



TECHNOLOGY AND BUSINESS ADMINISTRATION

Work Placement Instructions

CONTENTS

1	OBJECTIVES.....	3
2	THE SCOPE OF WORK PLACEMENT	3
2.1	Part-time work.....	3
2.2	Recognition of prior work experience.....	3
3	THE TIMING OF WORK PLACEMENT.....	3
4	THE WORK PLACEMENT PROCESS	3
4.1	Work placement information	3
4.2	Searching for a work placement place.....	3
4.3	Work placement plan	4
4.4	Contract for work placement or employment	4
4.5	Work placement report	4
4.6	The evaluation of work placement	4
4.7	The approval of work placement	4
4.8	The guidance on work placement	5
5	QUALITATIVE REQUIREMENTS FOR WORK PLACEMENT.....	5
5.1	Work suitable for work placement.....	5
	Business Administration.....	5
	Technology	5
5.2	Degree-specific quality requirements.....	5
	The degree programme of Business Management	5
	Degree programme in Engineering, Environmental Chemistry and Technology	5
	Degree programme in Engineering, Industrial Management	5
	Degree programme in Engineering, Information and Telecommunications Technology and Degree programme in Engineering, Business Intelligence Technology.....	5
5.3	Work placement in a student's own company.....	6
5.4	International work placement	6
6	THE RESPONSIBILITIES OF PARTIES.....	6
	Student	6
	The work placement advisor of the University of Applied Sciences.....	6
	The employer	6
7	SALARY, STUDY GRANT AND WORK PLACEMENT GRANT	7
7.1	The possible salary of the work placement.....	7
7.2	Study grant and work placement grant	7
	APPENDIX 1.....	8
	Work placement plan	8
	APPENDIX 2.....	9
	Work placement details	9
	Work placement report.....	10
	APPENDIX 3.....	11
	Placement agreement	11

1 OBJECTIVES

During work placement, the student familiarizes him/herself with the essential professions and duties of his/her own professional field, which are especially related to his/her professional studies in practical working life in Finland or abroad. The student will form a general view of the organisation's tasks, operations and the development of the work as well as get to know the social atmosphere of the work community.

During work placement, the student will get practice in assessing his/her own learning and professional expertise. The work placement develops the student's professional skills and expertise, the skills to apply theoretical knowledge in practical working duties as well as the student's capability of independent working and the ability to perceive development areas typical of the professional field. The work placement periods need to be diverse enough and they need to create a path that supports the student's professional growth.

Work placement is an important point where UAS studies and working life meet, and it also opens up possibilities to create cooperation in research and development between the UAS and the working life. During the work placement students should view the work community from the point of view of finding potential topics for their final thesis and consider the possibilities of relating the final thesis to the development needs of the work placement place. Thus, students are advised to write their thesis on a topic commissioned by the work placement.

2 THE SCOPE OF WORK PLACEMENT

The scope of work placement is 30 credits, which is equivalent to 20 working weeks, i.e. about five months. The working hours for work placement are determined by Working Hours Act (872/2019) and by the collective agreement applied in the organization where the work placement is carried out. One working week according to the collective agreement (about 40 working hours) corresponds to 1,5 credit.

As a general rule, work placement is carried out during studies as a present student. Work placement is divided into basic work placement (10 credits) and professional work placement (20 credits). Students have the possibility to take their basic work placement in the Centria R&D learning environment. This work placement is usually scheduled for May-June of the student's first year of study.

Depending of the scope and contents of the work placement, it is possible to accept more than 10 credits per work placement. However, work placement can also consist of part-time work or small-scale projects carried out in working life. In those cases, a report is written on work placement when the student has completed an amount of work equivalent to at least 5 credits.

2.1 Part-time work

Work placement can also be accepted to be conducted part-

time, in which case credits accumulate by working hours. About 26-27 working hours is equivalent to one credit. The student must ask for a certificate on the completed working hours from the organization where the work placement is taken.

