

## Appendix 4

### BBPO-Master, Regulations for the Practical Work Phase (OBPP) Master of Science in Electrical Engineering

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Appendix 1: Specimen training contract for the BPP

### **§ 1 General**

- (1) § 10 BBPO requires a Practical Work Phase (BPP). This is prepared, overseen and followed-up by the university.
- (2) Students are responsible for obtaining their own placements with suitable companies and institutions (referred to below as training providers). The Faculty offers assistance in finding training providers.
- (3) A BPP is regulated in a training contract between the student and the training provider (a specimen contract is shown in Appendix 1 to the OBPP).

### **§ 2 Objectives**

The objectives of the practical work phase are as follows:

- Create a linkage between the studies and the world of work
- Orientation in the profession strived for
- Get to know technical and organisational contexts
- Involvement in the process of work
- Practical training in the engineering trade in one or several projects

### **§ 3 Duration of the Practical Work Phase (BPP)**

- (1) The BPP consists of the practical training itself and preparatory lectures.
- (2) The practical training part lasts 19 weeks.

### **§ 4 Admission and timing**

- (1) The admission is depicted in the module description in the module manual.
- (2) The practical work phase generally takes place in the third semester of the Master's course.

### **§ 5 Organisation**

- (1) The Dean, in agreement with the Faculty Council, appoints a professor as supervisor for the BPP and further consultants to assist in the BPP.
- (2) The BPP supervisor, in agreement with the student, nominates a professor to
  - a. review the suitability of the training provider
  - b. provide support during the BPP
  - c. check on how the training is progressing (as a rule, students should be visited once a week at their training providers)
  - d. appraise and assess the student's concluding report
- (3) A consultant's remit is to support the BPP supervisor, e. g. by:
  - a. organising and performing the lectures to accompany the internship
  - b. establish and maintain contacts with the training providers
  - c. review the training contracts

### **§ 6 Training providers, contracts**

- (1) The BPP is performed at the training provider in close collaboration with the university. Students conclude individual contracts with training providers before starting their internships (see the specimen contract attached in Appendix 1 to this OBPP). Approval must be obtained from the consultant before the contract is concluded.
- (2) The contract regulates the following matters in particular:
  - a. The training provider's obligations:
    - i. to deploy the student in the type of work stated in § 7 for the duration of the placement
    - ii. to enable the student to take part in important examinations
    - iii. to prepare a reference for the student stating the timescale, any periods of absence, the nature of the practical work and the success of the training
    - iv. to nominate a qualified sponsor for the student
  - b. The student's obligations:

- i. to take advantage of the training opportunities on offer and to perform the delegated work carefully
- ii. to follow the instructions issued by the training provider and the sponsor
- iii. to observe the regulations applicable to the training provider, in particular works regulations, accident prevention regulations and provisions on the duty to maintain confidentiality
- iv. to prepare a technical report (written documentation) within the set time as required by the supervising professor
- v. to inform the training provider immediately in case of absence

### **§ 7 Practical activities**

In accordance with § 2, practical training could involve one of the following areas:

- a) Research and development work
- b) Project planning and design
- c) Manufacturing, preparation of work
- d) Assembly
- e) Test bed, quality control
- f) Operational organisation

### **§ 8 Preparatory lectures and placement report**

- (1) The Faculty arranges preparatory lectures before the BPP placement. It is obligatory to participate in the preparatory events, this being a prerequisite for recognition of the BPP.
- (2) At the end of the BPP, students must prepare a report on their practical work with the training provider. These reports are assessed and evaluated by the sponsors and should be handed to the sponsor at the latest 2 weeks after the work has ended (and otherwise at the latest before the concluding work starts) and submitted to the BPP consultant in electronic form.

### **§ 9 The student's status vis-à-vis the training provider**

- (1) Students are still matriculated at Hochschule Darmstadt during the BPP (this being a component of the course) and retain all the rights and obligations of a regular student.
- (2) Students are not trainees in the sense of the German Vocational Education Act and are subject neither to the Works Constitution Act nor the Employee Representation Act during their internship with the training provider. On the other hand, students are bound by instructions issued by their training providers. A claim to a training grant is accrued under the German Training Promotion Act, the provisions of this act regarding income limits are to be observed.

### **§ 10 Recognition**

- (1) Proper completion of the BPP by the student is recognised, provided that the following prerequisites are fulfilled:
  - (1) Presentation of the training provider's certification as per § 6 Para. 2,
  - (2) Recognition of the student's concluding report by the sponsor
  - (3) Proof of performance in the BPP preparatory lectures
- (2) The university issue certification of the successfully completed BPP.

### **§ 11 Taking account of practical work**

In exceptional cases, pertinent practical experience in work associated with engineering can be counted towards the BPP. The BPP head decides upon whether such work can be taken into account on the merits of each case.

