



Practical Placement Programme

Acronym: WBC-VMnet

Project title: WBC Virtual Manufacturing Network – Fostering an Integration of the Knowledge Triangle,

Project number: 144684-TEMPUS-2008-RS-JPHES

Date: June 2010,

Location: EU, WBC



Revision Sheet

Release No.	Date	Revision Description
Rev. 1	5/06/2010	The first version of the documents and annexes done by WG members.
Rev. 2	15/06/2010	Complied version of PPP, as draft, proposed by Project Coordinator
Rev. 3	25/06/2010	Final version, proposed by Project Coordinator

This publication has been funded by the European Commission. The publication reflects only the views of the authors. The European Commission cannot be held responsible for any use which may be made of the information contained therein

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1. Executive summary

A number of courses within curricula of engineering study incorporate practical placement of students. Practical placement takes place in a company selected by the student. Depending on the duration of the practical placement, the extent of the course is 3–9 ECTS credits. In the last ten years, in the period of transition to market economy and privatization, there was an important decline in higher education - industry relations in the WBC region, thus students of engineering did not have quality organized practical placement in industry. On the other hand, faculties and university do not support institutionally implementation of this obligatory course.

WBC-VMnet project envisages improving of existing practical placement realization at WBC engineering study. Project partners develop sustainable Practical Placement Programme (PPP) for students, providing them the opportunity to gain practical experience of industry in an area that relates to their academic studies, and to further develop their professional, technical and interpersonal skills. Students thus have the opportunity to make use of their knowledge in practice and to tune it to the actual needs of the industrial environment.

PPP programme specifies dual obligations and claims, for the host institution/company and for academic institution, incorporated in the agreement. University (CTC, LLL, Career Development Centre or other similar units of university and/or faculties) can perform all administrative and management activities. All interested students will fill up Application form, thus responsible centre/unit or coordinator of practice can offer the interested companies with suitable students.

Benefits for enterprises and the companies will be in the input of fresh ideas and skills, developing links with universities and the opportunity to assess prospective employees. Students gain through obtaining a well rounded degree, having chance to apply their theoretical knowledge to real industry situations, and obtaining suitable experience recognized as part of the training requirement by the professional institutions.

2. Introduction

2.1 Purpose and aims of PPP

Practical Placement programs have the purpose of placing students in a workplace to enhance their learning as part of their integral education through a parallel education program combining theoretical study at the University and volunteer training through internships at different Entities: enterprises, Public Administration institutions or others (NGO, universities, etc.). Practical placement is an essential part of many vocational and further education programs. Practical placement programs (PPP) have to encompass assisting of students in order to ensure that learning relates more directly to actual competencies required in employment. A practical placement is then a learning experience which enables students to develop their knowledge and skills. Where students have a disability or personal difficulty which may affect their capacity to undertake the placement, the university will discuss the nature of the problem, but where it cannot be accommodated the University will assist the student in exploring alternatives.

Placement programs have the important role of creating a bridge between education and employment. They help graduated students to optimize their education and subsequently work choice and to better position themselves in the work world. Then the objective of PPP is to facilitate the incorporation of students into the workforce while supplying them with professional experience in addition to knowledge and abilities with respect to practical course content. It is also an objective

to allow and promote that university student from any country could participate in practical placement programs organized by any university from another country.

In order to define and understand the benefits for students and hosting companies or institutions but also for universities, it is very important to have cleared the main goals of a practical placement program. In particular the PPP should stimulate new learning and working methods, helping development of an intercorrelated and possibly transnational way of thinking. Also the program should stimulate competitiveness of small and medium sized enterprises, providing at the same time a contribution to knowledge provision and to the employability for students and young graduates.

As a consequence, technology transfer between participating partners should be stimulated and supported. Student placements are mainly realized in the sector of technical sciences: placement programs should then act as a tool for technology transfer between universities and companies, in the same region, or at a transnational level. As a final goal, the exchange of people have to build-up a network, that make a high efficiency of co-operation within national and international projects possible.

2.2 Structure of PPP guide

A guide to Practical Placement Program is structured to define the goals of student practice, to highlight the benefits for students, companies that are involved in the implementation of practices and admission of students, and academic institutions where students study. Although the annexes, which are an integral part of this guide thoroughly elaborated, describing the procedure of carrying out the practice to all stakeholders involved in its implementation (student, coordinator of practice, business, academic and industrial mentor) in Chapter 3 of this guide are explained procedures of preparation of practice, connecting students with companies, implementation of practice, procedures of monitoring and reporting, as well as ways of evaluating student achievement during and after practice.

