

**A**

**Notification of internship host organisation  
Practical study semester  
Winter semester 2020/2021**

Last name: \_\_\_\_\_ Matriculation no.: \_\_\_\_\_

First name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal code, town: \_\_\_\_\_

(during the internship)

Study focus: \_\_\_\_\_

I will carry out the practical study semester (20 weeks at 37.5 hours) with the following organisation:

.....  
Name of the organisation or institution

.....  
Department / field of work

.....  
Street \_\_\_\_\_ Postal code, town \_\_\_\_\_

.....  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

.....  
(Name, professional title and year of state recognition of the person guiding the training)

- (A) from 31/08/2020 to 15/01/2021**
- (B) from 07/09/2020 to 22/01/2021**
- (C) other period from ..... to ..... (please enclose application)**

**The activities will be realized in the following form:**

.....  
.....  
.....

.....  
(Date)

.....  
(Student's signature)

.....  
(Signature of focus manager)

**Submission to Practice Unit until 31 May 2020!**



B<sub>1</sub>

Training Agreement Practical study semester Winter semester 2020/2021

between

Organisation/ Institution

represented by Ms / Mr

Street

Postal code, town

Phone

Fax

E-mail

hereinafter referred to as host organisation

and

the student at Ludwigshafen University

Ms/Mr

Matriculation no.:

born on:

in:

Address:

Phone:

E-mail:

hereinafter referred to as student

in agreement with the

University of Applied Sciences Ludwigshafen on the Rhine Department of Social Work and Health Care Maxstraße 29 67059 Ludwigshafen Phone: +49 (0)621/5203-536 Mail: Michael.Dillmann@hwg-lu.de

for the period from to

20 weeks at 37.5 hours

or

weeks at hours

based on the examination and internship regulations as amended, the following training agreement is concluded:

(Copy for the Practice Unit)

Submission to the Practice Unit until 26 June 2020!

### § 1 Obligations

- (1) The host organisation commits to
  1. providing the student with relevant professional training and guidance during the above mentioned time period, according to the internship regulations (PraktO) and the law of Rhineland-Palatinate on the state recognition of social workers and social pedagogues (SoAnG) as amended,
  2. engaging a social worker or social pedagogue with at least 3 years professional experience\* to provide professional guidance,
  3. preparing a training programme with the student,
  4. providing a suitable workplace and any materials required for work,
  5. releasing the student in order to allow her/his participation in the accompanying courses of Ludwigshafen University comprising 5 all-day courses (dates: 24/09/2020, 19/10/2020, 17/11/2020, 17/12/2020, 21/01/2021), and 4 half-day courses (dates: 25/09/2020, 16/10/2020, 20/11/2020, 18/12/2020, 22/01/2021),
  6. enabling the student to take part in activities of academic self-administration and releasing her/him for the respective committee meetings (on application) as far as the student is a member of these committees; the same applies to further public university events,
  7. creating an internship assessment comprising information on whether or not the internship was completed successfully and any absences if applicable, which has been discussed with the student.
- (2) The student commits to meeting the obligations related to the training purpose (37.5 hours per week, full-time).  
She/he shall
  1. perform the tasks assigned to her/him in the context of the practical study semester with the required care, and to follow the instructions given by the person responsible for practical guidance or the institution's management,
  2. comply with the applicable laws and regulations, in particular with respect to confidentiality and data protection,
  3. immediately notify the host organisation of any absence on her/his part.

\* under exceptional circumstances also a technically equivalent degree may be accepted.

### § 2 Costs and remuneration

- (1) The present agreement shall not entitle the host organisation to claim reimbursement for any costs arising from fulfilling this agreement. This does not apply, as far as damage is concerned, to claims covered by the liability insurance of the student.
- (2) As far as possible, the student should receive a monthly internship remuneration of at least € 300,- during the practical study semester. There is no legal entitlement to remuneration by the host organisation. The student will receive a monthly remuneration of \_\_\_\_\_ €.

### § 3 Person guiding the training

The host organisation engages Ms / Mr

.....  
Name, occupation, phone, fax, e-mail of the person guiding the training (please provide complete information)

to provide practical guidance for the student. The person guiding the training is also the contact person for both the student and the responsible focus manager regarding all issues relating to this agreement.

### § 4 Holiday

During the practical study semester the student will not have any holiday entitlement.

### § 5 Insurance cover

- (1) During the practical study semester the interns continue to have the status of a student. Therefore she/he is insured against accidents by law. Should the risk materialise, the host organisation shall inform the Department of Social Work and Health Care about the accident.
- (2) As far as, during her/his practical activities, the student's liability risk will not be covered by a liability insurance of the host organisation, the latter shall inform the student about her/his obligations to pay compensation and regress. The same applies in case the host organisation wants to claim any rights of recourse within the internal relationship.

### § 6 Absences

- (1) The student shall immediately inform the host organisation about her/his absence due to illness. From the third day of illness she/he shall present a medical certificate to the host organisation and inform the university.
- (2) Up to three weeks of any periods of the practical study semester not completed due to illness, maternity leave or parental leave will be considered for calculating the duration of the practical study semester.

