

Filled by the student

Faculty/Department		
Degree programme		
Traineeship contact person		Tel. Email:
Mailing address		
Trainee's last name	Trainee's first names	Date of birth
Address		Tel. Email:
Duration of traineeship period (start and end dates)	Duration of traineeship period (months)	Proposed traineeship course (unit title, code and credits)

Filled by the traineeship organisation

Organization	
Traineeship contact person(s)	Tel. Email:
Address	
Traineeship supervisor(s)	Tel. Email:
Trainee's job description	

General terms of the traineeship agreement:

<p><b>Article 1</b> The student must adhere to the work hours of the employer within the following limits: the student must work no less than 4 hours per day and no more than 8 hours per day for at most 5 days per week. During the traineeship the student performs his/her agreed upon work tasks according to the employer's instructions.</p> <p><b>Article 2</b> The employer commits to:</p> <ul style="list-style-type: none"> <li>- providing the student with workspace and equipment he/she needs to complete his/her work tasks.</li> <li>- appointing a supervisor to familiarise the student with his/her work tasks and instruct and supervise the student as one would a regular employee.</li> <li>- providing compensation for travel, hotel, and other such regular expenses as well as daily allowances in accordance with Government Travelling Regulations in cases where the student is required to travel in order to complete his/her work tasks.</li> <li>- issuing the student a certificate after the traineeship has been completed.</li> <li>- notifying the traineeship contact person at the University about the cancellation of the traineeship or significant changes to the student's job description immediately and in writing.</li> </ul> <p><b>Article 3</b> The student commits to doing his/her best to complete his/her assigned work tasks. The student also commits to following instructions issued by the employer and the University and to reporting about the traineeship in a manner agreed upon with the University.</p> <p><b>Article 4</b> Industrial safety, accident insurance, and liability for damages When the student is working for the employing organisation, he/she is considered a regular employee as far as industrial safety regulations are concerned. The employer must familiarise the student with these regulations. All safety regulations of the employer and the professional field in general must be adhered to. The student is covered by accident insurance during his/her traineeship.</p>
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The student's liability for damages in a possible accident situation is determined in the same manner as that of a regular employee, meaning the student is required to compensate for damages to an amount deemed reasonable considering the extent of the damage, the type of the accident, the student's status within the organisation, the needs of the injured party, and other relevant conditions.

During the traineeship the student is equated to a regular employee with regard to liability. The employer is responsible for damages caused to the employer or a third party due to mistakes or negligence on the student's part.

**Article 5 Trade secrets**

The student commits to not misusing any trade secrets entrusted to him/her or trade secrets he/she learns by other means during the traineeship in accordance with Chapter 3, Section 4 of the Contracts of Employment Act. (NDA)

**Article 6 Copyrights and publication**

All relinquishable copyrights, including modification and forwarding rights, to products developed by the student during the traineeship (programs, software, reports, etc.) belong to the employing organisation. The student retains the right to use the material he/she creates for purposes relating to his/her studies.

In principle, the student has the right to publish any material relating to his/her work tasks he/she creates during the traineeship if it is pertinent to his/her studies. If a thesis is completed during the traineeship, this thesis is always considered public unless decided otherwise. The material to be used in the thesis should be agreed upon between the student and the involved parties as early as possible.

**Article 7 Other terms**

The student is not employed by the employer; the student is completing a traineeship at the employing organisation. In a possible labour conflict (strike, lockout, etc.) the student is under the supervision of the University for the duration of the situation.

Neither the University nor the student give any guarantees concerning the quality of the completed work or function of a possible product developed during the internship. The University is not responsible for possible breaches of agreement on the student's part, nor is the University liable for any possible direct or indirect damages caused to the employer by the traineeship detailed in this agreement.

The parties must present possible damage claims concerning this agreement or related legal relationships within six (6) months of the damage or the date the damage became known. All possible damage claims must be presented within one year of the expiration of the agreement.

If one of the parties violates the terms of the agreement, the other parties have the right to terminate the agreement with seven (7) days' notice. The termination must be done in writing and it comes to force immediately as it is verifiably delivered to the breaching party. When interpreting the agreement and solving conflicts, Finnish law is applied (excluding connecting factor rules).

Conflicts that cannot be reconciled by negotiation are taken to the District Court of Oulu unless the parties agree otherwise.

Three copies of this agreement are made: one for the student, one for the University of Oulu, and one for the traineeship organization.

Place	Date
Student's signature	

Place	Date	
On the behalf of the faculty: Education Designer and the Teacher of the Traineeship Course sign the Agreement	Education Designer	Teacher of the Traineeship Course
Clarification of signature:		

Place	Date
Traineeship organization's signature	
Clarification of signature:	

After the traineeship, please fill in the Employer feedback at [www.oulu.fi/forstudents/node/38515](http://www.oulu.fi/forstudents/node/38515) .

The feedback is delivered to the teacher of the traineeship course and education designer who coordinates the traineeship at the faculty. Summaries of the feedback are used for developing education. For more information on UniOulu data privacy notice, please read at page <http://www.oulu.fi/university/data-privacy-notice>.

Last updated 23.8.2019/Academic Affairs. This form is also available in Finnish.