2.3 Benefits for students, university and hosting companies/institutions

Practical placements can be organized at a local as well as at an international level. Benefits can be found in both conditions, and will be influenced by the technical background of students, and by availability of companies in the region or abroad. The goal will be the maximization of the benefits for the student and for the technology transfer, but in case of international exchange basic conditions will have to be guaranteed, as the quality of specific supervision, preparation, insurance, academic recognition and social company and integration into the curricula, accommodation and other practical aspect to optimize the placement period.

2.3.1 Benefits for students

Benefits for students can be clearly evinced by reported practical placement program goals. The following benefits of students can be identified within PP projects:

- closing the gap between theoretical training and the actual professional life;
- increasing work experience, entrepreneurial spirit;
- better definition of skills and practical interests;
- search for a potential prospective employer;
- extension of the individual cultural horizon-socio-cultural skills;
- challenging working tasks within the vocational training period;
- integration of theoretical skills with new practical competencies.

- realizing of well-defined professional skills;

Additionally, in case of international practical program:

- collaboration with different economical and production policies;
- lower-cost stay abroad, as grants are provided;
- new aptitude to international collaboration;
- extension of language competence;
- curiosity to international experience;
- development of quality assurance, social cohesion, active citizenship, intercultural dialogue;
- exploitation and dissemination of different experiences and results.

2.3.2 Benefits for hosting institutions or companies

Benefits of companies or institutions acting as hosts for the students are:

- technology transfer between universities and enterprises by application of latest scientific knowledge from teaching and research at universities;
- solution of internal problems with calculable risk but without prejudice;
- increase of motivation of internal staff by new experience in co-operation with external people;
- evaluation and formation of students as potential employees;

Additionally, in case of international practical program:

- new experience with international project work;
- acquirement of language competence for all people involved;
- unique opportunities for public relations for the host enterprise in the home country of the placement student;
- placement students can be prospective employees in their home countries and thus contribute to the entrepreneurial success of a region;
- placements can be part of staff development strategy and contribute to the internationalization of business.

2.3.3 Benefits for the sending universities

The sending universities benefit from the participation of student and graduate's mobility by:

- possibility of new collaboration projects;
- founding of technology transfer and potential interest for new researches activities and collaborations;
- the labour market chances of graduates increase considerably (larger employability);
- the motivation of graduates to be self employers increases as well;
- exchange of experience „through the heads“;
- influence on curricula and quality of education is possible and targeted at this area;
- participation in network activities – new partnerships and scientific co-operations are established;
- bridging function between regions and countries;

Additionally, in case of international practical program:

- attractiveness of a university increases by international co-operations;
- new international co-operations are developed;
- additional financial means for mobility actions within the sending universities;
- new ways of recognition of academic and labour market relevant study records (diploma supplement, Europass Mobility, certificates / references);

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- influence opportunities on European education and training policy;
- technology transfer opportunities, new individual partnerships between universities and enterprises with the “European dimension” – here it is meant the added values of a placement abroad instead of doing it in the home country or region.

3. Management of PPP and procedures

The aim of this paragraph is to discuss practical issues related to the planning and implementation of practical placements programs. The issues to be addressed are:

1. Different types of Practical Placements
2. Planning the Practical Placements
3. Practical Placement execution
4. Practical placement monitoring and reporting
5. Practical Placement Evaluation: Company, Student, University

3.1 Different types of Practical Placements

The first issue to be addressed has to do with the defining the type of hosting institution in which this placement should take place. All of these items depend on which is the type of studies that we are considering. A summary is given in the following table.

Type of studies	Hosting institutions
Health Sciences, Educational Studies	Well defined (e.g. Primary, secondary or tertiary education schools, Hospitals, Health institutions, etc.), usually within general agreements at national level between Ministries of Education and Ministries of Health, Labour or others involved in Social Welfare.
Technical studies	Manufacturing or engineering companies for engineering students; construction companies or architecture firms for architecture students; private companies.
Other professional studies	Public administration institutions, non government organizations or even university departments or institutes for students in social sciences, like business or law.
Experimental sciences, humanities or art.	University or external institutions or laboratories.

