



The module “Spheres of action and target groups: Short work placement” has the following learning objectives:

The students are able to reflect again on their own motivation for study and their study objectives against the background of their concrete practical experience, to reflect on their own self-image against the background of experiences in the field of practice, to identify the effect of organisational features and, for example, economic constraints in a field of practice, to take a critical, solidarity-based viewpoint of the practice as experienced by the student but also to appropriately address any shortcomings.

## **Section 2**

(1) The administrative supervision and the departmental authority during the work placement are the responsibility of the work placement service provider. The work placement service provider nominates a trainer for the student for the duration of the work placement.

(2) The contact persons in the University are the work placement coordinator and the particular lecturer for the work-integrated class.

Contact details for the trainer:

Last name, first name and professional title:

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Email address and telephone number:

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## **Section 3**

(1) The work placement includes 100 hours of work experience in the professional field as defined in section 3(2) of the work placement regulations.

(2) The work placement period starts on: \_\_\_\_\_ and ends on: \_\_\_\_\_

(3) A qualified work placement certificate shall be issued for the student upon request.

## **Section 4**

The student is obligated:

- a) to actively take advantage of the training opportunities provided,
- b) to diligently perform tasks assigned as part of the work placement,
- c) to comply with instructions issued by the training service provider and persons authorised by the service provider as part of the training,
- d) to comply with the regulations that apply to the training service provider, particularly work regulations and accident prevention regulations, along with regulations relating to non-disclosure and confidentiality, including after the work placement is finished, and
- e) to handle materials, machines, instruments and other equipment with care.

## **Section 5**

(1) If there is third-party liability insurance for employees of the work placement service provider, the student is covered by this insurance for the work placement semester.

(2) For business travel made on behalf of the work placement service provider, the student is reimbursed travel costs by way of appropriate application of the travel cost regulations of the work placement service provider.

## **Section 6**

(1) The student is obligated to immediately inform the work placement service provider of absence or inability to perform duties because of illness. At the latest on day three of the illness the student must submit a copy of the medical certificate to the work placement service provider and the original to the responsible Examination Office of the University.

(2) Missed work placement days must be made up.

## **Section 7**

During the placement semester the student remains a member of the Neubrandenburg University of Applied Sciences. The rights and obligations of the student according to the State University Act of the

of Mecklenburg-Vorpommern and the statutes of the University and its student body shall remain unaffected.

**Section 8**

(1) This agreement can be terminated under exceptional circumstances if there is an important reason. A reason is considered important if someone claims that continuation of the contractual relationship cannot reasonably be expected. The termination is made in writing with a statement of the reason.

(2) The student can terminate the work placement agreement, in agreement with the University, by a written statement.

**For the work placement service provider:**

**For the University:**

\_\_\_\_\_  
(Location, date, stamp, signature)

\_\_\_\_\_  
(Location, date, stamp, signature)

**Trainer:**

**Student:**

\_\_\_\_\_  
(Location, date, signature)

\_\_\_\_\_  
(Location, date, signature)