

CONTRACT OF TRAINING PLACEMENT

- as a trainee
 as an employee (separate employment contract required)

This agreement concerns the training placement of the trainee and is concluded between the student and the institute (enterprise / company / public establishment) receiving the student.

Name of the enterprise / company / public establishment:

Address:

Tel. / Fax

E-mail

will take

Name of the trainee/employee: _____

Address:

Tel. / Fax

E-mail

for training placement

from (dd / mm / yyyy) _____

to (dd / mm / yyyy) _____

The student's supervisor / mentor at the placement will be

Name:

E-mail

Supervisory teacher at TAMK University of Applied Sciences

Name:

E-mail

1. The level of tasks in the training placement should be suitable for the level of higher educational studies.

Description of the main tasks:

The student is liable to perform his/her tasks as well as possible.

2. Working Hours: _____ per week / day

Number of free days: _____ per week

3. The placement organisation is prepared to give the following benefits:

a) accommodation e) pocket money amount _____

b) breakfast f) salary amount _____

c) lunch g) something else amount _____

d) dinner what? _____

4. Insurances

During the training placement the students are covered by the TAMK University of Applied Sciences accident insurance both in Finland and abroad. The insurance covers damages that are injurious to students themselves. The insurance is not valid during travel to and from work or during any breaks taken in a workday, no matter how short.

TAMK University of Applied Sciences is not responsible for students' liability insurance. This insurance covers damages done to equipment and/or third parties. Does the receiving partner cover the liability insurance during the training period?

YES NO

5. The trainee remains a student of TAMK University of Applied Sciences during the period of the placement, and as such is under the supervision of the supervisory teacher mentioned at the beginning of this contract.

6. During the training, the trainee is subject to the legal conditions of employment at the training placement.

7. If the trainee infringes regulations of the placement host, the management reserves the right to terminate the training prematurely. The named supervisory teacher at TAMK University of Applied Sciences is to be notified of this measure in good time.
8. TAMK University will receive a written report of the practical training from the trainee.
9. The placement will issue a training certificate for the student at the completion of the placement.

Signatures:

The receiving enterprise / company / public establishment

Place and date: _____

Stamp

The trainee _____

Place and date: _____

Supervisory teacher at TAMK University of Applied Sciences

The student will gain _____ ECTS credits by completing this training.

Place and date: _____

Stamp

ANNEX: General agreement conditions

The Trainee agrees

- to follow the employer's orders, instructions and policies as well as the laws, rules and regulations pertaining to working in the country in question.
- to actively ensure that the training and ongoing studies at TAMK support each other and objectives are being met.
- to write a training report for the employer and the supervising teacher (part of the moodle course VR155-7).

The Employer agrees

- to name a contact person who supervises the training
- to make sure that the trainee has a variety of learning possibilities
- to give TAMK the necessary information about the job before and during the period of employment
- to insure the trainee for the period of the employment contract (for liability not caused by negligence). The liabilities for loss or damage of the trainee and the employer are determined as if the trainee were under employment contract, even if a separate contract of employment has not been signed.
- to give the trainee a certificate with evaluation upon completion of the training placement

TAMK University of Applied Sciences agrees

- to help the employer in training related issues
- to give the employer necessary information about the trainee's studies before the exchange, language skills etc.
- to insure the trainee against accidents in the workplace during the training period, if the trainee is not under employment contract

The original agreement can be made in duplicate (trainee / employer) or as a single original, in which case the original will remain with the trainee. Faxed / scanned copies are recognised by the signing parties.