2.2 Recognition of prior work experience

Through recognition of prior learning (RPL) previous working experience can be accepted as part of work placement. In case of the basic work placement, the maximum number of credits that can be accepted through RPL is 10. Acquiring credits for work placement through RPL requires that the student can prove that the objectives set for the work placement have been achieved. The student must compile a work placement report about the previous working experience, and present the original employment certificate. If the student has enough field-specific skills and work experience that correspond to the degree requirements, it is possible to apply RPL also to professional work placement, either partly or in full. However, also in this case the student must provide the employment certificates and write a work placement report that meets the requirements set for reporting (see Appendix 2) and shows that he/she has reached the objectives set for the professional work placement.

3 THE TIMING OF WORK PLACEMENT

Work placement is completed mainly during the summers between the academic years when there are no lessons. Work placement can be taken also during the academic year (for example, through part-time work) if it is possible to fit it in the student's study schedule. In the degree programme of Business Administration the last work placement period can also be carried out during the spring term of the third study year. If needed, the missing work placement will be completed after finishing other studies before the student will be issued the diploma.

4 THE WORK PLACEMENT PROCESS

4.1 Work placement information

The students will receive information about the objectives of the work placement and the related practicalities as well as the work placement process during the work placement info sessions, which will be held during the first study year. These sessions can be included in the tutor teacher's lessons. All degree programmes have a work placement advisor who can be contacted for more information on issues related to work placements.

4.2 Searching for a work placement place

The student will acquire the work placement place him/herself. Searching for the work placement place should be

started well before the planned starting time of the work placement. The suitability of the work placement place and the duties need to be confirmed by a UAS work placement advisor before signing the contract of employment or the work placement agreement. Information on available practical places is available in Tuudo and Yammer, but students should be active themselves in searching for a suitable place through job advertisements in the newspapers, the website of TE services and LinkedIn as well as through other recruitment channels.

It is worth to create profile to Centria Jobi. The employer may find you according to your profile. Centria Jobi is digital career and recruitment service and students can read more about it for instance DigiStart that is located in Itslearning.

4.3 Work placement plan

Each student will compile a target-oriented *work placement plan* before the start of the work placement. The work placement advisor of the UAS will help in compiling the plan if needed and will also accept it together with the work placement place advisor. The plan has to be completed before the work placement starts or one week from the beginning of the work placement at the latest. In the work placement plan the student contemplates how the work placement will support his/her professional growth and sets learning objectives for the work placement. The student him/herself evaluates the progress of work placement and how the objectives are met during the work placement in his/her learning diary

The work placement plan is part of reporting the work placement. The plan is written as a separate document, using the form template, see Appendix 2.

4.4 Contract for work placement or employment

A written agreement on the work placement *is always signed*. A contract of employment will be signed between the employer and the student when the student receives a salary during the period of the work placement. Students of technology and business administration are advised to take a paid work placement whenever possible. A *placement agreement* will be drafted in triplicate between the student, the employer and the UAS before the work placement period begins *if the student is not employed by the organization where the work placement takes place*. The placement agreement will always be drafted before the work placement period begins and the student will deliver the signed agreements to all of the parties. The placement agreement ensures that the UAS insurance covers the student during the work placement. The form of placement agreement is in appendix 3.

4.5 Work placement report

Work placement training report is an essential document written on the work placement. The work placement is evaluated on the basis of this document.

Students are advised to write learning diary during his/her work placement. So it is easier to write work placement report after completing the job. Writing the learning diary

regularly, at least once a week, will make the development of the student's skills visible during the work placement. The diary can include, among other things, the student's experiences from the work placement period, interesting discussions and events, professional insights as well as one's own thoughts about the future prospects of the field in question. In the diary the student sums up the objectives set for the work placement and describes how the objectives have been met and how the student's skills have developed during the work placement. The diary can also include thoughts on what the student would still like to learn during the work placement, and the student can also reflect upon how the work placement might affect his/her career path. In addition, the student can discuss his/her career goals and networks in working life. Moreover, the student can describe how the future studies will link with one's career goals.

The objective of writing the work placement report is to ensure that the student can compile the information and experiences received into a coherent whole. The report should reflect the student's active attitude towards work and independent deduction skills when reporting about the experience gained from the work.

