

WORK PLACEMENT AGREEMENT

Trainee Information

Name Date of Birth

Degree Programme Group ID

Phone Number Email

Workplace Information

Employer Business ID

Address Postal Code and City

Workplace Supervisor Supervisors Email and Phone Number

Contact Person of Häme University of Applied Sciences

Work Placement Supervisor Supervisors Email and Phone Number

Work Placement Period

Trainee's Role in Work Placement Work Placement Period

Extent of Work Placement (ECTS credits) Total Hours of Work Placement

Date and Signatures (manually if necessary, preferred electronically)

Trainee Employer's Contact Person HAMK's Contact Person

The work placement agreement is signed electronically on the AtomiSign service:
[instructions for signing the contract electronically](#)

With this agreement, we have agreed to implement the work placement according to the curriculum of Häme University of Applied Sciences. Three identical agreements have been made, one for the student, one for the employer, and one for Häme University of Applied Sciences. [Processing of personal data at HAMK](#)

RESPONSIBILITIES AND TASKS IN SUPERVISING THE WORK PLACEMENT

Häme University of Applied Sciences (HAMK)

1. appoints a contact person to represent the institution in the supervision, monitoring and organisation of the work placement
2. where appropriate, assists and guides the employer in the implementation of the work placement plan
3. provides the employer, where appropriate, with information on the training received by the student
4. insures the student against accidents occurring during the work placement if the student is not carrying out the work placement under a contract of employment with the employer

Employer

1. appoints a contact person to represent the employer in the supervision, monitoring, and organisation of the work placement
2. familiarises the student with the work and working conditions
3. provides HAMK with information on the conditions of work and the working environment, where appropriate
4. insures students who carry out their work placement in an employment relationship

Student

1. undertake to comply with the instructions and regulations of the work placement
2. work actively in the work placement and in a way that supports other studies
3. inform the HAMK's work placement supervisor of any changes in the work placement
4. report on your work placement according to the instructions and immediately after the work placement