

INSTRUCTIONS FOR PRACTICAL TRAINING SUPPORTED BY THE UNIVERSITY AS OF 1.1.2024

The key objective of practical training supported by the university is to bring university education and working life closer together and to promote students' employment after graduation. Practical training can be either optional or mandatory. Supported practical training is a study attainment included in the degree, for which the student receives credits depending on the scope and content of the traineeship.

Each unit (i.e. department/school/institute) providing education and degrees must have a designated person to approve traineeships and check that the content of the proposed placement corresponds to the objectives set for the practical training in the curriculum. S/he also acts as a contact person between the university and the place of practical training.

1. PRACTICAL TRAINING AND ACCESSIBILITY

In its strategy, the university is committed to strengthening the diversity and equality of students. Students with different backgrounds or representing minorities should be encouraged to do practical training during their university studies. In addition, traineeships improve their chances to enter working life. All information and documents related to practical training must be accessible.

Students receive individual support for planning their practical training, looking for a placement and preparing for the traineeship. Before the traineeship begins, the academic subject, the student and the employer agree on the implementation of individual arrangements at the workplace. This can be taking care of physical accessibility at the workplace, arranging assistive devices needed by the student, reasonable adjustments to the work tasks or times, and getting to know the workplace in advance. During the traineeship, the student will know whom to turn to in problematic situations. After the traineeship, the student is given the opportunity to give feedback on the accessibility perspective to the academic subject. Feedback may also be collected from the employer.

2. PRACTICAL TRAINING IN FINLAND

2.1. For whom? What kind of practical training?

Practical training supported by the university covers all undergraduate students at the University of Eastern Finland who plan to do their practical training in Finland. The financial support granted by the university is intended for practical training that is included in their studies. The course description in the curriculum may specify in more detail the right to financial support during practical training. The duration of the traineeship must be at least 2 full months and not more than 6 months of full-time work or an equivalent period of part-time work.

The university does not grant financial support in the following cases:

- practical training included in teacher's pedagogical studies, practical training in pharmacy, practical training for the students of clinical medicine in wellbeing services counties, clinical and advanced practical training for the students of dentistry, practical training for the students of social work, as well as practical applied studies for the students of theology (practical training in the workplace)
- cases where the practical training does not meet the objectives of the course description in the curriculum or the practical training does not award credits
- cases where the student simultaneously receives other financial support from the university or another organisation for the same traineeship
- the student has already received financial support for practical training
- the practical training is unpaid
- the salary from the traineeship falls below the wage limit set by the Social Insurance Institution KELA annually (the work requirement)
- the employer does not commit to arranging workplace guidance for the student during the traineeship

However, financial support may be granted for administrative and other similar traineeships for the students of pharmacy, medicine, dentistry, social work or similar (practical training in the Finnish Medicines Agency Fimea, the Finnish Institute for Health and Welfare THL, the Ministry of Social Affairs and Health, the National Supervisory Authority for Welfare and Health Valvira, for instance).

2.2. Amount of financial support

For traineeships in Finland, the financial support is 1800 € per traineeship. If the traineeship takes place at Finland's official missions abroad, the financial support may be higher - this is possible at the discretion of the unit granting the financial support. The student can receive financial support from the university only once during her/his degree studies at the University of Eastern Finland.

2.3. Applying for financial support and suitable placements

Students can apply for a placement themselves or browse through offers received at the university in an online service managed by UEF Career Services. Financial support for practical training is granted when the student has found a placement, the traineeship meets the objectives of the curriculum and the employer requires it. When granting financial support, students must be treated equally.

The faculties have adopted regulations on practical training in their curricula. A designated contact person in the academic subject approves the placement and the contents of the practical training according to the objectives set in the curriculum.

2.4. Agreeing on the practical training between the trainee and the employer

The trainee and the employer agree on the salary to be paid to the trainee. The employer takes the trainee for a fixed-term employment relationship for the duration of the traineeship and the employer bears the responsibility for the practicalities of the fixed-term employment.

The designated contact persons in the academic subjects take care of the practical matters in the unit (i.e. department/school/institute). The terms of the traineeship are agreed upon in a written traineeship agreement between the employer and the unit also defining the financial support granted by the university and the salary for the fixed-term traineeship by the employer. The salary from the practical training must go beyond the minimum wage limit set by the Social Insurance Institution KELA, also called [the work requirement](#). In addition, the university recommends its students to conclude a written employment contract with the employer, in which the terms of the traineeship are agreed in more detail.