Depending on the academic curriculum of studies and level of studies (BSc or MSc), each faculty as a member of university has a defined mandatory practical placement of different duration and implementation dynamics. In the WBC region, where the project is implemented, four types of student practical placement have been identified:

- Student practical placement during the final semesters of BSc and MSc studies, as a mandatory subject (6ECTS), lasting 75 hours; it is usually realized through student attendance in an enterprise once a week (8 hours)
- Summer practical placement that is realized during summer vacation (after the final semesters of BSc and MSc studies), lasting 1 month (a minimum of 20 days), the student spends 8 hours a day in the enterprise on work days
- The practical placement abroad, in companies or research centres, in coordination with the offices for international cooperation at universities, or within dedicated donor programs; it is

often realized during school breaks without disturbing the current semester and study commitments.

- Practical placement of graduate students (graduates) who want to acquire necessary practical knowledge and skills that can improve their employability within "paid" or "unpaid" practical placements in some enterprises, lasting from 6 months to a year

This guide does not specify any of the ways of realization of student practical placements, but the student is obliged to enquire in the faculty services about the possible and permissible ways of realization, defined by the curriculum and studying regulation act. In the case of realization of the third type of practical placement, it is necessary to follow the rules of donor program and coordination of relevant office/center for international cooperation.

3.2 Planning the practical placements

The obvious educational goal of Practical Placements in enterprises is to help the students to acquire and/or develop competencies as:

- to apply knowledge in practice,
- to learn what particular knowledge would be necessary for the work,
- to work in teams and communicate with people of different areas and levels in the organization,
- to understand how the organization of an enterprise works,
- to understand the economic and social responsibility of engineering or business decisions.

To make sure that the enterprise provides that type of education and that the student acquire the required competencies, the objectives and the contents of the Practical Period have to be clearly defined and scheduled.

In order to define and find hosting institution/company that will receive students, a two input process can be used. Either university/faculty has to make a prospective job looking for hosting institution suitable or eager to accept students for Practical Placements with special characteristics (type of work, duration, etc.), or student proposes suitable enterprise or choose it from available resources for searching information, as it is listed in Annex 4.1, paragraph 4.1.5., in accordance with his/her personal career development plan. In addition to practices that are realized in enterprises, which is the most common case, and most recommended, the student is left the opportunity to realize practical placement in research units of universities or institutes as well, if the student is planning to pursue scientific career.

In any case, university/faculty has to define a clear frame for the type of work, duration of the total placement and of the working day, tutoring or mentoring. Since Practical Placements are part of the educational process of the students and these are not employees, universities establish a civil responsibility policy to cover injuries that the intern may suffer in relation to his internship and students are obliged to sign for those insurance policies.

Students are obliged to keep strict confidential care of the data and information that they could gather about enterprise/company during the placement and this should also be clearly stated in the agreement signed between universities and hosting institution.

3.2.1 The PPP coordinator

The practical placement coordinator is fundamental to the efficient management of practical placements. The coordinator is responsible for establishing and maintaining practical placement programs and assessing the level of training and learner support required. Liaison with other coordinators in the organisation will help to avoid multiple approaches to employers and to ensure a consistent approach.

The practical placement coordinator needs good organisational and communication skills as well as knowledge of industry requirements, and an understanding of the operating procedures, curriculum/syllabus requirements and other issues involved in practical placements.

Practical placement programs are most successful when they are supported by:

- a suitable coordinator;
- suitable administrative support staff;
- the establishment of sound management practices; and
- a good record-keeping system.

3.2.2 Recruiting/selecting host company/institution

The initial official contact with employers is usually made by the coordinator of practice (academic mentor, manager of CTC, career development centre...) who explains the benefits, responsibilities and requirements of participating in the program. Alternatively, students may find placements themselves, as mentioned above. The coordinator of practice should follow up with host employers to ensure they are suitable and that the employer has been provided with all the required information about the placement. In assessing the suitability of host employers, coordinators will consider not only the relevance of the activities, but also health and safety issues (see 3.3), equal opportunity issues and the training experience of the host employer and workplace supervisor/industrial mentor.

3.2.3 Matching students with host employers

Matching students with the appropriate host institution is important to give maximum value to both. Matching should take into account:

- how much of the course the student has completed;
- the level of skill attained,
- skills needed by the student;
- skills offered by the host institution;
- student's special needs; and
- preferences expressed by student or employer.

If students undertake practical placement with a host institution where they are separately employed, it is important that the practical placement hours are clearly identified and recorded.

