

CONTRACT

This contract is for students of the **Faculty of Business and Social Sciences, Hamburg University of Applied Sciences, Germany** who are in their fifth semester and are on a social work placement.

This contract is between the following **placement provider**:

Institution / organisation / provider _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

- hereinafter **placement provider**

and

the following student of the **Faculty of Business and Social Sciences, Hamburg University of Applied Sciences, Germany**

- hereinafter **student**

Ms / Mr. (Please circle)

First name(s): _____

Surname(s): _____

Date of birth: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

BA Social Work Practice Placement

SECTION I - Subject of the Contract

This contract regulates the practical training for students on a degree course in Social Work in the Faculty of Business and Social Sciences, Hamburg University of Applied Sciences, Germany. It is based on the regulations in German language set out by the University of Applied Sciences Hamburg for practice placements abroad. It regulates further the rights and duties of both contractual parties during the social work placement with regard to the conditions of the placement and the training plan.

SECTION II - Legal basis of the work placement

- (1) The work placement is full-time and takes place in the fifth semester. The placement is one hundred and fifteen days in total.
- (2) The length, range and training content of the social work placement are governed by the current edition of the Study, Examination and Practice Placement Regulations of the Faculty of Business and Social Sciences, Hamburg University of Applied Sciences, Germany and the clauses of this contract.

Section III - Length of Social Work Placement, Working Hours and Absences

- (1) During the social work placement, the student should work 7 hours per day.
- (2) Only the actual hours worked during the social work placement will be recognised. The time missed through absence must be made up in order to be recognised. However, should absences occur for compelling reasons such as illness or family bereavement, a total of 8 days may be missed and does not need to be made up. Students on social work placement are not entitled to holiday leave.
- (3) At the end of the social work placement, the placement provider is required to submit full details of attendance and absences in the final student evaluation. The Central Placement Office in the Faculty of Business and Social Sciences, Hamburg University of Applied Sciences must be notified immediately of all absences over those stipulated in Section III, Clause 2.

SECTION IV - Obligations of the Placement Provider

- (1) The placement provider is to train the student in accordance with the current Study, Examination and Practice Placement Regulations of the Faculty of Business and Social Sciences, Hamburg University of Applied Sciences, Germany. The provider is further to support the student in keeping a reflective diary.
- (2) The placement provider is responsible for supplying the student with regulations relevant to the placement such as those for data protection as well as in-house regulations.



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- (3) The placement provider is to assign a person responsible for the execution of the social work placement. This person is responsible for training the student and is named as follows:

Name: _____

Work address, Telephone, fax, e-mail _____

- (4) The placement provider is to clarify any queries or problems that arise with the Central Placement Office in the Faculty of Business and Social Sciences, Hamburg University of Applied Sciences, Alexanderstrasse 1, 20099, Hamburg, Germany. Telephone: (+49 40) 42875-7033, Fax: (+49 40) 42875-7009.
- (5) On completion of the social work placement, the student is to receive an evaluation in which it is clearly stated whether the social work placement was completed successfully or not and that it was in accordance with the above-mentioned Study, Examination and Practice Placement Regulations. It must be further certified in the evaluation that either no absences occurred or in the event of absence, that the said absences were made up. An evaluation is also to be completed if the student ends his or her placement early.

Section V - Obligations of the Student

- (1) The student is required:

To carry out the tasks allocated to him or her during the work placement in a careful and conscientious manner.

- To observe the Study, Examination and Practice Placement Regulations in their current form.
- To follow the instructions given by the supervisor during the work placement.
- To observe the relevant workplace regulations during the placement.
- To inform the placement provider immediately in the event of absence or not being able to complete a part of the placement.

Section VI - Remuneration

Remuneration agreements are not subject of this contract. In the event of the placement being remunerated, a separate written agreement is required. In this case, each party is

responsible for their own social security and tax contributions as well as their legal obligations with regard to employment regulations. Such agreements must not alter or limit the rights and duties outlined in this contract with regard to the length, range and content of the social work placement.

Section VII - Rights and Duties of the Central Placement Office

- (1) The Central Placement Office is the contact point for all matters relating to the social work placement for all contractual parties. It has the right to request an interim report for the social work placement from the placement provider and may further visit the placement provider for further discussions with prior notice.
- (2) Each of the contractual parties is obliged to contact the Central Placement Office in the following cases:
 - On non-starting or completion of a part of the placement.
 - In the event of absence over 8 working days during the full-time placement in the fifth semester.
 - On annulment of this contract.
 - On alterations or additions to this contract.
- (3) The Central Placement Office will not recognise the completed placement if it was not conducted according to the Study, Examination and Practice Placement Regulations or if the training provided was not in accordance with these guidelines. The placement will further not be recognised if the absences during the placement amount to more days than those stipulated in Section III.

Section VIII - Contractual Validity, Alterations and Additions

- (1) The conclusion of this contract is dependent on the social work placement work place being recognised for this purpose, the authorisation of this contract and the approval of the training plan. The student will receive a written confirmation of the recognition and authorisation of the social work placement from the Central Placement Officer.
- (2) In order for changes and alterations to this contract as well as the training plan to become effective, they must be submitted in writing to the Central Placement Office. These must be authorised by the Central Placement Office according to Section VIII Clause I.

Section IX - Annulment of Contract

- (1) This contract may be annulled by each contractual party with a period of notice of four weeks to the end of the month. Notice must be in written form and be sent by registered post.
- (2) The right to immediate contract annulment without notice in the event of a fundamental breach of contract remains.

Section X - Final Clauses

- (1) In the event of clauses in this contract becoming ineffective, the remaining agreements between the contractual parties are still legally binding. The contractual parties are then required to provide effective clauses as a substitute for the ineffective ones.
- (2) Neither the Central Placement Office nor the Hamburg University of Applied Sciences is a contractual party in this contract. The rights and duties of the Central Placement Office are determined by the regulations in Sections IV, VII, VIII und X of this contract.
- (3) In addition, the provisions of the German Civil Code ("Bürgerliches Gesetzbuch") shall be applicable.

Date: _____

Placement provider: _____

Student: _____