|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| This agreement concerns the arrangement of practical training included in a university of applied sciences degree. | | | | | | |
| **Parties to the agreement** | Oulu University of Applied Sciences | | | | | |
|  | Address | | Town/City | | | |
|  |  | |  | | | |
|  | Postal code | | Telephone number | | | |
|  |  | |  | | | |
|  | Employer/placement | | | | | |
|  | Name of enterprise or institution/supervisor | | | | | |
|  |  | | | | | |
|  | Postal address | | | Postal code | | |
|  |  | | |  | | |
|  | Town/CIty | | | Telephone number | | |
|  |  | | |  | | |
| Student | Name | | | Social security number | | |
|  |  | | |  | | |
|  | Postal address | | | Postal code | | |
|  |  | | |  | | |
|  | Town/City | | | Telephone number | | |
|  |  | | |  | | |
|  | E-mail address | | | | | |
|  |  | | | | | |
|  | Degree programme | | | | | |
|  |  | | | | | |
|  | Group | Year of entrance | | | Earlier training in credits | |
|  |  |  | | | credits | |
| **Supervised training** | Time | | | | Scope of training in credits | |
|  | .  .20   -   .  .20 | | | | credits | |
|  | Remuneration of the placement  Unsalaried Salaried | | Salary (if paid) | | | Working hours        /week |
|  | Objectives | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  | Tasks | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
| **Supervised training** | Representative of the university of applied sciences who is responsible for the supervision | | | | | |
|  | Name | | | Position | | |
|  |  | | |  | | |
|  | Telephone number | | | E-mail address | | |
|  |  | | |  | | |
|  | Representative of the employer who is responsible for the supervision | | | | | |
|  | Name | | | Position | | |
|  |  | | |  | | |
|  | Telephone number | | | E-mail address | | |
|  |  | | |  | | |
| **Signatures** | On behalf of Oulu University of Applied Sciences | | | | | |
|  | Place | | | Date | | |
|  |  | | | .  .20 | | |
|  | Director of educational unit/head of degree programme/ person responsible for the training | | | Name and position in capital letters | | |
|  |  | | |  | | |
|  | On behalf of the employer | | | | | |
|  | Place | | | Date | | |
|  |  | | | .  .20 | | |
|  | Employer | | | Name in capital letters | | |
|  |  | | |  | | |
|  | On behalf of the student | | | | | |
|  | Place | | | Date | | |
|  |  | | | .  .20 | | |
|  | Student | | | Name in capital letters | | |
|  |  | | |  | | |

**TERMS OF THE AGREEMENT**

HOST ORGANIZATION

The host organization is the organization where the student takes the training. The host organization can be   
a private business, a public sector organization or other organization. The host organization is the student’s   
learning environment for the duration of the training.

OBJECTIVE OF TRAINING

The objective of the training is to familiarize the student under supervision with essential practical work tasks,   
especially those relevant to the professional studies, and with the application of skills and knowledge at   
the workplace. The training deepens the student’s skills, prepares for work tasks in the field and supports and   
complements the degree programme studies. The training offers the student an opportunity to participate in recognizing and analyzing development needs in the field.

SUPERVISION AND ASSESSMENT

The training is supervised by the supervising teacher nominated by the University of Applied Sciences in   
the training agreement. Supervision at the host organization is taken care of by the supervisor nominated by   
the employer in the training agreement.

SALARY

The salary paid during the training period is separately agreed upon between the student and the employer.

STUDENT’S STATUS

During the training the student is eligible to study at the University of Applied Sciences and he/she has student status. If the host organization and the student wish to make separate agreement on the employment in addition to this one, they must draw up a separate employment contract between the employer and the employee which in accordance with the Employment Contracts Act.

INSURANCE

If the student is not employed, the University of Applied Sciences will take care of his/her accident insurance. If   
the student is employed, he is covered by the accident insurance of the host organization. With regard to liability insurance a student in training is treated equally with other employees of the host organization.

OCCUPATIONAL SAFETY

The host organization is responsible for ensuring that the general regulations on occupational safety and   
the organization’s own occupational safety regulations are observed during the student’s training period.

CONCEALMENT OF CONFIDENTIAL INFORMATION

If the host organization has information it wishes to keep confidential, it will make a separate confidentiality   
agreement with the trainee.

TERMINATION OF THE AGREEMENT

The agreement will normally terminate at the end of the training period. The agreement can be terminated in the middle of the agreement period on the grounds mentioned in paragraph 8, section 1 of the Employment Contracts Act or if the achievement of the objectives set for the training has otherwise been considerably jeopardized.

INTERPRETATION OF THE AGREEMENT

Disagreements about the interpretation of the agreement are primarily solved in mutual discussions between the parties to the agreement.