

## **Completion to practical training contracts incoming at the University of Applied Sciences Ingolstadt**

- In the context of his studies, the student fulfills the practical training in the company mentioned in the company contract.
- The practical report drawn up by the student and showing possible times of absence from work is reviewed and signed by the mentor.
- After having finished the practical training, the company issues accurately timed a certificate furnishing information about completion of the practical training period.
- The company names the person mentioned in the contract or named by the student at the registration as supervisor for the education of the student. The supervisor acts as a contact for the student and the University of Applied Sciences in all matters concerning the contractual relationship.
- The required practical training is part of the study and is not subject to the Federal Holiday Law. During the period of practical training the student is not entitled to a vacation. Interruptions must as a rule be made up, as far as they are not compensated during the period of practical training.
- Times of plant holidays or closing of the company or other interruptions during the required practical training extend the practical period by the time of interruption; the trainee has no compulsory attendance in the company during this times.
- The required practical training takes 20 weeks including the accompanying classes (which contains mostly a workload of 2 weeks fulltime work). During the practical training the student gets the possibility to participate in accompanying classes and in examinations at the University of Applied Sciences Ingolstadt. It is valued from the first week set forth in the company contract. The time beyond is considered to be a voluntary internship and is subject to other regulations pursuant to insurance law.