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| **STUDENT** |
| Name |       | Group |       |
| Degree Programme |       |
| Degree to be completed |       |
| Telephone |       | Email |       |

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| **PLACEMENT ORGANISATION** |
| Name |       |
| Address |       |
| Postal Code and Town, Country |       | Telephone |       |
| Contact Person |       |
| Telephone Contact Person  |       | Email Contact Person |       |
| Placement Mentor |       |
| Telephone Mentor  |       | Email Mentor |       |

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| **KAJAANI UNIVERSITY OF APPLIED SCIENCES**  |
| Practical training coordinator |       |
| Address |       |
| Telephone Coordinator |       |
| Email Coordinator |       |

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| **PRACTICAL TRAINING** |
| Period |       | 750 hours of work |
| Salary |       | €/month or €/hour | Working Hours |       | per week |
| Tasks (to be filled by the organisation) |       |
| Practical training objectives |       |
| The RD objectives of practical training |       |

**CONDITIONS FOR THE CONTRACT**

**Workplace** Workplace is the organisation where the student undertakes placement. Workplace can be a company, a non-profit organisation or some other organisation. The workplace is the learning environment for the student during the placement.

**Objectives of Practical** The objectives of practical training are to give the student guided opportunities to get

**Training** acquainted with the essential practical tasks emphasised in their professional study and also to give possibilities to apply the acquired skills and knowledge in working life. Placement deepens the student's expertise, trains the tasks in the field, supports and completes the study in the degree programme. Placement offers the student possibilities to recognise and analyse the development needs of the field.

**RD Objectives** Practical training provides students with the opportunity to participate in identifying and analysing the development needs of a particular field and/or the actual development work required.

**Student Status** The student preserves the study right and the student status at the University of Applied Sciences during placement. If the employer and the student wish to have an additional contract of labour it can be drawn.

**Guidance and** The placement is supervised by a tutor at the University of Applied Sciences. The

**Evaluation** tutor's name is mentioned in the placement agreement. The supervisor at the workplace is a mentor, also mentioned in the placement agreement.

**Insurance** If the student has no employment relationship with the workplace provider, the student's accident insurance will be paid by the University of Applied Sciences. If the student has an employment relationship, accident insurance is included in it.

**Occupational Safety** The workplace provider is in charge of following the general occupational safety regulations of the field and the labour protection regulations of the workplace.

**Payment / Salary** Payment for placement is separately agreed between the student and the employer.

**Confidentiality** If the information dealt with on placement includes confidentiality, a separate secrecy order is signed between the workplace provider and the student.

**Termination of** The agreement is terminated when the placement is finished. The agreement can

**Agreement** be cancelled in the middle of the agreement period based on the Contracts of Employment Act (8, §1) or if the objectives of the placement cannot be reached anymore.

**Interpretation of the** Any disputes in the interpretation of the agreement should be negotiated by the

**Agreement** parties of the agreement.

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| There are three identical copies of this agreement, one for each agreeing party. |
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|       |  |  |
| Time and Place |  | Student Signature |
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|       |  |  |
| Time and Place |  | Contact Person/Mentor at the Workplace Signature |
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|       |  |  |
| Time and Place |  | Practical Training Coordinator Signature |