**PRACTICAL TRAINING CONTRACT**

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| --- | --- | --- | --- | --- |
| **Student** | | | | |
| Last name  Click or tap here to enter text. | | | First name  Click or tap here to enter text. | |
| Date of Birth (dd.mm.yyyy)  Click or tap here to enter text. | | | Student code  Click or tap here to enter text. | |
| Email address  Click or tap here to enter text. | | | Phone number  Click or tap here to enter text. | |
| Degree Programme  Click or tap here to enter text. | | | Major (if applicable)  Click or tap here to enter text. | |
| **Workplace (Organisation/Enterprise) and information on the practical training** | | | | |
| Organisation/enterprise  Click or tap here to enter text. | | | Department  Click or tap here to enter text. | |
| Street address  Click or tap here to enter text. | | | Postal Code and City  Click or tap here to enter text. | |
| Country  Click or tap here to enter text. | | www-address  Click or tap here to enter text. | | |
| Start date (dd.mm.yyyy)  Click or tap to enter a date. | End date (dd.mm.yyyy)  Click or tap to enter a date. | | | Number of working hours / week  Click or tap here to enter text. |
| Work tasks during the practical training  Click or tap here to enter text. | | | | |

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| --- | --- | --- | --- |
| A**greement & Signatures** | | | |
| **Student** | | | |
| **Signature of student** | | **Place and date** | |
| **Employer (contact person at the workplace)** | | | |
| Contact person’s name  Click or tap here to enter text. | Contact person’s position  Click or tap here to enter text. | | |
| Contact person’s email  Click or tap here to enter text. | | Contact person’s phone  Click or tap here to enter text. | |
| The student is employed by the organisation/enterprise (when salary or other compensation is paid)  Yes (a separate employment contract is to be made)  No (no employment contract is needed) | | | |
| **Signature of contact person** | | **Place and date** | |
| **Practical training contact person at Arcada** | | | |
| Contact person’s name  Click or tap here to enter text. | Contact person’s position  Click or tap here to enter text. | | |
| Contact person’s email  Click or tap here to enter text. | | Contact person’s phone  Click or tap here to enter text. | |
| The practical training is approved as part of the studies at Arcada  Yes  No | | | Number of ECTS anticipated |
| **Signature of contact person** | | **Place and date** | |

**This contract has been drawn up in three identical copies, one for each party.**

**CONTRACT TERMS**

**Training job**

The training job is the organization where the student performs his/her practical training. The practical training can be performed in companies, public administration or other communities. During the training period, the training job is the student’s learning environment.

**Objective of the practical training**

The objective of the practical training is to introduce the student to essential work tasks by instructed training, especially with regard to the vocationally oriented studies and to use his/her knowledge and abilities in working life. The practical training deepens the student’s abilities, prepares for work tasks within the field and completes the studies within the degree programme. The practical training gives the student a possibility to participate in identifying and analyzing the needs for development in the field.

**Student’s status**

During the training period, the student has a right to study at Arcada and he/she has student status. If the training job and the student want to agree about an employment relationship, an employment contract according to the Finnish Employment Contracts Act is to be made between the employer and the employee.

**Instruction and evaluation**

Arcada’s practical training coordinator is the contact person mentioned in the practical training contract. At the training job, the person mentioned as the training job’s contact person is responsible for the instruction of the student. If problems occur during the training period, the training job’s contact person is obliged to contact Arcada’s practical training coordinator after discussing the matter with the student.

**Insurances**

When there is an employment relationship, the student is covered by the training job’s accident insurance and liability insurance. When the practical training is performed without an employment relationship, Arcada is responsible for the student’s accident insurance and liability insurance, the latter to the extent of damage on persons and property that is being handled by the student when the practical training is performed in an EU-country. For other damage, the responsibility is on the training job.

**Industrial safety**

The training job is responsible for seeing to that the current general industrial safety regulations within the field as well as the training job’s own industrial safety instructions are followed during the student’s practical training.

**Salary**

If a salary or other compensation is paid to the student for the training period, a separate employment contract is to be made between the training job and the student (see ’Student’s status’ above).

**Concealment of confidential information**

If there is confidential information on the training job, the training job makes a separate non-disclosure agreement with the student.

**Expiration of the contract**

This contract expires when the agreed practical training ends. The contract can be cancelled during the contract period if the grounds in the Finnish Employment Contracts Act chapter 8, section 1 are fulfilled or there is a significant risk that the purposes of the practical training cannot be fulfilled.

**Interpretation of the contract**

Disagreements over the interpretation of this contract are primarily to be resolved with negotiations between the parties.