations and consideration of professional discretion

- e. notify immediately the place of training of any reason for any absence
- f. submit a report on the course contents and personal achievements at the end of the practical period
- g. notify immediately the place of training of any reason for any absence
- h. submit a report on the course contents and personal achievements at the end of the practical period

### **§ 3 Training Representative**

The company here appoints

Mr/Mrs. \_\_\_\_\_ Phone: \_\_\_\_\_

to be responsible for the training of the student during the practical period

### **§ 4 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 fulfilment of the contract except in cases where damage is caused by the student.

### **§ 5 Holiday entitlement**

The company may grant the student up to 12 days off during the contract duration. The company may also allow the student a short period of release for personal reasons. When necessary, students should be released from work in order to take required make-up exams at the university.

### **§ 6 Cancellation of the Contract**

The contract for the period of practical training can be cancelled prematurely:

- a. at any time for an important reason without notice
- b. with four weeks' notice if or when the aims of the study are changed or neglected by the student

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

## **§ 7 Insurance Protection**

The student is insured under law (SGB 7 § 2 Abs. 1 Nr. 8 Buchstabe c ) against any accident, during the term of practical training. In the case of any insurance claims the company will send a copy at the Berlin School of Economics and Law. The liability of the student at the place of practical training is covered by general company liability insurance for the duration of this contract.

## **§ 8 Issue of the Contract**

Three identical copies of this contract, including the statement of the Berlin School of Economics and Law will be signed. Each party to the contract, including the person in charge of the practical period of the course of study will receive a duplicate copy of the contract.

## **§ 9 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.

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Place, Date

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Company

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student