3.2.4 Preparing the host organization for practical placement

Important to a successful placement is the preparation of the host organization. A host organization who has a industrial mentor ready, a program of activities organised and who is aware of assessment requirements is likely to provide a better placement. The coordinator should discuss the following aspects of the practical placement with the host employer, or industrial mentor:

- obligations under Occupational Health & Safety requirements(OHS);
- other relevant workplace legislation;
- workplace supervision;
- emergency and accident procedures;
- proposed work/training program for student;
- assessment requirements;
- insurance coverage and arrangements;
- capacity to accommodate student's special needs (if required).

3.2.5 Preparing the student for practical placement

Academic mentor, responsible for Practical Placement realization and monitoring, has to discuss with the student the following aspects:

- appropriate workplace clothing, including provision of any personal protection items;
- the procedure of OHS and to undertake in case of an accident;
- the person to whom the student will report to in the workplace;
- people to contact in the workplace if there is a problem or complaint;
- training to be provided and skills to be learned;
- tasks to be assessed during placement, including how and when;

3.2.6 Workplace requirements and safety conditions

It is important that university, faculty, or responsible units/centers find host employers who are able to provide suitable training in a safe environment under adequate supervision. The coordinator should carefully consider the suitability of the host, regardless of the pressure to find placement for students. Suitability is more important than availability. It is not in the interests of anyone involved to put students at risk.

Students' special needs should be discussed prior to a placement with the host employer to determine whether they can be met in the particular workplace while also satisfying the host employer's needs.

In assessing the suitability of host employers, coordinators' should consider:

- occupational health and safety (OHS) issues
- other policies related to the workplace
- training experience of the host employer and workplace supervisor or industrial mentor;
- safety of the workplace
- availability of a suitable induction program for students.

3.3 Offers-needs database model

The University or its unit (faculty, department, CTC, Centre for career development etc.) should establish a Management Information System to handle all the process. It should be a web based system that could be used also to manage the contacts with host institution/companies and students either to exchange and/or to publish information.

Information and contact data about contracted host institutions and enterprises shall be available to students, which through search from the database can make preliminary selection prior consultation with the academic mentor, or chose their own company to implement practice.

Here is shown one possible model database to offer host institutions. On the other hand, companies that are interested to receive students at practice, and involve them in volunteering or doing small projects, should have information and access of database with the presentation of courses, topics for student practice, or maybe to express desires of students with specific needs.

The following table shows structure of the database with information about OFFER and NEEDS and list of fields that should be included in the database. Bold fields are possible keys to search, through which students can see a list of companies engaged in certain activities, information about a specific company, a list of companies in a particular city, or in certain jobs and/or offered training for the PPP, when it comes to the supply base. In needs database, it is possible to see a list of courses in which students develop practical skills, through PPP, then the list of students with contact information with specific wishes and requirements for the implementation of practices.

OFFER (host institutions)		NEEDS (courses, students)	
1	Name of host institution	1	Name of course
2	Address	2	Study programme
3	City	3	Study level
4	Activity and production/service programme	4	Duration of PPP
5	URL	5	Topic of PPP
6	Equipment, software, machines...	6	Specific training requirements
7	WEB address	7	Expected learning outcomes, skills
8	Name of contact person		
9	e-mail	1	Name of student
10	telephone	2	ID student number
11	Name of industrial mentor	3	Study level/year
12	e-mail	4	Duration of PPP
13	Telephone number	5	e-mail
14	Offered workplaces for PPP	6	Telephone number
15	Offered trainings (if any)	7	Suitable workplace
16	Date of contract	8	Expected practical skills

3.4 Practical Placement execution

After searching possibilities for the realization of practical placement, recommendations and discussions with representatives of the relevant centres of the university/faculty or coordinators of practical placement, the student fills out the **Application Form** (see Annex 4.4), where he defines his wishes. The final choice of enterprise/institution student makes by consultation with academic mentor or coordinators of practical placement at colleges or authorized centres of universities/faculties, on one hand, and the representative of the enterprise responsible for the coordination of practical placement - the industrial mentor, on the other hand. Faculties are required to provide the student with information about academic mentors and their contacts (in student services and on the web site). Student schedules a meeting with academic mentor.

If the practice is realized during the semester, prior activities (a and b) are carried out before the start of the semester, so that realization can begin in the first week of the semester. In the case of so-called vacation practice, communication and contracting are to be finished by the end of the semester.

