

# CO-OPERATION AND TEACHER TRAINING AGREEMENT

This agreement concerns the practical teacher training period arrangements included in a student’s curriculum at the School of Professional Teacher Education. Terms and conditions can be found on pages 2 and 3.

Instructions:

1. Fill out the form carefully.
2. The agreement must be signed by the Supervising Teacher’s supervisor. The agreement can be accepted without the signature if the agreement is sent from the supervisor’s email.
3. Signed agreement must be sent to
   * HAMK School of Professional Teacher Education’s Students Affairs Office ([aokk-opintotoimisto@hamk.fi](mailto:aokk-opintotoimisto@hamk.fi)), and
   * HAMK’s Tutor teacher ([firstname.lastname@hamk.fi](mailto:firstname.lastname@hamk.fi)).
4. Do not secure the attachment in the email as the Students Affairs Office email is linked with a ticket system that cannot open secured messages.

## CONTRACTUAL PARTIES

School of Teacher Education: **Häme University of Applied Sciences**

**School of Professional Teacher Education**

**(later referred to as ‘HAMK’)**

Address: **P.O. Box 230, FI-13100 Hämeenlinna, Finland**

Practical teacher training institute:

Address:

## HAMK’S CONTACT PERSONS

Student’s name:

Student’s telephone number:

Student’s email:

Study group and study year:

Tutor teacher’s name:

Tutor teacher’s telephone number:

Tutor teacher’s email:

## TRAINING INSTITUTION’S CONTACT PERSONS

Supervising teacher’s name:

Supervising teacher’s title:

Supervising teacher’s telephone number:

Supervising teacher’s email:

Supervising teacher’s supervisor’s name:

Supervisor’s telephone number:

Supervisor’s email:

## ESTIMATED TIME OF THE PRACTICAL TRAINING

Estimated start and end months of the practical training:

## GUIDANCE FEE

A payment of 295 EUR per teacher-student is remitted for guidance.

The guidance fee will be invoiced by:

The supervising teacher (separate form to be delivered)

The practical training institution (invoicing, separate instructions to be delivered)

## SIGNATURE (BY THE SUPERVISING TEACHER’S SUPERVISOR)

Place and date:

Clarification of signature and the title:

Signature:

## DUTIES OF THE HAMK SCHOOL OF PROFESSIONAL TEACHER EDUCATION:

1. The school is to appoint a tutor teacher who is responsible for the practical teacher training on behalf of the School of Professional Teacher Education,
2. the school is to engage in cooperation with the supervising teacher,
3. the school is to arrange orientation and guidance for the supervising teachers related to their supervising tasks,
4. the school is to take insurance for the teacher-student for accidents during the period of their training unless the student is employed by the institution,
5. the school is to develop cooperation between the supervising teachers and the HAMK School of Professional Teacher Education.

## DUTIES OF THE PRACTICAL TEACHER TRAINING INSTITUTION AND THE SUPERVISING TEACHER:

1. The training institution is to appoint a contact person employed by the institute who functions as the supervising teacher during the practical teacher training. The appointed person should be an experienced teacher in their field of education and have completed the necessary pedagogical qualifications,
2. the training institution is to take insurance for the teacher students who complete their training while also being employed by the institution,
3. the supervising teacher is to orient the teacher-student in the institution’s operational culture and curriculum,
4. the supervising teacher is to approve the teacher-student’s implementation plan for the training together with the tutor lecturer
5. the supervising teacher is to monitor the teacher-student’s teaching hours, assess them together with the teacher-student and provide feedback
6. the supervising teacher is to evaluate the training together with the teacher-student and the tutor teacher, and fill in an evaluation form.

## REQUIREMENTS OF THE STUDENT:

1. The teacher-student is required to follow the instructions and regulations of the practical teacher training institute,
2. the teacher-student is obligated to have their training implementation plan approved by the supervising teacher and the tutor teacher before the beginning of the training. The implementation plan is also to be sent to the tutor teacher,
3. the teacher-student is obligated to prepare a presentation of their training.

## SUPERVISION FEE

HAMK pays a supervision fee of 295 EUR per teacher-student, which is paid to the supervising teacher or the practical training institution. The supervision fee should be invoiced within two months after the training period has ended. The prerequisite for the payment is the completed tasks of the supervising teacher, especially points 4-6. Before the fee can be paid, the evaluation form needs to be sent to the Student Affairs Office via email ([aokk-opintotoimisto@hamk.fi](mailto:aokk-opintotoimisto@hamk.fi)).

## GENERAL TERMS OF THE AGREEMENT

If there will be changes to the contract, e.g., a change of the supervising teacher, the tutor teacher and the Student Affairs Office must be informed immediately, and the Training Agreement must be drawn up again.

The agreement will expire as the training period ends. The agreement may be terminated early on the grounds of the Finnish Employment Contracts Act, chapter 8, paragraph 1; or if the achievement of the objectives set for practical teacher training is otherwise compromised.

If a teacher-student resigns from the teacher education programme, the student is obligated to inform the supervising teacher and thus end the Training Agreement.

Any disagreements in the interpretation of the Agreement will be attempted to be solved through mutual discussions between the signees of the Agreement.