



## Training/internship agreement Praktikantenvertrag

University <i>Zuständige Hochschule</i>	
<b>Official name</b> <i>Offizieller Name</i>	
<b>Name in English</b> <i>Hochschulname in Englisch</i>	
<b>Coordinator &amp; address</b> <i>Koordinator/in an der Hochschule</i>	
<b>Website</b> <i>Internetadresse</i>	

Personal data of the student/trainee <i>Persönliche Daten des Studierenden/Praktikanten</i>			
<b>Last name</b> <i>Nachname</i>		<b>First name</b> <i>Vorname</i>	
<b>Date of birth</b> <i>Geburtsdatum</i>		<b>Place of birth</b> <i>Geburtsort</i>	
<b>Country of birth</b> <i>Geburtsland</i>		<b>Nationality</b> <i>Nationalität</i>	
<b>Gender</b> <i>Geschlecht</i>	<b>female</b> <i>weiblich</i>	<b>male</b> <i>männlich</i>	

Relevant data of the company <i>Angaben zum Unternehmen</i>	
<b>Company name</b> <i>Firmenname</i>	
<b>Division</b> <i>Abteilung</i>	
<b>Main field(s)/branch of activities</b> <i>Hauptgeschäftsfelder des Unternehmens</i>	
<b>Total of employees of the company:</b> <i>Zahl der Mitarbeiter des Unternehmens:</i>	
<b>Name and job position of the responsible manager/supervisor for the trainee</b> <i>Name und Stellung des zuständigen Mitarbeiters/Vorgesetzten für das Praktikum</i>	

Postal address of the company/division/supervisor <i>Postanschrift des Ansprechpartners im Unternehmen</i>			
<b>ZIP Code</b> <i>Postleitzahl</i>		<b>City</b> <i>Stadt</i>	
<b>Country</b> <i>Land</i>			
Communications <i>Kommunikation</i>			
<b>Phone</b> <i>Telefon</i>		<b>Mobile Phone</b> <i>Mobiltelefon</i>	
<b>Email</b> <i>Email</i>			
<b>Website</b> <i>Internetadresse</i>			



About the training/internship			
<i>Rahmenbedingungen des Praktikums</i>			
<b>Start of the training (dd,mm,yy)</b> <i>Beginn des Praktikums (TT,MM,JJ)</i>		<b>End of the training</b> <i>Ende des Praktikums</i>	
<b>Team language</b> <i>Arbeitssprache</i>			
<b>Monthly payment netto (in Euro)</b> <i>Monatliches Gehalt netto / Ausbildungsvergütung (in Euro)</i>			
<b>Other non-cash benefits (per month in Euro)</b> <i>Zusätzliche geldwerte Vorteile (pro Monat in Euro)</i>			
<b>non-cash benefits are:</b> <i>geldwerte Vorteile sind:</i>	<b>housing for free</b> <i>kostenlose Wohnen</i>	<b>meals for free</b> <i>kostenlose Verpflegung</i>	<b>company car</b> <i>Geschäftswagen</i>
<b>local transport for free</b> <i>kostenloser Nahverkehr</i>	<b>refund of travel costs</b> <i>Erstattung Reisekosten</i>	<b>others:</b> <i>andere:</i>	
Contents and tasks in the training/internship			
<i>Inhalte und Aufgaben im Praktikum</i>			
<b>A Knowledge, skills and competences to be acquired:</b> <i>Zu erlangende Kenntnisse, Fähigkeiten und Kompetenzen:</i>			
<b>B Detailed program for the training:</b> <i>Arbeitsprogramm für das Praktikum:</i>			
<b>C Tasks of the trainee:</b> <i>Aufgaben des Praktikanten:</i>			
<b>D Monitoring and evaluation plan:</b> <i>Plan für die Beaufsichtigung u. Bewertung des Praktikums:</i>			



