

**Study agreement on student work placement**  
**Course of**  
**International Business Management (Bachelor of Arts)**

The following agreement is concluded between:

\_\_\_\_\_

in \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ -company-

and Mr/Ms \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth \_\_\_\_\_

Address \_\_\_\_\_

Student Registration No.: \_\_\_\_\_

\_\_\_\_\_

student of business studies 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 course in International Business Management ("Internationale Betriebswirtschaft", hereinafter referred to as "IBW") in the School of Business Management ("Fakultät Wirtschafts-wissenschaften ") at the University of Applied Sciences ("Hochschule für Technik und Wirtschaft des Saarlandes", hereinafter called "HTW").

**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 IBW course 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  
Further provisions**

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Place: \_\_\_\_\_,

Date: \_\_\_\_\_

Company

Student of business studies in  
practical training

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Hochschule für Technik und Wirtschaft des Saarlandes (HTW)

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