

**- Start of studies winter semester 2025/26 -**

**Please tick:**     **Industrial Engineering**         **Mechatronics and Automation**

**Note on the collection of your personal data and rights (Art. 13, 14 GDPR)**

We collect and store your personal data within the framework of cooperation in work-integrated studies for the purpose of fulfilling the agreement with your company (processing is necessary for the performance of a task carried out in the public interest accordance with Art. 6 (1) (e) GDPR). You have the right to request information about the data we have stored about you and, if data are inaccurate, to request rectification or, if data are stored unlawfully, to request the erasure of the data. Your point of contact is: Judith Peltz, Department VI: International Office, international.office@hsbi.de, Tel.: Phone +49 521 106-70215.

For detailed information on the processing of your data, see: [www.hsbi.de/internationales/datenschutzerklaerung-international-office](http://www.hsbi.de/internationales/datenschutzerklaerung-international-office)

**Company details**

Name of the company/institution		
Registered office of the company/institution: Address, postcode, city, country		
<b>Specialist supervisor</b> (Engineer)	<b>Name</b>	<b>Telephone</b>
	<b>E-mail</b>	<b>Academic degree</b>
Additional contact person (optional) Name, telephone, e-mail address		

**Student's details**

Student's name	
Student's place of residence: Address, postcode, city	
Student's telephone, e-mail address	

**Work-integrated studies – Cooperation terms and conditions**

**I.** For the cooperation, the company must be suitable as a training provider. This requires that work experience in line with the objectives of the work term is permanently guaranteed in terms of personnel and structure. In particular, there must be employees in the company whose qualifications make them suitable supervisors for the students during the work term. The specialist supervisor must have at least the students' targeted academic degree (i.e. bachelor's) or an equivalent qualification (e.g. *Diplom*). **Suitability must be determined before a student is enrolled in the context of an information interview / a company tour by HSBI representatives; at the latest by 30 June of the respective year.**

The company's suitability also requires that the students have an employment contract with the company and that they receive a consistent, appropriate remuneration both in the work terms and in the academic terms. Annual leave must be granted in accordance with the requirements of the state in which the company has its registered office. (For German companies, the Federal Leave Act applies. Entitlement to annual leave will be calculated based on both the work terms and the academic terms.) Companies with registered offices in Germany are required to employ students subject to social insurance contributions. If the company's registered office is outside Germany, the legal requirements of the state in which the company has its registered office must be observed.

**II** During the academic terms, participation in courses and examinations is essential for the success of the studies. The courses take place in HSBI's buildings; the language of instruction is English. For the academic term, the student is to be exempted from work without any interruption of the employment relationship during this period; students may not work in the company during academic terms.

(Please submit this agreement in triplicate)

During the work terms, students are given specific work experience and the opportunity to process company projects in accordance with the requirements of the applicable examination regulations. Students use written or electronic materials for self-study during the work terms.

The work experience must be designed in such a way that the proper course of studies is guaranteed in accordance with the applicable examination regulations. In particular, it must be guaranteed that the student

- will be able to participate in the work-related modules during the work terms and to conduct work-related projects from engineering sciences within the company (Work-related modules will take place in the 4th, 5th and 6th study semesters).
- will be able to work on subject-specific questions in line with a predefined thematic focus and by agreement with the university as part of the “ungraded work-related module” during the work term of the 6th semester.
- will be able to conduct practical projects as part of the “graded work-related modules” (4th and 5th semesters), which result in a scientific paper.
- will have the opportunity to conduct a work-related project for the bachelor thesis in the company with a topic from engineering sciences during the work term of the final 7th study semester.
- must be exempted from work for compulsory examinations, even if they take place during the work terms.
- must be exempted from work for study-related compulsory courses (e.g. introductory event, first semester welcome event, feedback day) during work terms.
- must be provided with the knowledge, skills and work experience necessary to achieve the study objective during their training, internship or professional activity.

III. If the company violates the cooperation terms and conditions, HSBI is entitled to terminate this agreement without notice for good cause.

IV. HSBI will organise the work-integrated studies at Gütersloh Campus in work and academic terms and ensure proper study operations. In order to optimise its work-integrated study programmes, HSBI will survey the training providers at regular intervals.

V. The student will regularly inform the company about the progress of studies (in particular about the results of the examinations and about the non-participation in examinations) as part of the work-integrated studies at Gütersloh Campus.

VI. The place of jurisdiction for all disputes arising from or in connection with this agreement is Bielefeld, unless there is an exclusive statutory place of jurisdiction.

The agreement, including the manner in which it was concluded, as well as all rights and obligations arising from it, are subject to German law. This also applies to all non-contractual claims in connection with this agreement.

Should individual provisions of this agreement be invalid or lose their legal validity at a later date, the validity of the remaining provisions shall remain unaffected. The invalid provision shall be replaced by a provision which corresponds to the context and the intended purpose of the agreement. The same shall apply to any legal voids.

**We accept the cooperation terms and conditions of the agreement.**

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Stamp and signature of the company/institution

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Gütersloh, date

\_\_\_\_\_  
Stamp / signature of HSBI

**For Questions and examination of company suitability please contact: [work-integrated-studies@hsbi.de](mailto:work-integrated-studies@hsbi.de)**