Evangelische Hochschule Ludwigsburg
Protestant University of Applied Sciences
International Office
Paulusweg 6 | 71638 Ludwigsburg | Germany
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+49 7141 974 52 40

Terms and Conditions for Practical Placement abroad

(For Bachelor's Study Programmes of **Pedagogy of inclusion and special needs education (Inklusive Pädagogik und Heilpädagogik)**

Name:	
Address (postal address during practical study semester) Street: Postcode: City:	
Phone:	
E-Mail:	
Enrollment Number:	
Study Programme:	☐ Pedagogy of inclusion and special needs education

Placement Period

Begin of Placement:	
End of Placement:	

Institution of Placement

Name of Insitution:	
Department:	

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Address Street: Postcode: City:	
Country:	
Phone:	
E-Mail:	

Practical Placement Supervisor

Title, Name:	
Function:	
Occupation:	
Phone:	
E-Mail:	

In accomplishing this section, the student is required to communicate with the placement supervisor to ensure correctness of all information stated here. Upon securing the signature of the placement supervisor or an official representative of the organization, this document formally guarantees the official agreement by the placement organization that the student has successfully qualified to undertake a practical placement semester. This document confirms the supportive role of the supervisor in the placement organization and student`s responsibility in achieving the learning objectives.

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The Areas of Practice

Provide a brief history or background of the social work placement organization.

Statement of learning objectives within the period of placement.

Description of the clientele group, services and programs of the organization.

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Identify your roles, related skills and competencies you intend to develop. These include administrative and program management skills such as organizing, communicating, coordinating, training, counselling, documenting and moderating meetings, and others.

Mention related activities you are expected to attend or organize which could be internal or external to the placement organization.

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§ 1 Duration

The field placement or „Practical Study Semester“ takes place during the winter semester, normally in 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 forthcoming semester lectures or the introductory week and the so-called course allocation days.

§ 2 Required Working Hours and Exemptions

Completion of 570 hours in field placement is required. The institution of placement may allow the student to attend related lectures at a partner university whenever possible. These complementary lectures are considered as working hours and may not exceed 22,5 hours.

The institution of placement could grant the student five days of work exemption whenever the student applies for this need. Students are exempted from work on official local holidays. Students in international placement are required to have consultation sessions with their chosen professor at the Protestant University of Applied Sciences Ludwigsburg. This can be undertaken in various forms of electronic media.
In cases where a student has to be absent from work, the placement organization has to be notified. In cases of illness, the student has to present a medical certificate to the placement supervisor after the third day of absence.

§ 3 Working Conditions

Working hours will comply with local official standards in accordance with the nature of work in the organization of placement. Students may not have night shifts or emergency service without official professional supervision. Students are obliged to conform with standards, rules and professional ethics upheld by the placement organization.

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§ 4 Insurance and Costs of Travel

Students are obliged to get the following insurance cover by themselves: international health insurance, accident insurance and liability insurance for the duration of their practical semes-ter. For travel on behalf of the institution of placement, students will have their travel ex-penses reimbursed according to the institution's regulations.

§ 5 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.

§ 6 The Process of Supervision

The placement supervisor should have an academic qualification (BA or MA) in social work, inclusive education, remedial education or similar qualification.
The placement supervisor will develop a work plan together with the student on how the learning objectives will be achieved. The plan could include the following procedures:

- Clarification of learning objectives
- Standards where student performance is evaluated
- Frequency of consultation and reflection meetings
- Definition of roles, functions, responsibilities
- A time table and schedule of activities

Placement supervisors are licensed professional practitioners in social work or its related academic disciplines such as social psychology; community education and organization; social development politics and human rights.

§ 7 Termination of Practical Placement Semester

The practical placement semester may be terminated by the placement organization in consultation with the Praxisamt of the Protestant University of Applied Sciences Ludwigsburg and in concurrence with the student. The termination must be done in a written report citing the reasons thereof. The termination takes effect 14 days upon receipt of official notice.

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§ 8 Evaluation and Exit Interview

An exit interview is suggested to allow placement supervisor to give feedback on student performance. It is suggested that the student documents the evaluation process.

§ 9 Duties of the placement organization

The placement organization issues the following:

- Reference letter („Zeugnis“ oder „Beurteilung”)
- Certificate of Completion („Tätigkeitsnachweis“)

§10 Duties of the student

Upon return to the Evangelische Hochschule Ludwigsburg the student is required to submit the following:

- Certificate of Completion to the Praxisamt and a copy to the International Office
- Copy of Reference letter to the Praxisamt
- Practical Placement Report to the Praxisamt and a copy to the PBL-Teacher

§ 11 International Advocacy

Upon successful completion of the placement semester, students upon return to the Evange-lische Hochschule Ludwigsburg are highly encouraged to serve as mentors to other stu-dents. This will guarantee transfer of important learning experiences and the sharing of com-mon commitment to international advocacy issues. The student allows the Evangelische Hochschule Ludwigsburg to give contact details to other students for purposes mentioned here.

§ 12 Placement Fees and Expense Allowance

Students in international placement are not required to pay placement fees. Placement organizations have the option to provide expense allowance to students.

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I agree to supervise the practical placement semester of student.

Signature Placement Advisor / Institution of Placement

_____ Place/Date _____

Signature Student

_____ Place/Date _____

Signature International Office - Protestant University of Applied Sciences

_____ Place/Date _____

Copies

1. Placement organization
2. International Office Evangelische Hochschule Ludwigsburg
3. Student
4. Praxisamt Evangelische Hochschule Ludwigsburg