



Practical Placement Agreement
for a practical placement forming part of a course of studies

The following practical placement agreement
between

Name of the Host Establishment (Institution, Public authority, Company)

Address,

Tel. /Fax/ E-mail

as represented by (Name)

E-mail

hereafter referred to as the **Host Establishment**
and

Student of the Catholic University of Applied Sciences (Name)

Matriculation No.

Resident at (Address)

Date of Birth

Tel./E-Mail

Attending a Course of Studies in: Early Childhood Education Inclusive Education Social Work

hereafter referred to as the **Student on a Practical Placement**

is to be completed in accordance with § 3 of the current valid regulations for the Bachelor courses (PraxO-BA) at the Catholic University of Applied Sciences.

§ 1

Term of Contract and Mentorship

The training agreement for the practical placement applies for the period

(1) from ____ to _____ (20 weeks, full time)

from ____ to _____ (part time, equivalent period of time)

(2) The mentor for the practical placement will be _____
Name / Qualification (A copy of which must be submitted)

(3) The type of work / tasks to be carried out include _____

(For a more detailed description of these, please see the individual placement plan)

§ 2

General

- (1) A student on a practical placement with respect to the following clauses is a KHSB student who is required to complete a practical placement in accordance with their respective conditions of study and examination regulations. While on a practical placement, the student is not considered to be following a trainee program or to be employed as an apprentice subject to the principles of German employment law. The student is also not considered to be an intern according to the German Vocational Training Act, is not considered to be a civil servant according to the German Law for Personal Representation and is not considered to be an employee according to the German Works Council Constitution Act.
- (2) A practical placement forming part of the bachelor courses Early Childhood Education, Inclusive Education or Social Work at the KHSB comprises a period of twenty weeks under the normal full time working conditions of the host establishment in accordance with the respective conditions of study and examination regulations. The regulations with respect to the practical placement and the individual placement plan form the subject of this practical placement agreement.
- (3) This agreement only comes into force once it has been confirmed by the Catholic University for Applied Sciences Berlin, Köpenicker Allee 39-57, 10318 Berlin, as represented by the head of the Department for Practical Placements. (§ 3 para.1 PraxO-BA).

§ 3

Host Establishment's Obligations

- (1) The host establishment is obliged to
 1. train the student on a practical placement for the duration of the placement as mentioned above in accordance with § 2 (2) of the practical placement agreement,
 2. provide the student with a suitable work place and the necessary working materials,
 3. appoint a suitable mentor (§ 2 PraxO-BA) to supervise the student on a practical placement and to create an individual placement plan (§ 4 PraxO-BA) with the student on a practical placement, following an initial period of orientation, which is to be completed 4 weeks after the start of the placement at the latest and which outlines both the individual learning goals, the material to be taught and the learning tasks for the practical placement as well as how the mentoring process is to be organised (a weekly conversation with the mentor as a rule),
 4. allow the student on a practical placement to attend any courses designed to accompany the practical placement held at the Catholic University for Applied Sciences,
 5. issue a certificate which certifies the successful completion of the practical placement (§ 10 PraxO-BA).
- (2) Any further obligations arising from the Catholic University of Applied Science's regulations with regard to practical placements remain unaffected.

§ 4

Student on a Practical Placement's Obligations

- (1) The student on a practical placement is obliged to observe the objectives of the practical placement, in particular:
 1. to carry out the placement tasks as specified by the mentor based on the Catholic University for Applied Science's regulations regarding practical placements and the individual placement plan

- with due care and diligence,
2. to observe the legal regulations and any pertinent rules of the host establishment, particularly with regard to professional discretion and data protection,
 3. to inform the host establishment and the university without delay if they are unable to attend the practical placement for any reason and, in the case of illness, to provide both the host establishment and the Department for Practical Placements with a doctor's note after four days at the latest,
 4. to produce a written report about the practical placement.

§ 5 Payment

The student on a practical placement is not legally entitled to receive payment from the host establishment during the placement. The Catholic University of Applied Sciences recommends that a training allowance be paid.

§ 6 Holiday

The student on a practical placement is not entitled to take holiday during the placement.