Academic mentor verifies **Referral/confirmation form** (see annex 4.5) and send it to contact person of host institution/company. Responsible contact person will include the contact information of company and Industrial mentor who is responsible for coordination and monitoring of practical placement realization, in the table, and to confirm with signature that the student is accepted to undergo student practical placement in their institution/company. Thus, the process of communication and contracting practical placement is completed.

Prior to the commencement of practical placement, the student is required to submit the proposal of **Practical placement work programme** (annex 4.12) and align it with the academic and industrial mentor. When doing this, the area in which the student plans to develop his career, the skills and knowledge he is missing, and the needs of the enterprises for new young staff are taken into consideration. In this way, via practical placement programme, the supply and demand can be harmonized and the employability of youth can be increased. Recommended areas of Practical Placement Work programme, apart from professional ones pertaining to the field of study and student profile would be:

- Introduction to the organization of enterprises and business trends
- Resource management
- Business documents' management
- Introduction to production and/or services' programme of the enterprise and the processes of creating added value
- Application of ICT in business
- Business Communication (written, electronic, verbal and nonverbal)
- Activities on developing links between theory and practice in specific area the student is engaged in
- Organization of team work and development of presentation skills

The final Practical Placement Work programme is signed by both mentors and student. During the practical placement realization, the student regularly keeps **Diary of practical placement** (annex 4.14), describing daily activities. Work diary must be written on the computer, usually in A4 format, a sketch drawn clearly and with all the necessary data. One should not present drafts of the company, but personally made sketches. Sheets of the Work diary must be numbered. The text must not represent a direct transcription of materials from the labor organizations, brochures or books. If any literature and appropriate documentation during the writing of Work diary have been used, they should be presented in the end. After the literature written, eventual attachments can be added.

In accordance with the established Practical placement work programme, student conscientiously carries out all planned activities and assigned tasks under the supervision of industrial mentor and possibly the person who is in charge of his training and progress monitoring. Student fills out practical placement Diary regularly every day, as the basis for monitoring progress and making of **Final Report** (annex 4.13). The report specifies how many days (hours) were spent on specific activities or organizational units. Final report must not contain confidential information and company secrets. In case there are indications of confidential data and information, the student is required to contact the industrial mentor of the practice work in the company. The whole report must be bound or put into a plastic pack with a mechanism, or written in electronic form (in PDF). Student is responsible for grammatical accuracy of the text.

Apart from developing practical knowledge of the profession, student is expected to develop time management skills through making daily and/or weekly action plans, with a set of different activities on different locations and business sectors, under the supervision of industrial mentor. Self-initiative and self-organization are also skills that need to be developed at this point.

Depending on the affinity and previous knowledge, student can be involved in the ongoing activities of the enterprise by being included in the team and the realization of smaller tasks, thereby increasing student motivation for further professional development and commitment to a particular occupation. At the same time, industrial mentor can evaluate the student in different situations, his ability to solve concrete problems, and propose his scholarship and/or employment in the following period. Also, the enterprise can determine the financial compensation for the work of the student during practical placement.

3.5 Practical placement monitoring and reporting

During practical placement implementation, the student is obliged to keep the Diary of practical placement up to date and give access to it to mentors who monitor the implementation of PPP. Industrial mentor monitors student progress and practical placement realization, and finally completes the **Monitoring form** (annex 4.9), which assesses student performance and confirms that the student has undergone practical placement in the enterprise. During the realization of practical placement, the student is required to maintain regular communication with academic

mentor, who is also required to monitor practical placement, student progress and the level of expected learning outcomes and practical skills acquisition.

Besides the so-called field monitoring, which is realized by academic mentor's visits of students in the enterprise (minimum 2 visits), and continual monitoring of student progress and realization of activities defined by industry mentor in Practical placement programme, the realization of practical placement will be additionally monitored by e-mail communication and student reporting. Records and monitoring results are an integral part of the **Monitoring reports** (see annexes 4.8 and 4.9), which is filled out by mentors.

The student is required to do reporting on the practical placement realization, and in the following ways:

- Regular e-mail communication with academic mentor and occasional meetings
- Oral communication with industry mentor
- Presentation of the outcomes of activities carried out during the practical placement within monitoring visits of academic mentor
- Keeping the Diary of practical placement, with a brief description of realized daily activities
- Making a written Final report, which is reviewed and approved by academic mentor
- Presentation (PPT) of contents of the Final report to mentors and colleagues at the university, in order to disseminate and advertise the results of practical placement (those that are non-confidential)

With the Final report, the student also submits the Industrial mentor's monitoring form (annex 4.8, which is signed (and stamped) by industrial mentor or person in charge of practical placement coordination in the enterprise. With this monitoring form, industrial mentor confirms and assesses student's practical placement.

