



KAJAANIN
AMMATTIKORKEAKOULU
UNIVERSITY OF APPLIED SCIENCES

Autumn 2011

PRACTICAL TRAINING

Dear Sir / Madam,

The main emphasis of the Degree Programme in International Business at Kajaani University of Applied Sciences (UAS) is to provide students with a high quality, academically based practical education that develops the student as an individual within an international environment. The programme aims at providing students with the vital skills needed to work in expert and managerial positions in small and medium-sized companies and other organisations involved in international business and marketing. In addition to international marketing, the studies emphasize international business management, trade practices, economics, management accounting and financial statement analysis, intercultural communication and languages.

An essential element of studies at a UAS is practical training. The practical training is worth 30 credits which means 800 hours worth student's work. The aim of practical training is to provide the student with an insight of the commercial world whilst equipping them with a variety of skills and qualifications required in the international job market of the future.

The studies also include a thesis worth 15 credits. It is recommended that during practical training the possibilities for also completing the thesis in the same company are discussed.

Successful practical training is an essential part of our business education. Your willingness to provide one of our students with a practical training opportunity in your enterprise is highly appreciated. We hope that your organisation will be able to support the trainee with some form of minimum pay. We are prepared to do our best to make our co-operation as fruitful as possible.

Please understand that this is just a brief introduction and do not hesitate to ask for more details concerning our degree programme and practical training policy.

We hope that this form of co-operation between your enterprise and Kajaani University of Applied Sciences will satisfy our mutual interests and provide the students with the qualifications required in his/her future career.

Yours faithfully

KAJAANI UNIVERSITY OF APPLIED SCIENCES
School of Business

Sami Malm (Mr)
Practical Training Coordinator
Tel. +358 44 7101 175



The following is to specify some vital details to make the practical training period and the follow-up proceed smoothly.

Objective

The objective of placement is to give the student guided opportunities to get acquainted with the essential practical tasks emphasised in their professional study and also to give possibilities to apply the acquired skills and knowledge in working life. Placement deepens the student's expertise, trains the tasks in the field, supports and completes the study in the degree programme. Placement offers the student possibilities to recognise and analyse the development needs of the field.

Salary

Payment for placement is separately agreed between the student and the employer.

Working Hours

The student's working hours will be similar to those of your regular staff. The practical training is worth 30 credits which mean 800 hours worth student's work. In practice it means that the length of the practical training period depends on the amount of working hours per week and it lasts a minimum of 20 weeks. Weekly working hours being from 37, 5 to 40 hours, the length of the practical training is 100 working days.

Insurance

If the student has no employment relationship with the workplace provider, the student's accident insurance will be paid by the University of Applied Sciences. If the student has an employment relationship, accident insurance is included in it.

Guidance and Evaluation

The placement is supervised by a tutor at the University of Applied Sciences. The tutor's name is mentioned in the placement agreement. The supervisor at the workplace is a mentor, also mentioned in the placement agreement. The students have also been instructed to compile a report on their practical training. Your assistance in giving material and information will be highly appreciated.

Tasks Specification

Within of a month from the beginning of the practical training, the tasks for the student's practical training period should be defined. Please fill in the Tasks Specification form with the student.

Feedback from Practical Training

The student will give you an assessment form, on which you can make entries concerning his/her skills. This feedback is very important to us. It helps us to further develop co-operation and our curricula. Please, do not hesitate to comment and state your opinions.

Confidentiality

If the information dealt with on placement includes confidentiality, a separate secrecy order is signed between the workplace provider and the student.

Further Information

We shall be pleased to answer any questions concerning the practical training and studies at Kajaani University of Applied Sciences