### § 7 Cancellation of the agreement

- (1) The host organisation, in consultation with the Practice Unit, is entitled to cancel the training agreement based on corresponding reasons in terms of labour law, giving 14 days notice.
- (2) The student, in agreement with the Practice Unit, is entitled to cancel the training agreement based on corresponding reasons in terms of labour law by giving 14 days notice in writing.
- (3) The right of the host organisation and the student to cancellation with immediate effect upon good cause shown according to labour regulations shall remain unaffected.

### § 8 Copies of the agreement

Three copies of this agreement shall be signed. Every party to the agreement shall receive one copy.

### § 9 Other stipulations

Other stipulations must be made in writing.

- I herewith agree that details of my organisation (name of the organisation, street, postal code, town and website) will be included in a database of host organisations and published on the website of Ludwigshafen University, Department of Social Work and Health Care.
- I herewith agree to receive e-mails informing about (information) events of Ludwigshafen University (newsletter) until revoked.

.....  
Place, date

.....  
Representative of the host organisation

.....  
Student

.....  
Department of Social Work and Health Care  
Michael Dillmann

**B<sub>2</sub>**

**Training Agreement  
Practical study semester  
Winter semester 2020/2021**

between

.....  
Organisation/ Institution

.....  
represented by Ms / Mr

.....  
Street Postal code, town

.....  
Phone Fax E-mail

hereinafter referred to as **host organisation**

and

the student at Ludwigshafen University

Ms/Mr ..... Matriculation no.: .....

born on: ..... in: .....

Address: .....

Phone: ..... E-mail: .....

hereinafter referred to as **student**

in agreement with the

University of Applied Sciences  
Ludwigshafen on the Rhine  
Department of Social Work and Health Care  
Maxstraße 29  
67059 Ludwigshafen  
Phone: +49 (0)621/5203-536  
Mail: [Michael.Dillmann@hwg-lu.de](mailto:Michael.Dillmann@hwg-lu.de)

for the period from ..... to .....

**20 weeks at 37.5 hours** or  ..... **weeks at** ..... **hours**

based on the examination and internship regulations as amended, the following training agreement is concluded:

**Submission to the Practice Unit until 26 June 2020!**

**(Copy for the host organisation)**

**§ 1 Obligations**

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  5. releasing the student in order to allow her/his participation in the accompanying courses of Ludwigshafen University comprising 5 all-day courses (dates: 24/09/2020, 19/10/2020, 17/11/2020, 17/12/2020, 21/01/2021), and 4 half-day courses (dates: 25/09/2020, 16/10/2020, 20/11/2020, 18/12/2020, 22/01/2021),
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She/he shall
1. perform the tasks assigned to her/him in the context of the practical study semester with the required care, and to follow the instructions given by the person responsible for practical guidance or the institution's management,
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The host organisation engages Ms / Mr

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.....  
Name, occupation, phone, fax, e-mail of the person guiding the training (please provide complete information)

to provide practical guidance for the student. The person guiding the training is also the contact person for both the student and the responsible focus manager regarding all issues relating to this agreement.

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**§ 5 Insurance cover**

- (3) During the practical study semester the interns continue to have the status of a student. Therefore she/he is insured against accidents by law. Should the risk materialise, the host organisation shall inform the Department of Social Work and Health Care about the accident.
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.....  
Place, date

.....  
Representative of the host organisation

.....  
Student

.....  
Department of Social Work and Health Care  
Michael Dillmann

**B<sub>3</sub>**

**Training Agreement  
Practical study semester  
Winter semester 2020/2021**

between

.....  
Organisation/ Institution

.....  
represented by Ms / Mr

.....  
Street Postal code, town

.....  
Phone Fax E-mail

hereinafter referred to as **host organisation**

and

the student at Ludwigshafen University

Ms/Mr ..... Matriculation no.: .....

born on: ..... in: .....

Address: .....

Phone: ..... E-mail: .....

hereinafter referred to as **student**

in agreement with the

University of Applied Sciences  
Ludwigshafen on the Rhine  
Department of Social Work and Health Care  
Maxstraße 29  
67059 Ludwigshafen  
Phone: +49 (0)621/5203-536  
Mail: [Michael.Dillmann@hwg-lu.de](mailto:Michael.Dillmann@hwg-lu.de)

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.....  
Place, date

.....  
Representative of the host organisation

.....  
Student

.....  
Department of Social Work and Health Care  
Michael Dillmann



**Confirmation of starting the internship  
Practical study semester  
Winter semester 2020/2021**

Date: .....

The student

.....  
(Last name, first name)

Matriculation no.: .....

presented her-/himself at the host organisation

.....  
.....

- on
- (A) 31 August 2020
  - (B) 07 September 2020
  - (C) .....

and started the practical study semester.

.....  
Official stamp  
Signature of person guiding the training

**Submission to the Practice Unit:  
no later than two weeks after the start of the practical study semester.**





**Confirmation of participation in the supervision  
Practical study semester  
Winter semester 2020/2021**

Date: .....

The student

.....  
(Last name, first name)

Matriculation no.: .....

has taken part in the following supervision sessions:

25 September 2020 .....  
(Supervisor's signature)

16 October 2020 .....  
(Supervisor's signature)

20 November 2020 .....  
(Supervisor's signature)

18 December 2020 .....  
(Supervisor's signature)

22 January 2021 .....  
(Supervisor's signature)

**Submission to the Practice Unit:  
upon completion of the practical study semester.**