<b>Commitment of the three parties</b> <i>Einverständniserklärung der drei beteiligten Partner</i>	
<b>Host institution / company</b> <i>Aufnehmende Einrichtung / Unternehmen</i>	
<b>Date</b> <i>Datum</i>	
<b>Name of the coordinator</b> <i>Name des/der Koordinators/-in</i>	
<b>Signature of the coordinator</b> <i>Unterschrift des/der Koordinators/-in</i>	
<i>Stamp (if available)</i> <i>Stempel (falls vorhanden)</i>	
<b>Student</b> <i>Student/-in</i>	
<b>Date</b> <i>Datum</i>	
<b>Name of the student</b> <i>Name des Studierenden</i>	
<b>Signature of the student</b> <i>Unterschrift des Studierenden</i>	
<b>The student agrees and confirms to meet and to fulfill all requirements for funding within the LLP Programme of the EU. He/she will check the actual and relevant information on the respective websites of the EU (Education and Culture) and the DAAD (national agency). <i>Der Studierende verpflichtet sich, die Anforderungen und Auflagen einer Förderung durch das LLP-Programm der EU und/oder des DAAD (Nationale Agentur) zu erfüllen.</i></b>	
<b>Sending institution</b> <i>Entsendende Einrichtung / Hochschule</i>	
<b>Date</b> <i>Datum</i>	
<b>Department</b> <i>Studiengang des Studierenden</i>	
<b>Departmental coordinator</b> <i>Name des/der Koordinators/-in im Studiengang</i>	
<b>Signature departmental coordinator</b> <i>Unterschrift Studiengangsbeauftragte(r)</i>	
<b>Institutional coordinator</b> <i>Name des institutionellen Koordinators</i>	
<b>Signature institutional coordinator</b> <i>Unterschrift des Hochschulkoordinators</i>	
<i>Date, Seal</i> <i>Datum, Dienstsiegel</i>	

**Please find enclosed:**

- **Appendix I: Quality Commitment**
- **Appendix II: General Conditions for Placements supported by the Lifelong Learning Programme of the European Commission**

**Appendix I  
QUALITY COMMITMENT**

This Quality Commitment replicates the principles of the European Quality Charter for Mobility; its focus are Erasmus student placements.

**THE SENDING HIGHER EDUCATION INSTITUTION UNDERTAKES TO:**

- Define the learning outcomes of the placement in terms of the knowledge, skills and competencies to be acquired
- Assist the student in choosing the appropriate host organisation, project duration and placement content to achieve these learning outcomes
- Select students on the basis of clearly defined and transparent criteria and procedures and sign a placement contract with the selected students.
- Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs
- Provide logistical support to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance
- Give full recognition to the student for satisfactory completed activities specified in the Training Agreement
- Evaluate with each student the personal and professional development achieved through participation in the Erasmus programme

**THE SENDING INSTITUTION AND HOST ORGANISATION JOINTLY UNDERTAKE TO:**

- Negotiate and agree a tailor-made Training Agreement (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements
- Monitor the progress of the placement and take appropriate action if required

**THE HOST ORGANISATION UNDERTAKES TO:**

- Assign to students tasks and responsibilities (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available
- Draw a contract or equivalent document for the placement in accordance with the requirements of the national legislation
- Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress
- Provide practical support if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

**THE STUDENT UNDERTAKES TO:**

- Comply with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success
- Abide by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality
- Communicate with the sending institution about any problem or changes regarding the placement
- Submit a report in the specified format and any required supporting documents at the end of the placement

**Appendix II****GENERAL CONDITIONS****for Placements supported by the Lifelong Learning Programme of the European Commission****Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Germany, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the placement. Consequently, the National Agency of Germany or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

**Article 2: Termination of the agreement**

In the event of failure by the beneficiary to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the beneficiary within one month of receiving notification by registered letter.

If the beneficiary terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she will have to refund the amount of the grant already paid. In case of termination by the beneficiary due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the beneficiary's control and not attributable to error or negligence on his/her part, the beneficiary will be entitled to receive the amount of the grant corresponding to the actual time of the placement. Any remaining funds will have to be refunded.

**Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with Community legislation (Court of Auditors or European Antifraud Office (OLAF)). The beneficiary may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution/consortium and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the Federal Commissioner for Data Protection with regard to the use of these data by the sending institution/consortium, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

**Article 4: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Germany or by any other outside body authorised by the European Commission or the National Agency of Germany to check that the Placement and the provisions of the agreement are being properly implemented.