



A

**Notification of internship host organisation
Practical study semester
winter semester**

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 05/09/2022 to 20/01/2023
- (B) from 12/09/2022 to 27/01/2023
- (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 2022!

B₁

**Training Agreement
Practical study semester
winter semester**

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 17 June 2022!

(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: 22.09.2022, 24.10.2022, 15.11.2022, 15.12.2022, 19.01.2023), and 4 half-day courses (dates: 23.09.2022, 21.10.2022, 18.11.2022, 16.12.2022, 20.01.2023)
 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



B₂

**Training Agreement
Practical study semester
winter semester**

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 17 June 2022!

(Copy for the host organisation)

§ 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: 22.09.2022, 24.10.2022, 15.11.2022, 15.12.2022, 19.01.2023), and 4 half-day courses (dates: 23.09.2022, 21.10.2022, 18.11.2022, 16.12.2022, 20.01.2023),
 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.

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

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- (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



B₃

**Training Agreement
Practical study semester
winter semester**

between

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Organisation/ Institution

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represented by Ms / Mr

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Street Postal code, town

.....
Phone Fax E-mail

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and

the student at Ludwigshafen University

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born on: in:

Address:

Phone: E-mail:

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in agreement with the

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(Copy for the student)

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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**

Date:

The student

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

Matriculation no.:

presented her-/himself at the host organisation

.....
.....

- on (A) 05 September 2022
- (B) 12 September 2022
- (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**

Date:

The student

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

Matriculation no.:

has completed the practical study semester at the host organisation:

.....
.....

in the period from (A) 05/09/2022 to 20/01/2023
 (B) 12/09/2022 to 27/01/2023
 (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 (in the original):

No later than two weeks after the end of the practical study semester



**Confirmation of participation in the supervision
Practical study semester
winter semester**

Date:

The student

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

Matriculation no.:

has taken part in the following supervision sessions:

Name of the supervisor: _____

23 September 2022

.....
(Supervisor's signature)

21 October 2022

.....
(Supervisor's signature)

18 November 2022

.....
(Supervisor's signature)

16 December 2022

.....
(Supervisor's signature)

20 January 2023

.....
(Supervisor's signature)

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