In addition to the work placement report, the student must submit a certificate of employment or a certificate of completed work placement to the work placement advisor, when a work placement period ends. The certificate must include information on the duration of the work placement as well as the number of working hours completed.

Appendix 2 provides more information on the contents and the settings of a work placement report. Work placement advisor will also provide more information if necessary.

4.6 The evaluation of work placement

Work placement will always be evaluated and the evaluation takes place throughout the work placement process. The student himself/herself has the main responsibility of evaluating how his/her skills have developed. This self-evaluation can be supported by evaluation by the advisors as well as peer evaluation. After the work placement it is useful for the student to discuss the fulfilment of the work placement plan with the work placement advisor.

Evaluation is guiding and developmental by its nature and it focuses on evaluating how well the objectives set for the work placement were reached. The objective of the evaluation is to evaluate the student's learning and the development of his/her skills as well as to support his/her professional growth. Moreover, the objective is to develop the degree programme and especially the work placement process as part of studies.

4.7 The approval of work placement

The work placement advisor of UAS will approve the work placement based on the *plan* and the *work placement report* as well as *the certificate of employment or the certificate of the completed work placement*. The work placement will be graded as passed (S). If the report is considered inadequate, the student will have to improve it.

The credits gained from work placement will be recorded to the Peppi system within one month after the student has submitted all the documents needed for the evaluation to the work placement advisor.

4.8 The guidance on work placement

Polytechnics Decree (VNA 352/2003, §7) defines the guidance of work placement: "The aim of work placement is to familiarize the student under guidance with practical working tasks that are essentially connected to one's professional studies and with applying one's skills and knowledge in working life." Work placement in UAS is always guided. The students are guided by both nominated advisors of the organization where the work placement takes place and the UAS work placement advisor.

The objective of guidance is the student's learning and supporting his/her professional growth. Guidance is goal-oriented and conscious action, and the starting points are the student's starting level as well as the objectives of both the student and the curriculum. The students receive guidance throughout the training process: before, during and after. The workplace advisor has the main responsibility of the guidance during the work placement.

5 QUALITATIVE REQUIREMENTS FOR WORK PLACEMENT

5.1 Work suitable for work placement

Business Administration

Work placement will be carried out either in a company in Finland or abroad, in a public body or in some other suitable organisation (for example, some association or organisation). Work which supports the student's own field of study and professional growth and is related to the student's professional studies will be accepted as work placement. The work placement advisor of UAS will evaluate the suitability of the work. Working in a student company, demanding work in a project or working as an entrepreneur can also be accepted as work placement. Work placement must be diverse enough, and as the work placement progresses the work should become more challenging and demanding.

Technology

As for the basic work placement, students seek for practical duties of their study field. Work placement must be diverse, practical work, and it must comprise of several different duties. The student must be able to follow the working process of the professionals of the field in question while in work placement.

Professional work placement will be completed by working in the duties of the student's own field of study. When the studies progress and the students' professional knowledge and skills develop, the students should apply for more demanding tasks that guide them towards the duties of their own profession. In these duties the students will have more

responsibility and decision-making power over their own work than before. Suitable duties are professional and supervisory duties in the field in question as well as planning, design and research and development tasks. Developing one's knowledge and skills in such duties of other fields that provide general skills needed in the typical engineering duties, are also useful.

5.2 Degree-specific quality requirements

The degree programme of Business Management

Work placement will be carried out in working environment connected with the field of business. It can be carried out in a company in Finland or abroad, in a public body or in some other suitable organization such as different associations or organisations. Working as an entrepreneur can also be accepted as work placement and is even recommended if the other requirements of work placement are fulfilled.

The duties must be diverse enough, and as the work placement progresses they should become more challenging and demanding. Writing a thesis on a topic that responds to the development needs of the work placement place is a natural and advisable continuation to the work placement. Work placement carried out abroad is considered beneficial for the studies.

Degree programme in Engineering, Environmental Chemistry and Technology

Basic work placement will be carried out in the employee tasks in the industry of the field in question. Suitable duties include, among others, process control, operating an individual process machine, quality control duties or maintenance tasks connected with the process. Working in the professional tasks of industry which are connected with the student's own study field as well as planning, design, research and supervisory tasks will be accepted as professional work placement.