2.5. Practical training at the University of Eastern Finland

When practical training is conducted at the University of Eastern Finland, the unit offering the traineeship prepares a proposal for the employment relationship and submits the proposal for the preparation of the employment contract to the competent party dealing with employment contracts at the university. A copy of a traineeship agreement must be attached to the proposal. Further information on traineeships at the university is available [in Heimo](#).

2.6. How to process traineeship invoices

At the end of the traineeship, the employer has the right to invoice the university for the financial support as specified in the traineeship agreement. The employer must attach copies of the trainee's salary certificates for the entire duration of the traineeship as well as a copy of the traineeship agreement. Without attachments, the financial support cannot be paid. In addition, traineeships are not subject to VAT. Invoices for each calendar year must be submitted to the university's invoicing address no later than the first week of the following year (week 1). The invoicing address of the university is available at <https://www.uef.fi/en/invoicing-addresses>.

3. PRACTICAL TRAINING ABROAD

International working life requires all university graduates to have obtained interaction skills, good language skills and versatile cultural competence during their studies. Looking for a placement abroad makes international job search familiar during university studies already.

3.1. International traineeships – how to get financial support?

Financial support granted by the university is meant for traineeships conducted in countries and organisations outside the Erasmus+ Programme. The placement can be in the private or public sector. Erasmus+ mobility grant must be used for traineeships in Europe. NB! Financial support will not be granted for a traineeship abroad if the student simultaneously receives other financial support from the university or another organisation for the same traineeship.

Countries participating in the Erasmus+ Programme:

EU Member States, Norway, Iceland, Liechtenstein, North Macedonia, Republic of Serbia and Republic of Türkiye

These countries take part in certain Actions of the Erasmus+ Programme (Region 14 countries):
Faroe Islands, Switzerland and the United Kingdom

Erasmus+ primarily covers diplomatic missions in Programme Countries (representing the student's home country abroad) as well as other organisations representing the student's home country in Europe (e.g. cultural and scientific institutes, regional representations, schools, export centres).

Erasmus+ mobility grants cannot be paid for the following placements:

- EU Institutions and Bodies (https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/institutions-and-bodies-profiles_en)
- Organisations managing EU Programmes

Erasmus+ traineeships are managed by UEF International Mobility Services

<https://kamu.uef.fi/en/tietopankki/international-traineeship/erasmus-traineeship/>

3.2. Duration and mobility grants for traineeships abroad

Financial support for traineeships abroad is granted for traineeships lasting at least 2 months. The financial support is at least 500 € per month and it is paid as a grant directly to the student before the start of the traineeship. A decision on the financial support granted must be made,

which must be attached to the grant payment form. The payment is processed via CERTIA (HEHA) using CERTIA's grant payment form.

3.3. Agreements

International traineeships will be the subject of a separate traineeship agreement signed by the student, the employer and a person appointed by the faculty. The agreement sets out the contents, duration, guidance and the liability insurance during the traineeship, for instance.

3.4. Preparations for a traineeship abroad

Students going on an international traineeship can participate in the orientation for outgoing students, arranged by UEF International Mobility Services on both campuses usually towards the end of each semester.

4. REPORTING AND STATISTICS

Units must report annually on the actual use of the financial support for practical training for statistical purposes. Separate instructions on reporting are provided. Further information is available at Student and Learning Services, Ms Outi Suorsa, Coordinator (practical training in Finland) or international@uef.fi (traineeships abroad).

5. FURTHER INFORMATION AND GUIDELINES FOR CHALLENGING SITUATIONS

If problems arise during the traineeship, the student must immediately contact her/his immediate superior at the workplace with attempts to resolve the problems without delay. If the problems persist, the subject-specific contact person must try to clarify the matter on behalf of the university. Further information on working conditions issues is available on the website of the Occupational Safety and Health Administration at <https://www.tyosuojelu.fi/web/en/working-conditions>.

If the student's practical training is cancelled, s/he will receive the financial support for practical training again. If the student needs to interrupt a traineeship or falls ill in the middle of the traineeship, the employer must be notified without delay. In this case, the salary to be paid is determined by the collective agreement (please see further information on [Generally applicable collective agreements](#)). Information on students' insurance coverage is available [in Heimo](#) as well as in Kamu Student Handbook (search for 'insurance').