

WORK PLACEMENT AGREEMENT

Agreement parties	Institution	Metropolia University of Applied Sciences
	Field of study	_____
	Unit	_____
	Address of the unit	_____
	Employer	_____
	Address of the employer	_____
	Address of the workplace	_____
	Student	_____
	Date of birth	_____
	Degree Programme, Degree Orientation	_____
Contractual relation	<input type="checkbox"/> Student and employer will conclude a fixed term employment agreement. *)	
	<input type="checkbox"/> Student and employer will not conclude an employment agreement.	
Institution's contact person	Name and title	_____
	Phone and e-mail	_____
Employer's contact person	Name and title	_____
	Phone and e-mail	_____
Placement tasks		
Placement period	From _____ To _____	
	Full time work <input type="checkbox"/> (min 37, 5 hours/week) Part time work <input type="checkbox"/> _____ hours/week	
Additional information		
Terms of agreement	Please see page 2/2.	
Signatures	This agreement has been made for all three parties.	
	On behalf of employer	
	_____	Place and date _____
	Clarification of the name and title _____	
	On behalf of institution	
	_____	Place and date _____
Clarification of the name and title _____		
Student		
_____	Place and date _____	
Clarification _____		

*) Work Placement Agreement can be concluded in addition to the employment agreement, however it does not replace the employment agreement.

TERMS OF WORK PLACEMENT AGREEMENT

Scope of application

Work Placement Agreement applies to work placement that is a part of the studies in Bachelor's Degree Programmes and is undertaken in a company or in another type of organisation.

Terms of the agreement

The agreement will terminate in the end of the placement period. The agreement can be dissolved during the placement period providing that the objectives set for the placement has been violated substantially more than expected.

Tasks of the parties concluding the agreement

Institution's duties include

1. to name a contact person who acts as institution's representative in supervising and arranging the work placement
2. to assist and guide employer in implementing placement arrangements in accordance to the curriculum and the guidelines set by the institution
3. to give employer information on objectives and requirements set for the placement and student's performance at school.

Employer's duties include

1. to name a contact person in the company/organisation who acts as employer's representative in arranging and supervising the work placement
2. to give information related to work and working conditions and other appropriate circumstances to the student and institution
3. to be responsible for student's safety at work according to work and safety regulations
4. to inform student and institution's contact person immediately of any changes in student's work tasks or conditions
5. to give to the student a work certificate or a work placement certificate in the end of the placement period.

Student's duties include

1. to get familiar with the terms of this placement agreement and if necessary to be in touch with institution's contact person to attend more detailed information on the content and interpretation of the placement agreement
2. to comply both with the rules of the workplace and guidelines and instructions and work and safety regulations
3. to inform the employer and institution's contact person immediately of any changes in his/her work tasks or conditions which could conduct to the reassessment of the placement
4. to actively complete the tasks agreed with the employer so that the placement and the studies would support each other.

Placement tasks, conditions and circumstances

Student's work has to be suitable and in accordance with degree programme's objectives and requirements set for the placement. The work has to be done in the premises and with the equipment of the employer. Other kind of arrangements has to be approved by the placement contact person of the institution and negotiated between the contact persons in advance before the start of the placement period.

Working hours and absences

Work placement is normally carried out as full time work. Weekly hours are determined by the collective labour agreement. Absences will be handled according to the regulations of the workplace. Covering of the absences will be agreed between student and the representative of the employer.

Liabilities

In the case the work placement is paid, student is covered by employer's accident insurance. In the case work placement is unpaid, student is covered by institution's accident insurance. Concerning the damages, the student is always covered by employer's indemnity insurance. Personally the student is liable in the case he/she has occurred damage in the workplace with intent or by his/her neglect.

Interpretation of the placement agreement

Disagreements in the interpretation of the placement agreement will be striven to be solved between the agreement parties by negotiating.

Other issues

Agreement can be rescinded because of the breach of the agreement or because of some other reason when agreed between the agreeing parties. In the case of an industrial action the student has right to move to another workplace.