

**Funded internship of university students**

**INTERNSHIP CONTRACT**

With this contract, the university of Eastern Finland and the employer agree on the internship included in the student's studies as follows:

Filled in by a representative of the unit/subject

|  |
| --- |
| Faculty and department or school |
| Training programme/subject |
| Contact person for the internship    Tel.       E-mail: |
| The university's internship instructor    Tel.       E-mail: |
| The intern's surname and first name(s)        Date of birth  Tel.       E-mail: |
| internship information  The internship is optional  The internship is mandatory  Number of study credits |

Filled in by the employer

|  |
| --- |
| Employer and unit |
| Address of the internship location |
| Employer's contact person for the internship    Tel.       E-mail:  Payroll contact person    Tel.       E-mail:  The intern’s instructor at the workplace    Tel.       E-mail: |
| The intern's work duties (on page 2 or a separate attachment, if necessary) |
| Start and end dates of the internship        /       20      -       /       20            months in total  of which funded internship        /       20      -       /       20      funded internship: 2 or 3 months       months in total |
| The intern's gross salary (does not include the employer's standard personal and social costs)        € per month |

Funding the internships, filled in by the unit or subject

|  |
| --- |
| At the end of the internship term, the employer may invoice €  from the department/school of       of the University of Eastern Finland. |

This contract will be drawn up in two identical copies, one for the employer and the other for the University of Eastern Finland, for the department or school defined below. The student will also receive a copy. Further information and instructions about the internship are available from the department's contact person and in Finnish at <http://www.uef.fi/palvelut/ilmoita-harjoittelu-tai-tyopaikasta>.

Approving the contract

|  |  |
| --- | --- |
| Place and time: |  |
| On behalf of the employer: |  |
| Name in block letters: |  |
| Place and time: |  |
| On behalf of the faculty: |  |
| Name in block letters: |  |

Additional information related to the internship:

|  |
| --- |
|  |

|  |
| --- |
| General terms and additional information of the internship:   1. The employer is entitled to receive internship funding  * if the student's gross pay is at least the minimum required to receive earnings-related unemployment allowance confirmed annually be Kela AND * if the employer organises internship instruction for the student at the workplace as agreed.  1. The amount of the internship funding invoiced from the university can be a maximum of €1,800 and it must be invoiced immediately after the internship has ended 2. As an attachment to the invoice, the employer must deliver a **payslip for the duration of the entire internship,** otherwise the invoice cannot be approved 3. The employer must draft a written employment contract with the student for the duration of the entire internship 4. Internship funding cannot be paid for projects funded by the EU 5. Cancellation of or changes to the internship must be notified immediately in writing (by email) to the contact person identified in this contract 6. The internship funding granted to the student will be cancelled if Erasmus scholarship is granted to them. In these cases, the employer is not allowed to invoice the internship funding from the university |
| **Internship invoicing data**  E-invoicing address: 003722857339  OVT (EDI) code: 003722857339 Operator: Opus Capita Solutions Oy  Operator code: E204503  Business ID of the University of Eastern Finland: 2285733-9  Paper invoicing address  University of Eastern Finland, P.O. Box 96404, 01051 Invoices  VAT code: FI22857339  Reference data: Faculty, department/school, name of the internship's contact person and the student.  Attachments to the invoice: Payslip  **Note! Offering an internship to a student is not an operation subject to VAT** |