§ 7 Insurance Cover

- (1) Students on a practical placement remain normal students of the Catholic University of Applied Sciences for the duration of the placement.
- (2) The student on a practical placement is legally insured according to the regulations of the Social Security Code VII against the risk of an accident on the job while they are at the host establishment. The student is also insured against the risk of an accident taking place on the way to and from the host establishment (the direct way between their flat and the host establishment and back). Should an insured event occur, the host establishment is responsible for writing a report of the accident and passing it on to their respective public insurance carrier, as well as informing the Department for Practical Placements at the Catholic University of Applied Sciences accordingly.
- (3) When setting up the practical placement agreement, the host establishment is responsible for informing the student on a practical placement whether a third party liability policy and / or a third party liability policy for financial loss are in place to cover any liability risks and whether the student on a practical placement belongs to the group of insured people; if no such insurance cover is in place, the host establishment is responsible for making the student on a practical placement aware of their obligations with regard to damages and regress.

§ 8 Termination of the Practical Placement Agreement

- (1) The host establishment can terminate the practical placement without giving any notice by informing the student on a practical placement concerned if the student does not observe the working hours as outlined in the practical placement agreement, or if the material to be learnt

and the learning tasks as outlined in the individual placement plan are not completed and the learning objectives are not fulfilled. The host establishment must inform the head of the Department for Practical Placements of their intention to terminate the practical placement without delay and do so before informing the student.

- (2) The student on a practical placement can terminate the practical placement without giving any notice following consultation with the lecturer responsible and the head of the Department for Practical Placements if they have good reasons for doing so. Such reasons could include, for example, a lack of sufficient guidance or if there is no guarantee that the material to be learnt can be completed or that the learning objectives can be fulfilled. The host establishment should be given the opportunity by the head of the Department for Practical Placements to give their view with regards to the reasons given by the student on a practical placement prior to the termination.

§ 9 Issuing / Completion of the Practical Placement Agreement

This practical placement agreement is to be signed by the agreement partners and must be submitted to the Department for Practical Placements before the start of the placement in order that it may be approved by the university. Once the placement agreement has been approved by the university, as represented by the head of the Department for Practical Placements, the agreement comes into force and both signatories will be issued with a copy.

§ 10 Additional Stipulations

The weekly working hours for the student on a practical placement are, as a rule, to be based on the standard number of hours worked by those employed by the institution in accordance with the standard tariff agreement.

Place, Date

Signature: Host Establishment
Coordinator / Authorised Representative
of the Host Establishment

Host Establishment stamp

Place, Date

Signature: Student

This practical placement agreement fulfils the terms for a practical placement as part of a course of studies in accordance with the current valid regulations for practical placements as set out by the Catholic University for Applied Sciences and has been confirmed and accepted by the Catholic University for Applied Sciences:

Berlin, Date

Signature: Head of the Department
for Practical Placements

Catholic University for
Applied Sciences stamp



Individual Placement Plan¹

BA Course of Studies

- Early Childhood Education
Inclusive Education
Social Work

Mr/ Ms _____ Matriculation No.: _____

will complete a practical placement in accordance with § 6 of the PraxO-BA

from _____ to _____

at the following institution:

(please include address, telephone number /email address)

Mr/ Ms

(please include qualification)

is a suitably qualified member of staff in accordance with § 2 der PraxO-BA and will act as a mentor for the duration of the placement

Meetings with the mentor shall take place _____
(when, how often)

Please do use a separate sheet to point out the learning aims, content to be learned and learning tasks during the practical placement

Place, Date

Signature: **Student on the practical placement**

Signature: **Mentor** and Stamp

¹ In accordance with § 4 of PraxO-BA



Practical Placement Certificate

BA Course of Studies

Early Childhood Education

Inclusive Education

Social Work

Mr/Ms: _____ Date of Birth: _____

Address: _____

Matriculation No.: _____

We hereby certify that Mr/Ms _____

successfully completed a practical placement of the necessary length as part of their course of studies in accordance with §5 of the KHSB regulations regarding practical placements

in the summer semester of _____ from _____ to _____ in our institution.

Our institution is _____

Please give a short description of your establishment

We provide _____

Please give a short description of the services your establishment provides

The tasks / activities carried out by Mr / Ms _____

included _____

Please enter the activities / tasks carried out

At the end of the placement, I worked with the student on an evaluation of the placement based upon the practical placement report.

Place/ Date

Mentor's Signature

Institution Stamp



Participatory Certificate - Supervision

Bachelors of Arts

- Early Childhood Education
Inclusive Education
Social Work

Mr./Mrs.: _____ date of birth: _____

Address: _____

Matr.-Nr.: _____

This certifies, that Mr./Mrs.: _____ completed the group supervision course according to § 7 of the current practical experience guidelines of the KHSB

in the Summer Semester of: _____

Location/Date

Signature of Supervisor