Degree programme in Engineering, Industrial Management

Basic work placement will be carried out in the employee tasks of industry or business which are connected with the field of study. Suitable tasks include, among others, machining, installation, production and maintenance tasks in basic metal industry, mechanical industry, metal products industry and vehicle industry, electrotechnical engineering or the mechanical maintenance of energy production or other industry. Working in the professional tasks of industry which are connected with the student's own study field as well as planning, design, research and supervisory tasks will be accepted as professional work placement.

Degree programme in Engineering, Information and Telecommunications Technology and Degree programme in Engineering, Business Intelligence Technology

Basic work placement will be carried out in the employee tasks of the industry or business which are connected with the study field. However, also tasks in companies not connected to the field of study can be accepted as basic work

placement. Suitable duties include especially working with programming technology or companies operating in ICT business such as automation, electronics, information or telecommunications technology.

Working in expert duties as well as in duties of design, research or supervisory in field-related industry or in a programming agency are accepted as professional work placement.

5.3 Work placement in a student's own company

Working as an entrepreneur may be accepted as work placement on case by case basis. The line of business needs to be related to the student's field of study. The work placement must always be agreed with the work placement advisor. At the same time, the duration, the contents and the documents required for approval will be agreed on. If the company is a subcontractor or uses services from another company, it is possible to ask for a "work certificate" from them. In addition, suitable documents can be attached to the report to prove that the company exists.

5.4 International work placement

The required work placement or a part of it can be completed abroad. International work placement strengthens the student's intercultural communication skills and team working skills. Carrying out work placement abroad also increases the student's understanding and knowledge of different kinds of work cultures and environments as well as diverging approaches to work, working methods and tools. International work placement also increases the student's readiness to work in international duties within his/her field.

If the student plans to carry out work placement abroad, the preparations should be started well in advance by applying for a work placement place, by discussing the topic with the work placement advisor and by informing the international relations coordinator about one's plans. Available work placement places are informed by the Ministry of Education (EDUFI) twice a year. Throughout the year available places can be found at www.erasmus.org. The quality requirements of work placement are the same both in Finland and abroad.

If the international work placement is accepted by the work placement advisor and the work placement will result in acquiring credits, the student is eligible to apply for a grant. The amount of the grant depends on the country in which the work placement will be carried out. More information on the Erasmus+, Overseas and Nordlink grants can be found in Centria's webpage (Students → Contents of studies → International competence → Grants). Students are usually entitled to receive the grant even if their international work placement was a paid one, excluding EDUFI work placement. Usually the minimum duration of a work placement abroad is 2 months, and 3 months is considered as a suitable duration for the work placement. The work placement carried out abroad will yield the same number of credits than work placement carried out in Finland. Students who carry out work placement in their home country are not entitled to receive any grant. Centria international services will help in planning international work placement, finding a place to

carry out the work placement, signing the work placement agreement and applying for a grant. The international services will also provide help if needed during the work placement and will guide in continuing one's studies in Finland after the international work placement.

6 THE RESPONSIBILITIES OF PARTIES

Student

- finds a work placement place independently and is independent when searching for work,
- consults the work placement advisor to make sure that the work placement place and the duties are in accordance with the objectives of the work placement,
- takes care of compiling the work placement plan, setting the objectives for the work placement and arranging the work placement agreement or contract of employment,
- compiles the work placement plan preferably before the work placement starts but at the latest one week from the beginning of the work placement,
- does his/her duties scrupulously during the work placement
- requests an employment certificate from the employer and a certificate of the completed working hours if work placement was done part-time,
- writes the work placement report and delivers the document as well as a copy of the employment certificate to the work placement advisor after the work placement period has ended.

The work placement advisor of the University of Applied Sciences

- guides the student and supports his/her work placement,
- approves the student's work placement place based on the work placement plan the student has compiled,
- signs the work placement agreement on behalf of the University of Applied Sciences if necessary (non-paid work placement),
- agrees with the employer on a possible work place visit that will be conducted during the work placement,
- approves the work placement based on the work placement report and employment certificate/certificate of completed work placement within one month after the student has submitted all the documents needed for the approval or asks the student to improve reporting,
- records the credits to Peppi system.

