

**Study agreement on student work placement for the
Bachelor of Engineering in Civil & Structural Engineering
[Bauingenieurwesen]
at the HTW des Saarlandes, University of Applied Sciences**

The following agreement is concluded between:

in _____

_____ -company-

and Mr/Ms _____

Date of birth: _____ Place of birth _____

Address _____

Student Registration No.: _____

_____ -student in practical training-

**Section 1
General remarks**

During the period of the work placement, the student shall be entrusted as far as possible with responsibilities which are relevant to the curriculum of the B.Eng. in Civil & Structural Engineering ("Bauingenieurwesen", hereinafter referred to as "BI") in the School of Architecture and Civil Engineering at the University of Applied Sciences ("Hochschule für Technik und Wirtschaft des Saarlandes", hereinafter called "htw saar").

**Section 2
Duration**

The placement shall commence on _____

and end on _____

The contracting parties agree upon a probationary period of 2 weeks, during which both parties are entitled to terminate the agreement without notice.

Section 3

Responsibilities of the host company

The company shall entrust the student as far as possible with responsibilities which are compatible with the curriculum of the BI degree program at the HTW. Furthermore, the host company shall be prepared:

1. to co-operate with the staff responsible at the HTW on all matters of education/training which are relevant to the student on placement,
2. to inform the HTW where the student fails to honour the terms of this agreement,
3. to issue to the student, upon completion of the period of placement, a certificate indicating the student's activities and behaviour.

Section 4

Responsibilities of the placed student

The student shall undertake:

1. to take advantage of all training opportunities offered,
2. to comply with all decisions and instructions from persons responsible within the company,
3. to act at all times in the interests of the company and not to disclose company information, except within the framework of co-operation with the HTW,
4. to notify the company as soon as possible of any absence, and, in the case of absence due to illness, to submit a medical certificate at the latest on the fourth day of absence,
5. to show the company a valid student registration card.

Section 5

Guidance

Mr/Ms _____

shall act as the placement adviser responsible for the guidance of the student. The adviser shall be prepared to co-operate with the student and with the staff responsible at the HTW in order to ensure that the work placement is a success.

Section 6

Remuneration

The monthly remuneration is to be agreed individually between the host company and the student.

It shall be _____ per month.

**Section 7
Termination of the agreement**

The present agreement may be terminated following the probationary period for the following reasons:

1. by either party on important grounds,
2. by the placed student, if he/she wishes to terminate the period of training.

In the latter case, the student undertakes to observe a period of notice of two weeks. Any notice of termination must be given in writing, indicating the reasons for the termination.

**Section 8
Insurance**

If the student does not have health insurance, he or she is obliged to take out health insurance for the duration of the placement.

The student is obliged to take out adequate accident and public liability insurance for the duration of the placement and to submit on request a copy of the insurance policy to the company offering the placement.

**Section 9
Additional provisions**

Place: _____,

Date: _____

Company

Student of Civil & Structural Engineering
in practical training

Hochschule für Technik und Wirtschaft des Saarlandes (HTW)
