Agreement on the Integrated Practice Phase
- Practice Phase Abroad -

Bachelor's Degree Programme in Social Work

Between

Name of Organisation	
Street	
City	
Telephone Number	
E-mail Address	

and the student of the Catholic University of Applied Sciences Mainz

Name	
Street	
City	
Telephone Number	
E-mail Address	

the following agreement regarding the integrated practice phase is concluded on the basis of the currently applicable regulations governing the integrated practice phase in the Bachelor's Degree Programme in Social Work at the Catholic University of Applied Sciences Mainz.

§ 1 General

(1) The Bachelor's Degree Programme in Social Work includes an integrated practice phase. The integrated practice phase is a university-regulated, content-defined, supervised, and assessed period of study that takes place predominantly in the learning and educational environment of professional practice. In accordance with the Rhineland-Palatinate Act on State Recognition of Social Workers and Social Pedagogues (SoAnG), it is completed within an institution or an institutional field of action in social work.

(2) This agreement is based on the currently valid regulations governing the integrated practice phase.

§ 2 Duration and Scope

(1) The integrated practice phase comprises _____ hours, including the accompanying practical courses, and will be completed during the period from _____to _____. The daily practice hours should correspond to the standard working hours of the placement institution and must not exceed the legally permitted maximum working hours.

§ 3 Obligations of the Placement Institution and the Supervisor

The placement institution undertakes:

(a) to provide professional training and supervision to the above-named student during the period and to the extent specified above, in accordance with the regulations governing the integrated practice phase and Section 16 (2) SoAnG;

(b) to provide an appropriate workspace and the necessary working materials;

(c) to release the above-named student from work duties to attend the practical courses offered by the Catholic University of Applied Sciences Mainz for a total of 32 hours;

(d) to ensure that the generalist learning objectives of the integrated practice phase can be pursued exemplarily within a field of work relevant to social work/social pedagogy.

Intended Learning Fields (please briefly describe the potential learning areas):

Sponsoring Organisation, Organisation and Structure	
Social Administration	
Areas of Responsibility / Main Focuses	
Target Groups	
Teamwork, Cooperation and Networking	
Reflection, Professional Role Understanding, Professional Attitude	

(1) The placement institution undertakes to appoint a state-recognised social worker or social pedagogue with at least three years of relevant professional experience to act as supervisor. Exceptions may be permitted in justified cases. The supervising professional also serves as the contact person for both the student and the university.

(2) The supervisor undertakes:

(a) to prepare an individual learning agreement together with the above-named student on the basis of the applicable regulations governing the integrated practice phase. This agreement serves as an essential instrument for planning, structuring, and assessing learning objectives and the learning process.

(b) upon successful completion of the practice phase, to provide an evaluation containing information on attendance periods and activities performed by the student during the practice phase, as well as a justified assessment of whether the work performed met the required standards.

§ 4 Remuneration for the Practice Phase

A monthly remuneration of _____ €[1] will be paid.

§ 5 Obligations of the Student

(1) The above-named student is obliged to actively pursue the agreed learning objectives and make use of the learning opportunities provided. The student must:
   (a) submit the individual learning agreement to the Placement Office no later than six weeks after the start of the integrated practice phase.
   (b) carry out the tasks assigned within the framework of the integrated practice phase conscientiously and follow the instructions of both the supervisor and the placement institution.
   (c) comply with legal provisions and applicable regulations, in particular accident prevention regulations.
   (d) notify the placement institution immediately of any absence.

(2) The student is bound by the same confidentiality obligations as the employees of the placement institution. This does not preclude the preparation of reports for academic purposes, provided that no information subject to confidentiality is disclosed or published.

§ 6 Legal Status of Students and Insurance Coverage

(1) During the practice phase, students remain enrolled and are members of the Catholic University of Applied Sciences Mainz, with all rights and obligations in accordance with the applicable regulations and statutes.

(2) During the integrated practice phase, students are covered by statutory accident insurance pursuant to Section 2 (1) No. 8c of the German Social Code, Book VII (SGB VII). In the event of an accident, the placement institution shall provide the Faculty of Social Work and Social Sciences with a copy of the accident report.

(3) Pursuant to Section 5 (3) of the German Social Code, Book VI (SGB VI), students completing a compulsory internship as part of their degree programme are exempt from compulsory social insurance contributions provided certain income thresholds are not exceeded.

[1] The Catholic University of Applied Sciences in Mainz recommends a monthly stipend of €1,000.

(4) The agreement concluded between the placement institution and the student regarding the integrated practice phase does not establish any entitlement to reimbursement of expenses incurred in fulfilling the agreement. This does not apply to cases involving damages that are covered by the student's liability insurance.

(5) If the student's liability risks during professional practice as part of their studies are not covered by the placement institution's liability insurance, the student must be informed of any applicable liability and recourse obligations. Students are recommended to obtain their own liability insurance if they are not already insured.

§ 7 Termination of the Agreement

(1) The placement institution may terminate the agreement concerning the integrated practice phase for good cause. Good cause exists in particular if the student seriously and persistently violates the obligations set out in Section 5 of this agreement.

(2) The above-named student may terminate the agreement concerning the integrated practice phase for good cause in consultation with the Placement Office of the Faculty of Social Work and Social Sciences. Good cause exists in particular if the placement institution fails to comply with the regulations governing the integrated practice phase upon which this agreement is based.

_____

Place, Date

_____	_____
Placement Institution (Stamp/Signature)	Student