

**Evangelische Hochschule Ludwigsburg  
Hochschule für Soziale Arbeit,  
Diakonie und Religionspädagogik**

Protestant University of Applied Sciences  
University of Social Work, Deaconry and Religious Education  
State Licensed and Accredited Institution of Higher Education  
of the Protestant Church of Wuerttemberg in Ludwigsburg  
Paulusweg 6, 71638 Ludwigsburg, Germany



**LEARNING AGREEMENT**  
for the Placement "Practical Study Semester" in the  
Bachelor's Study Programmes of  
**(International) Social Work / Deaconry**

**Institution of Placement:**

Name of Institution: .....

Department: .....

**Address:**

Street: .....

Postcode: ..... City: ..... Phone: .....

E-Mail: ..... Fax: .....

**Student:**

Name: .....

**Address:** (postal address during the practical study semester)

Street: .....

Postcode: ..... City: ..... Phone: .....

E-Mail: ..... Mobile: .....

Immatriculation Number: .....

Study Programme:    ( ) Social Work        ( ) International Social Work    ( ) Deaconry

Agreement signed in accordance with the Protestant University of Applied Sciences.

**Practical Supervision:**

Name: .....

Title: ..... Function: .....

**Placement Period:**

Begin of Placement: ..... End of Placement: .....

**Learning and Practice Fields of the Practical Semester:**

The spectrum includes at least the listed areas. The following briefly outlined priorities offered by the institution of placement are mandatory:

**Dealing with target groups (clients / patients / residents / visitors; priorities of methods / tasks):**

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**Processing of tasks from the management areas of administration / organisation / resources and money management / accounting:**

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**Participation in internal institutional meetings and / or bodies and occasional takeover of meeting tasks (eg the writing of minutes; preparation / moderation / evaluation tasks):**

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**Insight into external institutional contexts (eg specialist forums / workshops, conferences, publicity events, presentations):**

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## § 1 Duration

The placement „Practical Study Semester“ takes place during the summer semester, usually during the period between 01.03 - 31.08; during the winter semester, usually during the period between 01.09 - 28./29.02. The earliest starting date is possible after completion of semester examinations. The placement must end before the beginning of the following theory semester, i.e. before the beginning of the new lectures and / or the introductory / or so-called course allocation days.

## § 2 Working Hours and Exemptions

- (1) The module "Practical Study Semester" includes the following time units:

Attendance time at the office: 800 hours. These hours are mandatory regardless of collective labour agreements, "operational" or other working arrangements (example: 20 weeks x 40 hours, applicable are always 800 hours).

The distribution of attendance time must be chosen in such a way that an involvement of public holidays and / or weekends is possible, but not the norm.

In addition, the regulations in § 3 of this training agreement apply.

Accompanying practice lectures / PBL of EH:

The institution of placement releases students from work to the extent of 56 hours for attending these courses. The practice lectures take place during presence periods, either distributed over 10 dates at 4 hours per session or 5 events with no more than two units of 4 hours each. 16 hours are included to allow for commuting from the university to the location of the placement.

Exemption of presence during working days (comparable to holidays):

The institution of placement may allow for time off in accordance with Section 4 (exemption of presence). Exemption days are part of the practical semester.

- (2) The dates for the accompanying practice lectures (PBL) will be announced by the Placement Office (Praxisamt) of the Protestant University after the first meeting; usually a bit earlier.
- (3) Students who have to repeat examinations which require personal presence at the university (written tests or oral exams) are required to notify the institution of placement and the Placement Office. In this case, the placement institution exempts the student for the duration of the examinations.
- (4) During the practical phase in the field of Social Work the institution of placement may grant students special exemption i.e. holidays (upon application) under continued payment of their allowance of up to 10 working days. Those days are not part of the exemption given for accompanying practice lectures.

yes, exemption will be granted

Conditions: .....

no, exemption not accepted

students waive their exemption days

## § 3 Hours of Presence during the Placement Period

- (1) The hours of presence depend on the standard weekly working hours in accordance with the requirements of the institution of placement. During night shifts / stand-by services professional supervision must be ensured. The students must not carry out night shifts / stand-by services without professional supervision.
- (2) Students may have to work outside normal business hours for purposes of professional training i.e. to develop self-reliability and individual responsibility. The students are obliged to follow the instructions of their placement supervisor. The daily working hours should not be unduly prolonged. Agreed overtime shall be compensated with time off in lieu.

#### **§ 4 Education and Training Events at the Institution of Placement**

Participation at events provided by the institution of placement are part of the practical semester, provided students have been invited.

