

Work Placement Agreement

Master of Counselling

Between:

(work placement service provider, address)

and:

(student, address, email, telephone number),
in agreement with the:



Faculty of Social Work and Education,
Master of Counselling,

the following work placement agreement is concluded:

Section 1

The student will undergo training at the above-named work placement service provider as part of his or her studies at the Neubrandenburg University of Applied Sciences. Supervision during the work placement in the facility will be provided by an employee (mentor) with university education in social education or social work or an equivalent, suitable qualification in the social sciences (e.g. in pedagogy, psychology, educational sciences, theology).

The learning and work environment includes the following areas:

Section 2

- (1) The work placement starts on _____ and ends on _____.
- (2) An evaluation shall be provided for the student upon request.

Section 3

- (1) The student is obligated:
 - a) to diligently perform tasks assigned as part of the work placement,
 - b) to comply with instructions issued by the training service provider and persons authorised by the service provider as part of the work placement,
 - c) to comply with the regulations that apply to the work placement service provider, particularly work regulations and accident prevention regulations,

- along with regulations relating to non-disclosure and confidentiality, including after the work placement is finished, and
- d) to handle materials, machines and other equipment with care.

Section 4

- (1) The student is covered by statutory accident insurance during the work placement as defined by section 2.2 of the German Social Code (SGB VII).
- (2) If there is third-party liability insurance for employees of the work placement service provider, the student is covered by this insurance for the work placement.
- (3) For business travel made on behalf of the work placement service provider, the student is reimbursed travel costs by way of appropriate application of the travel cost regulations of the work placement service provider.

Section 5

The administrative supervision and the departmental authority during the work placement are the responsibility of the work placement service provider.

Section 6

The training plan prepared by the work placement service provider together with the student forms part of the training agreement.

Section 7

- (1) This agreement can be terminated without observing a notice period if there is an important reason. A reason is considered important if someone claims that continuation of the contractual relationship cannot reasonably be expected. The agreement is terminated by a written statement.
- (2) The student can terminate the work placement agreement, in agreement with the University, by a written statement with notice of 14 days.

For the work placement service provider For the University

(Location, date, signature)

(Location, date, stamp, signature)

Name, professional title and telephone number of the mentor

Student

(Location, date, signature)

(Location, date, signature)