



A

Notification of internship host organisation Practical study semester Winter semester 2021/2022

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 06/09/2021 to 21/01/2022
(B) from 13/09/2021 to 28/01/2022
(C) other period from ... to ... (please enclose application)

The activities will be realized in the following form:

[Blank lines for activity description]

(Date)

(Student's signature)

(Signature of focus manager)

Submission to Practice Unit until 31 May 2021!



B<sub>1</sub>

Training Agreement Practical study semester Winter semester 2021/2022

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:

Submission to the Practice Unit until 14 June 2021!

(Copy for the Practice Unit)

### § 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: : 23.09.2021, 25.10.2021, 16.11.2021, 16.12.2021, 20.01.2022), and 4 half-day courses (dates: 24.09.2021, 22.10.2021, 19.11.2021, 17.12.2021, 21.01.2022),
  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



**Training Agreement  
Practical study semester  
Winter semester 2021/2022**

between

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Organisation/ Institution

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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 14 June 2021!**

**(Copy for the host organisation)**

**§ 1 Obligations**

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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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Place, date

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Representative of the host organisation

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Student

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



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

**Training Agreement  
Practical study semester  
Winter semester 2021/2022**

between

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Organisation/ Institution

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Street Postal code, town

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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  
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Phone: +49 (0)621/5203-536  
Mail: [Michael.Dillmann@hwg-lu.de](mailto:Michael.Dillmann@hwg-lu.de)

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

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.....  
Place, date

.....  
Representative of the host organisation

.....  
Student

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



C

**Confirmation of starting the internship  
Practical study semester  
Winter semester 2021/2022**

Date: .....

The student

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

Matriculation no.: .....

presented her-/himself at the host organisation

.....  
.....

- on  (A) 06 September 2021
- (B) 13 September 2021
- (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.**



D

**Certificate of completion of the  
practical study semester  
Winter semester 2021/2021**

Date: .....

The student

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

Matriculation no.: .....

has completed the practical study semester at the host organisation:

.....  
.....

in the period from       (A) 06/09/2021 to 21/01/2022  
                                   (B) 13/09/2021 to 28/01/2022  
                                   (C) ..... - .....

20 weeks at 37.5 hours full-time    or     ..... weeks at ..... hours

.....  
(Absences from - to - and reason of absence)

The practical study semester was completed successfully. The learning objectives defined in the training programme were achieved.

Yes

No

Report on the student's development and vocational qualifications:

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

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

**Submission to the Practice Unit:  
upon completion of the practical study semester (28 February 2022 at the latest).**



**Confirmation of participation in the supervision  
Practical study semester  
Winter semester 2021/2022**

Date: .....

The student

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

Matriculation no.: .....

has taken part in the following supervision sessions:

24 September 2021

.....  
(Supervisor's signature)

22 October 2021

.....  
(Supervisor's signature)

19 November 2021

.....  
(Supervisor's signature)

17 December 2021

.....  
(Supervisor's signature)

21 January 2022

.....  
(Supervisor's signature)

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