The employer

- is responsible for the legal obligations of the employer,
- compiles the contract of employment with the student or agreement of work placement for non-paid training,
- guides the student's working,
- writes an employment certificate.

7 SALARY, STUDY GRANT AND WORK PLACEMENT GRANT

7.1 The possible salary of the work placement

The student agrees on the possible salary with his/her employer. If the student receives a salary, then he/she has an employment contract with the employer. Salary recommendations for engineering students can be found on the internet pages of IOL (Union of Professional Engineers in Finland), www.ilry.fi/english/ Salary recommendations for Bachelors of Business Administration can be found for example on the internet pages of the union of Students of Business and Technology, www.tradenomi.fi/en/

7.2 Study grant and work placement grant

During the work placement period the Finnish student can receive a study grant if the work placement is a mandatory course belonging to one's studies or when work placement is part of a degree and it yields credits. Salary paid during the work placement period can prevent the student from receiving a study grant if it exceeds the earnings limit defined by KELA, Social Insurance Institution of Finland (www.kela.fi).

The University of Applied Sciences does not grant any work placement grants for work placements that are carried out in Finland. Please see chapter 5.4 for grants available for work placements carried out abroad.

HARJOITTELUSUUNNITELMA WORK PLACEMENT PLAN

Harjoittelijan tiedot/Student

Nimi/Name	Opiskelijanumero/Student Number
Koulutus, suuntautumisvaihtoehto/ Degree Programme, Targeted Degree	
Opintojen aloitusvuosi/ Starting year of the Study	Ryhmätunnus/ Group Code
Puhelin/Telephone	Sähköpostiosoite/Email

Harjoittelupaikan tiedot/Work Placement Organisation

Harjoittelupaikka/Name of the Company	Toimiala/Branch of The Company	
Lähiosoite/Address	Postinumero ja postitoimipaikka/Postal Code and Town	
Yhteyshenkilö / esimies / Contact Person	Puhelin/Telephone	Sähköpostiosoite/Email

Harjoittelusuhteen tiedot/Work Placement

Harjoitteluaika/ Time ____.____.20__ - _____.____.20__	Työaika h/vko Working Hours/week
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Harjoittelusuunnitelma/Placement Plan

Työtehtävien kuvaus/Description of the Task
Miten tuleva harjoittelu tukee HOPS:iani ja urasuunnitelmaani?/How will the placement support my personal study plan and career plan?
Tämän harjoittelujakson keskeisimmiksi oppimistavoitteikseni asetan/My main learning targets for the placement: 1. 2. 3. 4.

Allekirjoitukset/Signatures

Opiskelija/Student _____ pvm/date	Ohjaava opettaja/ Tutor at the UAS _____ pvm/date
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TIEDOT HARJOITTELUSTA WORK PLACEMENT DETAILS

Opiskelija/Student

Nimi/Name	Opiskelijanumero/Student Number
Koulutus, suuntautumisvaihtoehto/ Degree Programme, Targeted Degree	
Opintojen aloitusvuosi/ Starting year of the Study	Ryhmätunnus/ Group Code
Puhelin/Telephone	Sähköpostiosoite/Email

Harjoittelupaikan tiedot/Work Placement Organisation

Harjoittelupaikka/Name of the Company	Toimiala/Branch of The Company	
Lähiosoite/Address	Postinumero ja postitoimipaikka/Postal Code and Town	
Yhteyshenkilö / esimies / Contact Person	Puhelin/Telephone	Sähköpostiosoite/Email

Harjoittelun tiedot/Work Placement

Harjoittelu-aika/ Time ____.____.20__ - _____.____.20__	Harjoittelun laatu/Category <input type="checkbox"/> Perusharjoittelu / Basic training <input type="checkbox"/> Ammattiharjoittelu / Professional training	Työaika h/vko Working Hours/week
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Harjoitteluraportti/Placement report

Harjoitteluraportti kirjoitetaan seuraavalta sivulta löytyvän ohjeen mukaan erilliselle paperille ja liitetään tähän lomakkeeseen työtodistuksen kopion kanssa.

