

PARTIES

Degree Programme <input type="text"/>	Employer <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
HAMK's contact person <input type="text"/>	Employer's contact person <input type="text"/>
Phone number <input type="text"/>	Phone number <input type="text"/>
Email <input type="text"/>	Email <input type="text"/>

TRAINEE

Name <input type="text"/>		Date of birth <input type="text"/>
Group code <input type="text"/>	Phone number <input type="text"/>	Email <input type="text"/>

CONTENT OF THE WORK PLACEMENT

PLACEMENT PERIOD

From _____ to _____, total of <input type="text"/> weeks	Extent of placement <input type="text"/> Credits
Type of work <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Working hours <input type="text"/> h/week

SIGNATURES

Place and date <input type="text"/>	Place and date <input type="text"/>	Place and date <input type="text"/>
Trainee <input type="text"/>	Employer's contact person <input type="text"/>	HAMK's contact person <input type="text"/>
Signature	Signature	Signature

PLACEMENT REGISTRATION

Placement registered in Student record _____ 20____	Signature _____
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TRAINEE FILLS IN WITH HAMK'S PLACEMENT COORDINATOR

What kind of prior work experience do you have from this field?
How will this work placement improve your professional competence and prepare you for your future career?
What kind of new competence do you wish to achieve during this work placement?

STUDENT FILLS IN WITH THE EMPLOYER'S SUPERVISOR

What kind of orientation will be arranged for the trainee?
What kind of guidance is available for the trainee during the work placement?
Placement will be done under employment contract Yes <input type="checkbox"/> / No <input type="checkbox"/>
The possibility of making a Final Thesis during the work placement period was discussed Yes <input type="checkbox"/> / No <input type="checkbox"/>

HAMK'S RESPONSIBILITIES

HAMK agrees to

1. appoint a placement coordinator to represent HAMK in matters of guidance, supervision and organisation of the placement.
2. assist and instruct the Employer on how to organise the placement according to the placement agreement.
3. give the Employer the necessary information regarding the Trainee's education.
4. insure the student against accidents in the workplace, 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 of guidance, supervision and organisation of the placement.
2. arrange orientation of the work and working conditions for the trainee.
3. give HAMK the necessary information related to the Trainee's work and working conditions at the workplace.
4. insure the student against accidents, if the Trainee works under 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. work actively so that the work placement and the studies support each other.
3. inform HAMK's placement coordinator about any significant changes to the work placement.
4. write a work placement report according to instructions and within a set timeframe.