

INSTRUCTIONS CONCERNING INTERNSHIPS RECEIVING UNIVERSITY FUNDING

1. INTERNSHIP COMPLETED IN FINLAND

A central objective of internships funded by the university is to integrate education and work life and to promote employment after graduation. The internship can be either optional or mandatory. A funded internship is a study attainment included in the student's degree, for which the student will receive study credits based on the scope and content of the internship.

For each department or school giving degree programme education, a person must be appointed who will approve the internship places and verify that the content of the internship fulfils the goals set for internships in the curriculum. They will also act as a contact person between the internship place and the university.

1.1. Who is this intended for?

In Finland, students whose degree will not include a vocational qualification ("generalist fields") are entitled to funded internship. **Exceptions to this can be made based on a decision from the faculty.**

Internship funding is intended for internships included in the student's main subject/degree programme. Each student can only receive internship funding from the University of Eastern Finland once during their studies.

1.2. Amount of funding

The recommendation of the national Aarresaari academic work network is that the amount of funding should be EUR 600 per month of the internship, for a maximum of three months. Monthly internship funding of EUR 600 is intended for full-time work. If the internship takes place in official Finnish representative bodies abroad, internship funding can be more than that, based on a decision from the unit granting the internship funding. If the employer does not require internship funding, the student can, instead of the internship funding, apply for a grant for internship taking place at official Finnish representative bodies.

The university does not fund internships

- a) that are unpaid;**
- b) with pay that is below the minimum required to receive earnings-related unemployment allowance, as annually confirmed by Kela;**
- c) where the employer does not commit to organising internship guidance at the workplace for the student for the duration of the internship.**

1.3. Applying for internship funding and suitable training workplaces

The application process for the internship funding must be opened for students during November, at the latest. The application process for civil service internships usually starts in December, and they all require that funding for the internship has been granted to the student. When granting internship funding, all students must be treated fairly.

The faculties have approved the regulations pertaining to internships in their curricula. A person appointed for each subject accepts the internship and its contents in accordance with the objectives of

the curriculum. The objective of the internship must be to apply the knowledge and skill obtained through studies in working life. Both the employer and the university must ensure that the training is goal-oriented, guided and supervised. The intern must have an appointed instructor at the workplace, who is obligated to guide the student for at least one hour per week.

The students can apply for internships that have been centrally notified to the career services. They are available at: www.uef.fi/fi/opiskelu/tyo-ja-harjoittelupaikat-seka-opinnaytetyotarjoukset.

1.4. Agreeing on the internship

The intern and the employer will agree on the amount paid to the intern. **The employer will accept the intern into a fixed-term employment relationship for the duration of the internship.** The employer is always in charge of the employment relationship issues relating to intern.

The internship's contact persons will manage the practical matters related to the internship in their units. The terms of the internship are always defined with a intern-specific contract between the employer and the unit, which determines the internship funding received by the student and their pay during the internship. The pay must be at least as high as the minimum required to receive earnings-related unemployment allowance, as confirmed annually by Kela (see www.kela.fi > [työssäoloehto \(in Finnish\)](#)). **Additionally, it is recommended that the intern sign a written employment contract with the employer, in which the terms of the internship are agreed in more detail.**

1.5. Internship at the University of Eastern Finland

When the internship is located at the student's own university, the unit receiving the intern will prepare a proposal for accepting the student into an employment relationship, and will then deliver a proposal for preparing an employment contract to the party that is the competent body in matters of accepting an intern into an employment relationship. A copy of the internship contract must be attached to the proposal. The Heimo service has instructions for hiring an intern in an employment relationship: 'Harjoittelijan ottaminen työsuhteeseen' (in Finnish).

1.6. Processing internship invoices

At the end of the internship, the employer is entitled to invoice the university for the funding determined in the internship contract. **The employer must attach copies of the intern's payslips for the duration of the entire internship and the internship contract to the internship invoices. Without these attachments, the internship funding cannot be paid. An internship is also not an operation subject to VAT.** The invoices for each year must be delivered to the university's invoicing address at the latest during the first week of the following year (week 1). The university's invoicing address is available at: <http://www.uef.fi/en/yhteystiedot>.

2. INTERNSHIP COMPLETED ABROAD

The increasingly international nature of working life requires all higher education graduates to have good social skills, good language skills and versatile cultural competence. Finding an internship abroad can thus make the process of applying for jobs abroad familiar already during the student years.

2.1. Which international internships are funded?

University funding for internships (grants) are mostly used to support internships outside the countries and organisations included in the Erasmus programme. The internship can be either in the private or public sector.

If the international internship takes place in Europe, Erasmus intern scholarships should be applied for. **The university's international internship funding will not be granted to students who are simultaneously receiving other financial funding from the university or internship funding from another organisation.**

Countries taking part in the Erasmus programme

EU countries, Iceland, Liechtenstein, Macedonia, Norway and Turkey.

Finnish diplomatic missions in Europe are mainly covered by the Erasmus programme.

Erasmus scholarships cannot be granted for the following kinds of internships:

- In the European Union organisation (<https://europa.eu/european-union/about-eu>)
- In organisations governing EU programmes

Erasmus internships are governed by international exchange services:

<https://kamu.uef.fi/student-book/erasmus-harjoittelu/>

2.2. Duration of the internship and amount of funding

- Funding for international internships is granted for **internships that are at least two months long**
- The internship grant is at least €500 per month. Foreign employers are not expected to pay a student for the internship, as this would make finding a internship unreasonably difficult.
- The funding will be paid directly to the student as a grant.

2.3. Contracts

- A separate internship contract will be drawn up for international internships, which will be signed by the student, the employer and a person appointed by the faculty. This contract determines the content, duration and guidance of the internship, for example, as well as the liability insurance.

2.4. Preparing for an international internship

- Students participating in international internships may take part in departure orientation courses held by international exchange services, which are arranged on both campuses towards the end of the semester.

2.5. Paying the grant

- The grant will be paid to the student before the internship begins.
- A decision must be made concerning the students receiving the grant, and this decision must be attached to the grant payment form.
- The grant payment will be completed through CERTIA (HR) with their grant payment form.



3. ADDITIONAL INFORMATION AND SOLVING POSSIBLE PROBLEMS

If any problems occur concerning the internship, the student must solve them without delay with their supervisor. If the problems continue, the internship's contact person must attempt to solve the issue. Read more about employee protection matters, e.g. [Työsuojelu.fi pages > Employment contract](#).

If a student is forced to interrupt their internship or becomes ill in the middle of it, the employer must be notified of this without delay. In such cases, the wage to be paid is determined based on the collective agreement (see [General Applicability of Collective Agreements](#) (in Finnish). Heimo has collective information about students' insurance issues [Student's insurance safety](#) and more can be found in [Kamu](#) (for example with the search word 'insurance').