

TRAINEESHIP AGREEMENT
University Students' Traineeship 2020



Student information

| | | |
|--|---|---------------|
| Faculty and Department | | |
| Degree Programme/Subject | | |
| 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) | |

University information

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|--|----------------|
| Traineeship contact person | Tel. Email: |
| Address | |
| Traineeship is: compulsory optional | |
| Proposed traineeship course (unit title, code and credits) | |

Employer information

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|--|----------------|
| Employer and address | |
| Employer's traineeship contact person(s) | Tel. Email: |
| Salary contact person | Tel. Email: |
| Trainee's salary €/month | |
| Traineeship supervisor(s) | Tel. Email: |
| Trainee's job description | |

General terms and conditions of the traineeship agreement

The employer is eligible for the traineeship funding granted by the University, when the salary paid to the intern by the employer is at least EUR 1236 per month (The condition regarding previous employment defined by Kela for the year 2020). The maximum amount of the traineeship funding paid by the University is EUR 1600 per student and it should be charged immediately after the traineeship period ends, during the year 2020.

Traineeship funding granted by the University is accepted when the student receives an automatic acceptance message sent by the support system (Accepted Traineeship Application).

The student completing the training must be in an employment relationship throughout the traineeship period with the employer. The employer shall draw up a written employment contract with the student completing the training. A prerequisite for granting the traineeship funding is that the amount of work experience to be gained during the traineeship period is at least 2 months. In case the traineeship is cancelled or altered, the subject-specific contact person(s) must be notified immediately and in writing.

| | |
|-----------------------------|--|
| Place and date: | |
| Employer's signature: | |
| Clarification of signature: | |

| | | |
|--|--------------------|-----------------------------------|
| Place and 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 and date: | |
| Student's signature: | |
| Clarification of signature: | |

Three identical copies have been made of this agreement, one for each party, i.e. the employer, the Faculty of the University and the student.

UNIVERSITY OF OULU'S INVOICING ADDRESS

e-invoicing address

University of Oulu
EDI ID: 003702458955
e-invoice operator: CGI
Operator ID: 003703575029

Paper invoicing address

University of Oulu
P.O. Box 771
00074 CGI

The invoice of EUR 1600 should be sent immediately after the traineeship period ends, during the year 2020.

Please note that the invoice sent to University of Oulu must include a copy of **Traineeship Agreement**, cost center number: **2409010**, and the name of the contact person: **Tiina Kemppainen**.

After the traineeship, please fill in the Employer feedback at <https://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>.

Further information: Solution Designer Tiina Kemppainen; tiina.kemppainen@oulu.fi; tel. 0294 483661