In case of accident, Industrial mentor must complete **Accident form** (annex 4.7). Form is signed by industrial mentor and head of company.

3.6 Practical Placement Evaluation: Company, Student, University

The purpose of evaluation is to recognize and eliminate deficits that a student has demonstrated during the student practice in a company. From the professional aspect, the industrial supervisor should consider behavior, attitudes, strengths and weaknesses of the student trainee, and present them as his mentor objectively. The aim is for students to improve their knowledge and skills during this process, in order to operate adequately in a business environment.

Within **Industrial mentor's monitoring report** there are list of question refer to quality evaluation of student progress and achieved outcomes of practical placement. Also, industrial mentor evaluates student practice by mark from 5 to 10, taking into consideration a professional aspect, on the basis of objective consideration of behavior, attitudes, strengths and weaknesses of student practice.

After the Presentation and Final report submitting, academic mentor evaluates the student taking into consideration not only the quality of the Final report and evaluation of the achieved objectives of practical placement and learning outcomes, but the content of Monitoring reports by both mentors as well. When rating the **Evaluation report** (annex 4.10), academic mentor shall consider: the quality and difficulty of a student practice field, the tidiness of the Final report and Diary, writing style and grammatical errors, the opinion of industry mentors, etc. A comprehensive assessment based on all elements of the completed student practice, marked from 5 to 10, includes following:

- Presentation of Final report (PPT)
- Final report on practical placement
- Work programme of practical placement
- Diary of practical placement

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- Evaluation questionnaire by student
- Academic mentor's monitoring assessment
- Industrial mentor's monitoring assessment

In order to evaluate practical placement by student, **Student's evaluation form** (annex 4.11) is prepared, where student can evaluate organization of PP, level of achieved skills and practical knowledge, working conditions, attitudes of employees of hosting institution towards PPP. Filled up evaluation form by student should be delivered with all others documents to academic mentor.

Information about realized practical placement, with Final mark, should be forwarded to the student service, and to be incorporated in Diploma Supplement.

3.7 Responsibility and authorization

Competencies, duties and responsibilities of all actors in Practical Placement implementation, in performing set of activities, described in procedures above, and related annexes of PPP, are given in the table.

Actor \ Activity	PPP coordinator	Academic mentor	Industrial mentor	Student	Representative of academic institution	Representative of host company/institution
PPP planning						
Database model	P				P	
Matching student and host institution	R		P			P
Selection of host institution	P			P		
Preparing host inst.	P		P			R
Preparing student		P		P		
Info guide for student distribution (annex 4.1)	P	P		I		
Info guide for host institution distribution (annex 4.2)	P	P	I			I
Info guide for mentors distribution (annex 4.3)	P	I	I			
Workplace requirements	P					R
Agreement signature (annex 4.6)					R	R
PPP execution						
Application form (annex 4.4)				R		
Referral/ Confirmation form (annex 4.5)		R	R			
PP Work programme (annex 4.12)		P	P	R		
Diary on PP (annex 4.14)				R		
PPP monitoring and reporting						
Industrial mentor's monitoring form (annex 4.8)			R			
Academic mentor's monitoring form (annex 4.9)		R				
Final report on PP (annex 4.13)				R		
Accident form (annex 4.7)	P		R			R
PP evaluation						
Student's evaluation form (annex 4.11)				R		
Academic mentor's evaluation form (annex 4.10)		R				
Final mark		R				

R – Responsible, P – Participate, I – Informed

PPP ANNEXES

4.1 Information guideline for student

4.1.1 Practical placement objectives

The main objectives of student practical placement are the acquisition of practical knowledge in the areas in which the student is engaged in during his studies and application of acquired theoretical knowledge, the possibility of becoming familiarized with the business culture in enterprises and the acquisition of communication skills, enabling better understanding of the business environment where he needs to develop problem solving skills through team work and his own initiative and analysis. In addition to this, practical placement should help the student to start developing his own career, which requires additional knowledge and skills, education or trainings apart from formal university education. It is also the opportunity to find topics for his graduation exam and orientation towards the future occupation.