The instruction how to write a placement report can be found on the below of this form. The placement report is written on a separate piece on paper. The placement report and a copy of the testimonial of service will be submitted together with this form.

Allekirjoitus/Signature

Aika ja paikka/Time and place	Opiskelija/Student
-------------------------------	--------------------

Koulutuksen merkinnät/ Notes by the UAS

Raportti palautettu/Report received	Tarkastettu/ Checked	Hyväksyjä/Accepted by
Harjoittelupäivät/Number of days	Opintopisteet/Number of credits PERUS AMMATTI	TKI-pisteet/RDI credits

INSTRUCTIONS FOR THE WORK PLACEMENT REPORT

The student shall write a report of at least four pages plus the cover and content pages. The cover page will be Work Placement Details form. The contents of the report will be following:

1. The place of employment
 - Details about the employer (location, address, field, main products, history and development of the net sales, facts about the customers and the market, organization structure, personnel, the student's training department)
 - Other things related to the workplace (industrial safety, staff training, leisure activities and trade union activities)
2. Work description
 - Your duties (the duration of the placement and the student's position in the work community, guidance to the work, main duties, did you work in a team or independently, working methods and equipment, the arrangements of work or production, quality assurance, a short introduction of your supervisor, discussion of whether your duties were demanding enough)
3. Your evaluation of the work placement (the most important part of the report)
 - Your evaluation of the contents and versatility of the placement, work comfort and suitability as placement within your field
 - Your evaluation of contribution, activity and initiative during placement
 - Your expectations/aims and discussion of whether they were realised or not (refer to the aims you set yourself in the work placement plan)
 - The attitude to you at the workplace
 - How useful your studies are for the work placement
 - Examples of positive and negative experiences
 - Things enhancing your work and learning
 - Conclusions (how did you cope with the placement period, did it correspond to the purpose, how the placement period affected your understanding of the field and did the placement period expand your professional skills)
 - Discussion of possible continuation to the placement (placement period in the same company/organisation also in the future workplace)
 - Suggestions to improve the work placement period, the guidance or the evaluation of it
 - A possible message from the employer to the university of applied sciences

Enclosure: A copy of the testimonial of service and plan of work placement with the goals that student has set to the placement

The language of the work placement report is supposed to be fluent, comprehensible and relevant. It may, however, be lively and personal. The report should be written in full sentences with as few lists ('bullets') as possible. Making notes during the placement period will make itself useful when writing the report.

When the work placement report is evaluated, the treatment of the subject, covering your own thoughts as well as text taken from different sources (e.g. the Internet or annual reports of the company) will be central. The information sources have to be listed at the end of the report. You mustn't, however, quote directly from your sources but summarize them according to your aims. The layout of the report will also be noted when evaluating.

The work placement report is submitted with enclosures in paper version or by e-mail to the supervisor at the end of the training period.

**HARJOITTELUSOPIMUS
PLACEMENT AGREEMENT**

Harjoittelijan tiedot/Student

Nimi/Name	Opiskelijanumero/Student Number
Koulutus, suuntautumisvaihtoehto, opintojen aloitusvuosi / Degree Programme, Targeted Degree, Starting year of the Study	
Ryhmätunnus/ Group Code	Syntymäaika/ Date of Birth
Puhelin/Telephone	Sähköpostiosoite/Email

Harjoittelupaikan tiedot/Work Placement Organisation

Harjoittelupaikka/Name of the Company	Toimiala/Branch of The Company	
Lähiosoite/Address	Postinumero ja postitoimipaikka/Postal Code and Town	
Yhteyshenkilö / esimies / Contact Person	Puhelin/Telephone	Sähköpostiosoite/Email

Ammattikorkeakoulun tiedot / University of Applied Sciences (UAS)

Yhteyshenkilö / Harjoittelun ohjaaja/ Contact Person	
Puhelin/Telephone Contact Person	Sähköpostiosoite/ Email Contact Person

Harjoittelusuhteen tiedot/Work Placement

Harjoitteluaika/ Time ____.____.20__ - _____.____.20__	Harjoittelusuhteen tyyppi/Salary	Työaika h/vko
	<input type="checkbox"/> Palkaton/There is no salary	
	<input type="checkbox"/> Palkallinen/The amount of salary is € kk/month	

Työtehtävät/ Tasks
Harjoittelun tavoitteet on esitetty harjoittelusuunnitelmassa. Objectives for placement have been described in the placement plan.