### **§ 12 Liability**

- (1) Students are insured against accidents during the practical work phase in Germany (SGB VII). In case of insurance claims, the training provider sends a copy of the accident notice to the university.
- (2) At the request of the training provider, students must conclude an indemnity insurance policy adapted to the duration and content of the training contract and present evidence of this to the training provider at the start of their deployment. This proof is not required if the liability risk is already covered by the training provider's operational liability insurance.
- (3) If students perform the practical semester abroad, they themselves are responsible for arranging adequate insurance to cover health, accidents and general indemnity.
- (4) Students on practice-oriented (dual) courses are not obliged to pay contributions towards unemployment, health, nursing or pension insurance.

**(5) Appendix 1 - specimen training contract**  
OBPP of the Master of Science in Electrical Engineering  
course of Hochschule Darmstadt

**Training contract for the  
Practical Work Phase (BPP)**

The following contract for the Practical Work Phase is concluded to perform the training

between

\_\_\_\_\_

(company – official body - institution)

\_\_\_\_\_

(address, telephone, e-mail)

referred to below as the training provider

and

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

(surname, first name) (matriculation No.)

born on: \_\_\_\_\_

\_\_\_\_\_

(address, telephone)

student<sup>1)</sup> at Hochschule Darmstadt (h\_da) on the course

\_\_\_\_\_ at the Faculty \_\_\_\_\_

<sup>1)</sup>referred to below as the student.

## § 1 General

This contract is based on the training provider's works regulations, on the course and examination regulations and the regulations for the Practical Work Phase (OBPP) of the competent faculty of Hochschule Darmstadt.

## § 2 Duration of the contractual relationship

- (1) The student shall perform a Practical Work Phase (BPP) with the training provider in the period from \_\_\_\_\_ to \_\_\_\_\_ .
- (2) No holiday entitlement is accrued during the BPP.

## § 3 Obligations of the training provider

The training provider is obliged to:

- (1) deploy the student for the duration of the BPP in tangible projects associated with the engineering trade (see §§ 2 and 7 of the OBPP);
- (2) nominate a qualified representative (sponsor) to oversee the student in matters of work and to work together with the university in all questions concerning the BPP;
- (3) allow the student to take part in important examinations at Hochschule Darmstadt;
- (4) provide a reference for the student stating the duration and content of the practical work, the success of the training and any times of absence.

## § 4 Obligations of the student

The student is obliged to:

- (1) take advantage of the training opportunities on offer and to perform the work delegated with care;
- (2) follow instructions issued by the training provider;
- (3) observe the regulations applicable to the training provider, in particular safety and accident prevention regulations;
- (4) safeguard the interests of the training provider and observe the duty of maintaining silence concerning operating processes;
- (5) prepare a written report approved by the training provider at the conclusion of the placement concerning his/her work with the training provider;
- (6) inform the training provider without delay in case of absence and, if unable to work due to illness, to present a doctor's note by the third day of illness at the latest.

## § 5 Obligations of Hochschule Darmstadt

The university is obliged to:

- (1) attend to the student during his/her placement with the training provider;
- (2) prepare certification of the successfully concluded BPP;
- (3) liaise between the training provider and the student in case of disputes.

### **§ 6 Remuneration**

The student is granted gross remuneration of \_\_\_\_\_ Euro per month.

### **§ 7 Insurance cover**

- (1) During the BPP, the student remains matriculated at Hochschule Darmstadt as a regular student and is obligatorily insured during this period under the provisions of the student health insurance scheme.
- (2) The student is exempted from contributions to pension and unemployment insurance during the BPP.
- (3) § 539 (1) RVO regulates that the student is insured against accidents caused at the training provider's premises.
- (4) The training provider shall include the student in its corporate insurance policies to cover the indemnity risk. If this is not possible, it shall expressly inform the student of this and recommend that the student concludes his/her own insurance policy.

### **§ 8 Termination of the contract**

- (1) After consulting the university, the training provider can terminate the contract - if there is an important reason to do so - by serving notice of 2 weeks.
- (2) The student can terminate the contract - if the objective of the placement no longer exists or in case of personal reasons - by serving notice of 2 weeks.

### **§ 9 Copies of the contract**

- (1) Three identical copies of this contract have been prepared and are to be signed by the training provider, the student and the university. Each of the three parties receives one copy.
- (2) The contract enters force upon its signature.

### **§ 10 Further agreements**

- (1) The training provider nominates Ms / Mr \_\_\_\_\_ as the student's sponsor.
  - (2) The student is supervised by the university through Prof. \_\_\_\_\_
- \_\_\_\_\_

Address            Tel. No.            Tel. No. secretary's office            Fax No.

For the training provider:

.....  
(Signature)

.....  
(Place, date)

The student:

.....  
(Signature)

.....  
(Place, date)

Hochschule Darmstadt hereby agrees to the foregoing contract.

.....  
(Head of BPP)

Darmstadt, (date) .....