

Confirmation

SS/WS A

Between (Employer)

address

and (Trainee),

address

date of birth/...../....., place of birth,
(month / day / year)

an internship /practical training contract has been made for students of the Karlsruhe University of Applied Sciences.

Practical training begins on and ends on

.....
(place) (date)

.....
(Employer) (Trainee)

.....
(Registration number
chamber of architects
or equivalent)

Please return to:

HOCHSCHULE KARLSRUHE – TECHNIK UND WIRTSCHAFT
Fakultät Architektur und Bauwesen,
Studiengang Architektur, Postfach 2440, 76012 Karlsruhe

Acknowledgement of Practical Training

SS/WS A

We hereby acknowledge that

Ms./Mr.

has worked as trainee for consecutive weeks

in our office / institution.

.....
(place)

.....
(date)

.....
(stamp/seal and
signature of architect
responsible)

Important:

This form must be returned in paper to the secretary of the Department of Architecture immediately at the end of practical training either personally or by postal mail.

Contract

Internship /Practical Training

between (Employer)

address

and (Trainee)

address

date of birth/...../....., place of birth
(month / day / year)

§ 1

General

Internship /Practical Training is provided by Employer as Practical Study Project
(major part of mandatory Practical Study Semester)

for studies at the Karlsruhe University of Applied Sciences
in the department of Architecture
towards the degree of Bachelor of Arts (BA).

Trainee is enrolled at Karlsruhe University of Applied Sciences.
Essential condition for this contract is that Trainee has fulfilled all academic
requirements prior to practical term as specified in current examination rules
„Studienprüfungsordnung“.

Site analysis + evaluation is conducted as five-day compact course at beginning or
end of Practical Study Semester.

Mid-term review is conducted on a Friday afternoon.

Employer must enable Trainee to participate in one of the courses as well as mid-
term review. For employment abroad exemptions can be granted upon request.

§ 2

Duration

Internship /Practical Training requires 20 weeks with a minimum attendance of 95
workdays.

It begins on and ends on

Probation is four weeks. During probation both parties can withdraw from contract with two weeks notice.

§ 3

Employer's Duties

Employer has received the attached training schedule of the department of architecture, Karlsruhe University of Applied Sciences, and declares to be in the position to fulfill all requirements described therein.

Employer pledges

1. to comply with regulations as described in training schedule,
2. to cooperate with University in all matters regarding practical training of Trainee,
3. to encourage communication between Trainee and University,
4. to inform University immediately, should practical training end prematurely or Trainee fail to appear for commencement of training,
5. to issue a written certificate for Trainee upon completion of training.

§ 4

Trainee's Duties

Trainee pledges

1. to utilize available facilities and training possibilities offered by employer,
2. to complete all tasks diligently and conscientiously,
3. to comply with safety regulations and to handle equipment with care,
4. to protect Employer's interests,
5. to inform Employer immediately in case of absence, to submit doctor's attestation in case of illness (after third day of illness).

§ 5

Termination of Contract

The contract can only be terminated after Probation

1. for serious reasons without notice,
2. by Trainee with four weeks' notice for personal reasons

Termination must be effected in writing. Department of Architecture at Karlsruhe University of Applied Sciences must be informed.

§ 6

For the Duration of training Trainee will receive a benefit ofper month.

Social security and unemployment insurance is not obligatory. Existing student insurance must be continued for the duration of Practical Study Semester.

§ 7

Alterations

Alterations and amendments must be stated in writing.

§ 8

Further Agreements

.....
.....
.....
.....

.....
(place)

.....
(date)

signed:

.....
(Employer)

.....
(Trainee)

Appendix

1. Training objectives

- Understanding planning and building processes in architectural practices in terms of contents, correlation, and interdependency.
- Experiencing various participants of planning and building processes, their roles and particular interests.
- Exercising team work as an internal function of an architectural office as well as cooperation with external firms of other fields.
- Enabling knowledgeable decision making for thematic priorities in subsequent terms.

2. Training contents and implementation

(excerpt of examination rules „Studienprüfungsordnung“ SPO Bachelor Program, Department of Architecture, Karlsruhe University of Applied Sciences, April 30th, 2008)

(2) Internship /practical training requires 20 weeks (attendance: 95 workdays).

(3) The practical study semester consists of:
project participation in the fields of

- urban planning
fundamentals and examination of planning requirements
urban design, master plan
- edifice planning
fundamentals and examination of planning requirements
edifice design, building permit plans, realization plans, detail plans.
- Building implementation
costing, call for bids, tendering, scheduling, project management,
preparation, construction management, final inspection.
Major emphasis should be placed on building planning.

3. Offices

(excerpt of examination rules „Studienprüfungsordnung“ SPO Bachelor Program, Department of Architecture, Karlsruhe University of Applied Sciences, April 30th, 2008)

The employing office must be an architectural office or a comparable institution, directed by a person registered as a qualified architect by the chamber of architects or corresponding institution responsible for approval of architects (i.e. RIBA, AIA, etc.). The student him/herself is responsible for obtaining trainee employment.; SPO §4(5).

Practical Training in a foreign country is feasible.

4. Attendance at the university

- 4.1 introduction: Formulation of training objectives and contents.
General questions regarding practical training.
Announcement re 4.2. (date, time, place).
- 4.2 mid-term review: Colloquium: Individual summaries of practical training.
Discussion.
Miscellaneous.

Mid-term review has examination character and is mandatory.

Requests for unavoidable exemptions must be submitted beforehand to the member of the examination board responsible for practical training.