Allekirjoitukset/Signatures

Harjoittelupaikan yhteyshenkilö/ Contact Person of the Company	Opiskelija/Student	Ohjaava opettaja/ Tutor at the UAS
_____ pvm/date	_____ pvm/date	_____ pvm/date

SOPIMUSEHDOT

Harjoittelun tavoitteena on perehdyttää opiskelija erityisesti ammattiopintojen kannalta keskeisiin käytännön työtehtäviin sekä tietojen että taitojen soveltamiseen työelämässä. Harjoittelu syventää opiskelijan taitoja, valmentaa alan työtehtäviin sekä tukee ja täydentää koulutusohjelman mukaista opiskelua.

Opiskelijalla on harjoittelun aikana opiskeluoikeus ammattikorkeakouluun ja hän on opiskelijan asemassa. Mikäli opiskelija ei ole työsuhteessa, opiskelijan tapaturmavakuutus on hoidettu ammattikorkeakoulun toimesta. Harjoittelupaikka vastaa siitä, että opiskelijan harjoittelussa noudatetaan alalla vallitsevia yleisiä työsuojelusäädöksiä sekä työharjoittelupaikan omia työturvallisuusmääräyksiä. Mikäli harjoittelupaikalla on luottamuksellista ja salassa pidettävää tietoa, harjoittelupaikka solmii erillisen salassapitosopimuksen harjoittelijan kanssa.

Harjoittelun yhdyshenkilönä ammattikorkeakoulun puolelta toimii harjoittelusopimuksessa nimetty harjoittelun ohjaaja. Harjoittelupaikalla tapahtuvasta ohjauksesta vastaa harjoittelusopimukseen nimetty ohjaaja työpaikalta. Mikäli harjoittelun toteuttaminen harjoittelusuunnitelman mukaisesti vaarantuu, tulee harjoittelupaikan yhdyshenkilön ottaa välittömästi yhteys harjoittelun ohjaajaan.

Sopimus päättyy normaalisti harjoitteluajan päättyessä. Sopimus voidaan purkaa kesken sopimuskauden työsopimuslain 8 luvun 1 §:n mukaisin perustein tai mikäli harjoittelulle asetettujen tavoitteiden saavuttaminen muutoin on huomattavasti vaarantunut.

Sopimusta koskevat tulkintaerimielisyydet pyritään ensisijaisesti ratkaisemaan sopimuksen tekijöiden keskinäisissä neuvotteluissa.

Tämä sopimus on laadittu kolmena samansisältöisenä kappaleena, yksi kullekin sopijaosapuolelle.

CONDITIONS FOR THE AGREEMENT

The objective of the placement is to give the student opportunities to get 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. The placement is to deepen the student's expertise, to provide training for duties in the field, and to support and complement study in the degree programme.

The student preserves his or her student status and the right to study at the University of Applied Sciences during the placement. In case the student has no employment relationship with the workplace provider, the student's accident insurance will be paid by the University of Applied Sciences. The workplace provider is responsible for making sure that the general occupational safety regulations of the field and the labour protection regulations of the workplace are observed appropriately. If any information dealt with in connection with the placement is confidential, a non-disclosure agreement is made and signed between the workplace provider and the student.

The placement is supervised by a tutor at the University of Applied Sciences. The tutor's name is mentioned in the placement agreement. The supervisor at the workplace is a mentor, also mentioned in the placement agreement. In case it becomes evident that implementation of the placement is not likely to be realised as specified in the agreement the contact person of the workplace provider shall immediately contact the tutor..

The agreement is terminated when the placement is finished. The agreement can 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.

Any disputes in the interpretation of the agreement should be negotiated by the parties of the agreement.

There are three identical copies of this agreement, one for each agreeing party.

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