#### **§ 5 Times of Absence**

In case of student's absence the institution of placement has to be notified immediately. Absence caused by illness or care of relatives requires a medical certificate after the third day. A copy of the medical certificate has to be handed in at the Placement Office of the university. Missed practice days have to be made up for. In some cases presence can be reduced to 760 hours (19 weeks each 40 hours) due to exceptional personal circumstances with the approval of the Placement Office and with the institution of placement.

#### **§ 6 Insurance and Costs of Travel**

- (1) During the practical semester students are subject of statutory accident insurance after SGB VII.
- (2) Students receive protective cover by the liability insurance of the institution of placement for the duration of their practical semester.
- (3) For travel on behalf of the institution of placement students will receive their travel expenses reimbursed according to the institution's regulations.

#### **§ 7 Supervision and Professional Advisors**

The responsibility for supervision and professional advice during the practical study semester rests with the institution of placement.

Professional Advisor (Name): .....

Supervisor (Name): .....

#### **§ 8 Dormant Mandate at the Protestant University**

Students who fulfil their practical study semester can not exercise their mandate in organs of self-administration at the Protestant University of Applied Sciences. If they are members of a self-governing body, their mandate is suspended during this time. During the practical study semester students can participate in elections and be elected. There is no special exemption to exercise the right of voting.

#### **§ 9 Professional Discretion**

Students are obliged to secrecy in all professional matters towards third parties, even after the termination of their placement. The provisions of Section 35 SGB I and the Sections 203, 353 b Penal Code and other current data protection regulations, which generally or specifically apply to the institution of placement, are to be observed.

#### **§ 10 Training Plan and Training Process**

The professional advisor prepares jointly with the students an individual training plan. This contract is part of the training agreement.

##### Training Plan Differentiation:

The plan has to cover relevant training objectives and contents which should at least involve the above mentioned range of "learning and practice areas".

The training plan should contain a temporal outline of the qualification process in alignment with the capacities of the institution of placement. This should be accompanied by an agreement on the regular review of learning outcomes and at least a weekly reflection of the learning process between the professional advisor and the student.

The placement training plan has to be handed in for approval at the Placement Office (Praxisamt) of the Protestant University no later than four weeks after the beginning of the practical study semester. It has to be signed by the designated placement supervisor and the student

In the case of serious difficulties and conflicts during the training process the Placement Office (Praxisamt) of the Protestant University has to be notified in time by the practical advisor and / or the student.

### **§ 11 Termination of Agreement**

- (1) The training agreement may be terminated by the institution of placement, in consultation with the Protestant University / Placement Office (Praxisamt) with a period of 14 days notice.
- (2) The student may terminate the placement, in agreement with the Protestant University / Placement Office (Praxisamt), by written declaration giving a period of 14 days notice.
- (3) The right of the institution of placement to cancel the agreement with immediate effect, in the face of an important reason, remains unaffected.

### **§ 12 Performance Record**

At the end of the semester and practical studies of that period, the institution of placement issues a formal activity record (filled in form of EH) for the student.

The activity record has to include the following data:

- the time of presence, i.e. days made up for missed work
- exemption days given for accompanying practice lectures
- sick leave and care days and a proof of extra working time to make up for it
- exemption of presence under § 2, section 4

### **§ 13 Evaluation and Assessment Interview**

Before ending the placement a detailed evaluation and assessment interview about the general performance of this phase has to be conducted between the designated professional advisor and the student. The hereby involved evaluation criteria should be disclosed.

The institution of placement has to issue a written assessment of the student's activities. It should contain a description of the main focus and nature of the student's activities, a performance record, as well as her / his skills and abilities. In the event of disagreement the Placement Office (Praxisamt) of the Protestant University has to be consulted.

### **§ 14 Practice Report**

The student has to – based on the training plan - hand in a written report about the practical study semester. The report will be submitted to the professional advisor and confirmed by her / his signature. The institution of placement can insist on corrections for data protection purposes. Extra commentaries can be added by the institution of placement in case of different perception of processes if no mutual agreement has been achieved.

**§ 15 Recognition of the Practical Semester**

The recognition of the practical semester or this placement phase as "successful completed" is the responsibility of the Protestant University.

**§ 16 Expense Allowance**

- (1) The Protestant University of Applied Sciences recommends that all institutions of placement may pay a reasonable expense allowance per month.
- (2) For placements in institutions of the Churches of Wuerttemberg and Diakonisches Werk Wuerttemberg local regulations apply (KAO and AVR/TVÖD).
- (3) The expense allowance incurred during the whole period of placement amounts to

(gross) €..... per month\*

(\* ) If necessary, provide information on legal basis

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**§ 17 Additional Agreements**

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....., Date .....  
Signature Professional Advisor / Institution of Placement

....., Date .....  
Signature Student

....., Date.....  
Signature Placement Office (Praxisamt)  
Protestant University of Applied Sciences