4.1.2 Practical placement types

Depending on the academic curriculum of studies and level of studies (BSc or MSc), each faculty as a member of university has a defined mandatory practical placement of different duration and implementation dynamics. In the WBC region, where the project is implemented, four types of student practical placement have been identified:

- Student practical placement during the final semesters of BSc and MSc studies, as a mandatory subject (6ECTS), lasting 75 hours; it is usually realized through student attendance in an enterprise once a week (8 hours)
- Summer practical placement that is realized during summer vacation (after the final semesters of BSc and MSc studies), lasting 1 month (a minimum of 20 days), the student spends 8 hours a day in the enterprise on work days
- The practical placement abroad, in companies or research centres, in coordination with the offices for international cooperation at universities, or within dedicated donor programs; it is often realized during school breaks without disturbing the current semester and study commitments.
- Practical placement of graduate students (graduates) who want to acquire necessary practical knowledge and skills that can improve their employability within "paid" or "unpaid" practical placements in some enterprises, lasting from 6 months to a year

This guide does not specify any of the ways of realization of student practical placements, but the student is obliged to enquire in the faculty services about the possible and permissible ways of realization, defined by the curriculum and studying regulation act. In the case of realization of the third type of practical placement, it is necessary to follow the rules of donor program and coordination of relevant office/centre for international cooperation.

4.1.3 Benefits for students

- Acquisition of practical knowledge and skills in the field of studies, often connected with solving real problems at workplace
- The student can see how the teaching material covered within subjects of studies is applied and how relevant it is to the real situations in the business, which increases learning motivation
- Making business contacts and increasing chances for future employment through gathering additional references in CV, by working at real jobs
- Developing business communication skills and team work

- Access to career development opportunities and proper decision making as regards the choice of future occupation
- Broader understanding of domestic and international business environments and communications required for career development and business development
- Sometimes practical placement can be a source of additional revenue, if the company that provides practical placement wishes and is able to finance part of the student's realized activities; it is defined by the contract

4.1.4 Student responsibilities

The successful realization of practical placement depends on meeting certain obligations by all actors (students, universities/faculties, enterprises). This annex lists some of the most important student responsibilities and obligations as regards the realization of practical placement in an enterprise:

- Understanding specific obligations and Work programme of practical placement that were agreed upon with academic and industrial mentor
- Defining and respecting additional responsibilities with industrial mentor (if needed)
- Hardworking and responsible approach to work and readiness to take the initiative
- Respecting work ethics and codes of conduct defined by the enterprise that enables the practical placement,
- Compliance with working time, agreed upon with academic and industrial mentor
- Respecting confidentiality and keeping trade secrets
- Adherence to established dress code (if applicable)
- Knowingly refer to the property of enterprise and carefully handle the equipment and software
- Self-care for the safety and health care at workplace dedicated to realization of practical placement, with compliance with the rules of that enterprise, defined by the Health and safety protection act; at the beginning of practical placement student must be made aware of the provisions of Regulation act
- Controlled usage of the Internet and e-mails solely for purposes of work and realization of practical placement, in accordance with the rules of the enterprise
- Student needs to show a high level of initiative and interest which may greatly affect the quality of acquired practical experience and skills development, and thus the achieved learning outcomes
- Fulfilling all obligations defined by the curriculum of the faculty/university, which refer to keeping the Diary of practical placement (Annex 4.14), making of Final report (Annex 4.13), and regular communication with academic and industrial mentor
- Student should present his academic institution the best he can, and to be its "ambassador", which would contribute to raising the prestige and visibility in the business environment, and also enable permanent faculty and enterprise cooperation in the future
- In the case of overseas practical placement, additional rules and obligations that are defined by contract with the donor and/or in agreement with the competent centre of university/faculty (Office for international cooperation of universities, Career development centre, or Collaborative Training Centre) are applied.

