

# Practical agreement

between (Workplace)

.....

.....  
(Address)

.....

and Mr/Ms (Student)

.....

(Surname, First name)

.....

(Address)

.....

will be finalised in agreement with the

**Hochschule Neubrandenburg, Fachbereich Gesundheit, Pflege, Management,  
Studiengang Berufspädagogik für Gesundheitsfachberufe  
Brodaer Str. 2, 17033 Neubrandenburg**

in accordance with the degree- and examination regulations, in their currently valid forms.

The document consists of 4 pages and is to be handed in to the Prüfungsamt (examination office) by the student, signed by all parties in triplicate, before the start of the internship. The student is also to ensure that his/her employer receives a copy of the document.

## 1. Supervisor at the University of Applied Science:

.....

(Name, first name)

## 2. Internship supervisor (workplace)

.....

(Name, first name)

.....

(Occupation and education)

.....

(Telephone/fax)

## § 1

During his/her degree at the University of Applied Sciences Neubrandenburg, the student completes his/her vocational field orientation internship at the above firm. A qualified specialist will guide the student. The field of work and study will cover the following areas:

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## § 2

- (1) The internship consists of 12 weeks of practical occupation in a vocational field.
- (2) In the time from ..... to ..... , a total of ..... weeks will be served in our organization.
- (3) During this period, the student will be exempt from work at the firm to visit the courses accompanying the internship (see § 10).
- (4) If time off from work is unavoidable and the relevant collective bargaining agreement provides for time off, time off may be granted for up to 3 days.

## § 3

- (1) The average daily/weekly working hours are based on the usual working hours of the full-time employees of the workplace.
- (2) In order to adjust optimally and in order to learn how to work independently, it may be necessary to work outside of normal working hours. The student is obliged to work outside of normal working hours if the internship supervisor requires him/her to do so. However, the daily working hours should not be extended incommensurately. As far as the student has to work overtime upon approval by the workplace, this will be compensated through time off.
- (3) If interested, the student is allowed to participate in internal training events of the practice site.

#### **§ 4**

- (1) During his/her practical semester, the student is subject to the (statutory accident insurance) in accordance with SGB VII, §2, Abs.2.
- (2) If there is liability insurance for employees of the workplace, the student will be covered by this during his/her practical semester.
- (3) For any travels on company business (made on behalf of the workplace), the student will be reimbursed for travel expenses in accordance with the regulations of the workplace.

#### **§ 5**

- (1) The student is obliged to notify the workplace of illness without delay. From the 4<sup>th</sup> day of the illness he/she has to produce a doctor's certificate for the workplace, and notify the University of Applied Sciences of his/her illness.
- (2) Any days of work missed are to be made up for. If more than 4 working days are missed due to illness, then they must be made up for. Exceptions can only be granted by the Prüfungsausschuss (examination board) of the University of Applied Sciences in agreement with the workplace.

#### **§ 6**

Students can hold their office in the self-administration of the University of Applied Sciences while completing the practical semester; board members mustn't give up office during the practical semester.

#### **§ 7**

Supervision and authority are incumbent on the workplace during the practical semester.

#### **§ 8**

The practical plan made by the workplace together with the student is part of the practical agreement. This must be submitted to the internship coordinator of the department of Gesundheit, Pflege, Management (Health, Nursing, Management) four weeks after the start of the internship.

**§ 9**

- (1) The practical agreement can be terminated by the workplace in consultation with the University of Applied Sciences with a notice period of 14 days.
- (2) The student can terminate the practical agreement in consultation with the University of Applied Sciences with a notice period of 14 days. Notice must be given in writing.
- (3) The right of the workplace to give notice with immediate effect upon good cause shown will remain unaffected.

**§ 10**

During the period of the practical semester there will be accompanying courses. The dates will be made known separately.

**On behalf of the workplace:**  
(place, date, stamp, signature)

**Student:**  
(place, date, signature)

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**On behalf of the University of Applied Science:**  
(place, date, stamp, signature)

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Supervisor

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Practical semester coordinator