

SAMK / Agreement on practical training

CONTRACTING PARTIES

Satakunta University of Applied Sciences (in Finnish: Satakunnan ammattikorkeakoulu, hereafter SAMK) and

Name of the Host Organisation

and the student of Satakunta University of Applied Sciences

Name of the student

Agree upon that this student is approved to do his or her practical training host organisation. The practical training will take place:

From (day/month/year) to (day/month/year)

at

Name and location of the company (unit / city / country)

OBJECTIVES OF THE PRACTICAL TRAINING

Practical training is part of the Bachelor's (/Master's) degree to be taken by the student. The purpose of the training is to provide the student with experience of the practical application of theoretical knowledge he/she has already acquired.

The practical training is carried out under the supervision of both the Host Organization and the University. On behalf of SAMK the Academic Supervisor is

Name and title of the Academic Supervisor

The On-site Supervisor nominated by the Host Organization is

Name and title of the On-site Supervisor

RESPONSIBILITIES OF THE UNIVERSITY

SAMK is responsible for informing the Host Organization about the objectives and procedures of the practical training as well as guiding and evaluating the student.

Educational objectives to be acquired during the work placement are defined by the Academic Supervisor and the Student as follows:

We confirm that this proposed training programme is approved. On satisfactory completion of the training programme the institution will award ECTS credits or will record the training period in the Diploma Supplement.

RESPONSIBILITIES OF THE HOST ORGANIZATION

The Host Organization is responsible for giving the student tasks which meet the educational objectives of practical training, as well as tutoring the student during the training period. The Host Organization will explain and guide the regulations of work and order as well as the safety regulations and protect the student against any form of intimidation or discrimination at the work place. The principle of equal rights will prevail. The Host organization is liable to give a written evaluation of the student's performance in relation to the above mentioned educational objectives.

RESPONSIBILITIES AND STATUS OF THE STUDENT

During the practical training the student is subject to the rules and regulations normally conducted in the organisation and the host country concerning work and order as well as safety regulations. The student writes a practical training report and it is signed by the On-site Supervisor.

WORKING ARRANGEMENTS AND SALARY

The tasks given to the student in order to meet the educational objectives include e.g. the following (defined by the Host Organization)

The average working hours/day are

on normal working days from Monday to Friday. Deviant working hours as well as working during the holidays will be agreed separately between the contracting parties.

Salary is paid to the student Yes

No

Amount of salary

If **no salary** is paid, SAMK's student insurance covers employment accidents in the work place as well as on the way to and from the work place (appendix 1). The insurance coverage is according to the Finnish law. The insurance does not cover illness, personal liability or free time. The student is liable to take an extra insurance (appendix 2).

If the student has to work overtime, he / she will be given a corresponding time period free. If the student has to make business trips, the Host Organization is liable to inform the student in advance as well as compensate his / her costs according to the normal procedure in the organisation.

If **salary is paid**, the student and the Host Organization make a separate contract of employment, which will be attached to the Agreement of Practical Training (appendix 3). The Host Organization is liable to take care of insurance and all other employer's liabilities according to local law or to the company's home country law (specified below) and inform the student and the University of the scope of the insurance.

The law applicable to the employment contract is

Special notes concerning the working arrangements and salary:

TERMINATION OF THE CONTRACT AND LAW APPLIED

This agreement can be terminated on mutual consent between the contracting parties after negotiation between the parties. Finnish law applies to this Agreement on Practical Training, unless specified that the law of the training site / company applies (country): _____

SIGNATURES

Three identical copies of this agreement have been made, one to each contracting party.

We hereby accept the conditions presented above and agree upon the content of this document.

Host Organization

Name:

Signature:

Title:

Place and date:

Satakunta University of Applied Sciences, Faculty of

Name (Team Leader):

Signature:

Title:

Place and date:

Student

Signature:

Place and date:

CONTACT DETAILS

Host Organization (On-site Supervisor)

Name:

Address:

Telephone, mobile phone, fax:

Email and other contact information:

Contact person (tel. + email) of on-site Partner University of SAMK (if applicable):

Satakunta University of Applied Sciences, Satakunnan ammattikorkeakoulu (SAMK)	
Faculty of	Name (Academic Supervisor):
Address:	Telephone, mobile phone, fax:
Email and other contact information:	
Student	
Name:	Address:
Telephone, mobile phone, fax:	Email and other contact information: