

PARTIES

Institution HAMK University of Applied Sciences (HAMK UAS) Degree programme	Employer
Address	Address
Contact person from HAMK UAS	Contact person for employer
Phone number	Phone number
Email	Email

TRAINEE

Name	Date of birth	Group code	Phone number	Email
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CONTENT OF THE WORK PLACEMENT

Training will be made possible from the following topics:

PLACEMENT PERIOD

Dates of work placement From . .201 to . .201 , total of weeks	Extent of placement credits
Type of work <input type="radio"/> full-time <input type="radio"/> part-time, h/week	

SIGNATURES

Place and date	Place and date	Place and date
Trainee	For the employer	For HAMK UAS

PLACEMENT REGISTRATION

Registered in WinhaPro	Signature
_____. ____ 201__	_____

TO BE COMPLETED BY THE TRAINEE

What kind of prior work experience you have from this field?

How this work placement period will enhance my professional competence and future career?

What kind of new competence / know-how you wish to achieve during this work placement period?

TO BE COMPLETED TOGETHER BY THE TRAINEE AND EMPLOYER SUPERVISOR

What kind of orientation will be arranged for the trainee?

What kind of guidance is available for the trainee during the work placement?

The possibility for making a Final Thesis during the work placement period was discussed Yes / No

HAMK UAS RESPONSIBILITIES

HAMK UAS agrees to:

1. appoint work placement coordinator or supervising teacher to represent HAMK UAS in matters concerning the direction, supervision and organisation of the placement.
2. assist and instruct the Employer concerning the implementation of the placement according to the curriculum or in an otherwise appropriate manner, when necessary.
3. furnish the Employer with the necessary information regarding the Trainee's education and work skills.
4. provide the Trainee with a statutory accident insurance that covers the Trainee during the work placement period at the Employer's location, if the Trainee does not have an employment contract.

EMPLOYER'S RESPONSIBILITIES

The Employer agrees to:

1. appoint a contact person at the workplace to represent the Employer in matters concerning the direction, supervision and organisation of the placement.
2. arrange orientation of the work and working conditions for the trainee
3. furnish HAMK UAS with the necessary information related to the work and working conditions in question.
4. provide accident insurance, if the Trainee is given an employment contract.
5. provide the Trainee with an employment and work placement certificate.

TRAINEE'S RESPONSIBILITIES

The Trainee agrees to:

1. follow the rules and instructions of the workplace.
2. operate actively so that the work placement and the studies support each other.
3. inform HAMK UAS about any significant changes expected to the Trainee's work conditions.
4. write a work placement report in the specified time.

With this agreement we have agreed implementing the placement according to the curriculum
Three identical agreement have been made, one for student, employer and HAMK
Archived for: validity of contract+3 years