



Copy for: Place of training, Student, University of Applied Sciences Münster

**Contract
for the implementation of a semester work placement**

between

Company for work placement _____

and

Student for work placement

Name of student		
Date of birth	Place of birth	Matriculation number
Street, Postal code, Place of residence		Telephone

Student of
Study course

**Bachelor Oecotrophologie
(Hospitality Management and Nutrition Sciences)**

at the University of Applied Sciences Muenster, Department of Food · Nutrition · Facilities,
Corrensstr. 25, 48149 Muenster. Tel: 0251/8365412 (office for work placements /
internships), oecotrophologie@fh-muenster.de

Professionally advised on behalf of the University of Applied Sciences by:

Ms. / Mr. - Surname, Christian name, Title	Telephone
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the following contract will be concluded for the implementation of a semester work placement.

§ 1

General

- (1) According to the stipulations of the above mentioned course of study, the student is to absolve a semester work placement.
- (2) The work placement is an integral part of the course of study and covers an uninterrupted time period of **15 weeks** during which the student is introduced to the professional occupation of a qualified home economist/nutrition scientist through concrete problems and practical work in daily work practice. The work placement integrates study and professional practice and is supervised by the University of Applied Sciences Muenster. During the work placement, the student remains a member of the university.

§ 2

Duration of contract

The contract is concluded for the period from _____ until _____ (15 weeks)

The student will be employed in the field of _____

with the following duties and responsibilities _____

§ 3

Duties of the work placement company

The work placement company is obliged to:

1. employ and supervise the student during the period of his/her contract, according to the conditions of §1 on the basis of the knowledge and ability gained in his/her studies so far, and in the field as stipulated in §2,
2. enable the student to sit intermediate and final examinations at the University of Applied Sciences Muenster,
3. to cooperate with the student advisor of the faculty in all questions concerning the implementation of the work placement,
4. to critically examine and counter-sign the student's report on the work placement,
5. at the end of the contract, to issue a certificate including information on the duration of, the contents and success of the training, as well as any absence.

§ 4

Duties of the student

The student is obliged to:

1. to carry out with due care the duties allocated to him/her by the work placement company within the framework of the work programme and to take advantage of all training possibilities offered,
2. to follow the instructions of authorised persons of the work placement company,
3. to respect all current regulations of the work placement company, particularly work regulations and regulations to prevent accidents; the student will be informed of such regulations at the beginning of his work placement by the respective company,
4. to keep to the company's normal daily working hours; any absence is to be immediately reported and explained to the work placement company. Absence exceeding 3 days must be reported on the next working day and a doctor's certificate on the inability to work and the expected duration of absence must be submitted; the cost of this certificate is to be met by the student,
5. to handle with due care all tools, machines, plant, and equipment as well as other facilities and products which are put at his/her disposal.

§ 5

Accident insurance cover

The student is covered against accident during the period of his/her contract in accordance with § 2 paragraph 1 no 1 social welfare legislation VII legal accident insurance (in Germany). In the case of accident, the work placement company is to send a copy of the accident report to the accident insurance company of the University of Applied Sciences Muenster.

In the case of a practical training abroad, students have to conclude a private accident insurance.

§ 6

Holidays, interruption of the training period

- (1) The student is not entitled to holidays.
- (2) For compelling reasons, the work placement company is able to grant short-term leave from the training period. Any other interruptions have to be made up for at a convenient time.

§ 7

Liability

- (1) Within the framework of legal requirements, the student is liable for any damage caused to the work placement company while completing his/her contract.
- (2) To cover the risks of liability in the student's interest, the work placement company has group public liability insurance cover. On the other hand, the student may take out appropriate private insurance.
 - To cover the risks of liability, the student, at his / her own expense, is to take out public liability insurance suitable to the duration and subject of the contract.
 - The student is recommended to take out public liability insurance suitable to the duration and subject of the contract.

Tick the appropriate box

§ 8

Representative of the work placement company

The work placement company names

Ms. /Mr.	Surname	Christian name	Academic grade	Telephone

as a representative for the employment of the student. The representative is at the same time a contact person for the University of Applied Sciences Muenster in all questions which affect the training relationship.

§ 9

Confidentiality

- (1) The student is obliged to maintain silence on any company events, which owing to their nature or because of special regulations, require secrecy. This confidentiality remains binding after the work placement is completed.
- (2) The student is to prepare a written report on his/her period of practical training with a description and a reflection on his/her experience. The student is to present this report to the work placement company so that it may be counter-signed before it is submitted to the University of Applied Sciences Muenster.

The student is entitled to make use of this report on the period of practical training in his/her further studies.

§ 10

Premature termination of the contract

- (1) The contract can be terminated at an earlier date by giving notice of termination:
 - for an important reason without adhering to a period of notice
 - when finishing studies or opting for a different study course with a period of notice of four weeks.

The possibility of terminating the contract for other reasons by mutual agreement remains unaffected.

- (2) A copy of the notice of termination is to be sent at once to the University of Applied Sciences Muenster; in the case of a cancellation of the contract, the student is obliged to do this.

§ 11

Other requirements

(Here, for example, a payment or substitution of exceptional expenditure - such as a premium for public liability insurance, travel expenses - can be agreed upon or supplementary requirements for confidentiality can be met).

§ 12

Drawing up the contract

At least two duplicate copies will be signed. Each party will receive a copy. A duplicate or copy of the contract will be sent to the responsible office of the Department of Food · Nutrition · Facilities of the University of Applied Sciences Muenster.

Place and date: _____

Stamp and signature,
Work placement company

Signature, Student