4.1.5 Preparation of student and the procedure of practical placement realization

a) Selection of enterprise / institution for the practical placement realization

The student should be familiarized with the possibilities of practical placement realization in domestic environment and possibly abroad. In addition to practices that are realized in enterprises,
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which is the most common case, and most recommended, the student is left the opportunity to realize practical placement in research units of universities or institutes as well, if the student is planning to pursue scientific career. In the case of realization of practical placement in the enterprise, student will use all available resources for searching information about available enterprises/institutions for the realization of practical placement, as listed below:

- Using Enterprise Database on the web site of the University and / or its units (Faculties, Departments), that is the relevant university centres (Centre for Career Development, Cooperative Training Centre), a contract is concluded with the enterprise that defines rights and obligations of both parties; possible model and structure of the enterprise database are shown in Chapter 3.2 of this PPP
- Recommendation of professor in charge of practical placement coordination (academic mentor)
- Personal contacts made earlier during visits to enterprises through the realization of seminar papers activities and practical exercises on regular classes of subjects of studies
- Individual enterprise search, interviews, meetings; in this case the student prepares CV
- Watching for open competitions of practical placement realizations in enterprises ("paid" and "unpaid")

b) Communication and contracting practical placement

After searching possibilities for the realization of practical placement, recommendations and discussions with representatives of the relevant centres of the university/faculty or coordinators of practical placement, the student fills out the Application Form (see Annex 4.4), where he defines his wishes. The final choice of enterprise/institution student makes by consultation with academic mentor or coordinators of practical placement at colleges or authorized centres of universities/faculties, on one hand, and the representative of the enterprise responsible for the coordination of practical placement - the industrial mentor, on the other hand. Faculties are required to provide the student with information about academic mentors and their contacts (in student services and on the web site). Student schedules a meeting with academic mentor.

If the practice is realized during the semester, prior activities (a and b) are carried out before the start of the semester, so that realization can begin in the first week of the semester. In the case of so-called vacation practice, communication and contracting are to be finished by the end of the semester.

Academic mentor verifies Referral/Confirmation form (see annex 4.5) and send it to contact person of host institution/company. Responsible contact person will include the contact information of company and Industrial mentor who is responsible for coordination and monitoring of practical placement realization, in the table, and to confirm with signature that the student is accepted to undergo student practical placement in their institution/company. Thus, the process of communication and contracting practical placement is completed.

c) Preparation of practical placement Work programme

In consultation with academic and industrial mentor, the student prepares a proposal of the Practical Placement Work programme that is finally approved by academic and industrial mentor. When doing this, the area in which the student plans to develop his career, the skills and knowledge he is missing, and the needs of the enterprises for new young staff are taken into consideration. In this way, via practical placement programme, the supply and demand can be harmonized and the employability of youth can be increased. Recommended areas of Practical Placement Work programme, apart from professional ones pertaining to the field of study and student profile would be:

- Introduction to the organization of enterprises and business trends
- Resource management
- Business documents' management

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- Introduction to production and/or services' programme of the enterprise and the processes of creating added value
- Application of ICT in business
- Business Communication (written, electronic, verbal and nonverbal)
- Activities on developing links between theory and practice in specific area the student is engaged in
- Organization of team work and development of presentation skills

The final Practical Placement Work programme is signed by both mentors and student.

d) Practical placement realization

In accordance with the established practical placement work programme, student conscientiously carries out all planned activities and assigned tasks under the supervision of industrial mentor and possibly the person who is in charge of his training and progress monitoring. Student fills out practical placement Diary regularly every day, as the basis for monitoring progress and making of Final Report.

Apart from developing practical knowledge of the profession, student is expected to develop time management skills through making daily and/or weekly action plans, with a set of different activities on different locations and business sectors, under the supervision of industrial mentor. Self-initiative and self-organization are also skills that need to be developed at this point.

Depending on the affinity and previous knowledge, student can be involved in the ongoing activities of the enterprise by being included in the team and the realization of smaller tasks, thereby increasing student motivation for further professional development and commitment to a particular occupation. At the same time, industrial mentor can evaluate the student in different situations, his ability to solve concrete problems, and propose his scholarship and/or employment in the following period. Also, the enterprise can determine the financial compensation for the work of the student during practical placement.

During the realization of practical placement, the student is required to maintain regular communication with academic mentor, who is also required to monitor practical placement, student progress and the level of expected learning outcomes and practical skills acquisition.

4.1.6 Reporting and Monitoring

During practical placement implementation, the student is obliged to keep the Diary of practical placement up to date and give access to it to mentors who monitor the implementation of PPP. Besides the so-called field monitoring, which is realized by academic mentor's visits of students in the enterprise (minimum 2 visits), and continual monitoring of student progress and realization of activities defined by industry mentor in Practical placement programme, the realization of practical placement will be additionally monitored by e-mail communication and student reporting. Records and monitoring results are an integral part of the Monitoring reports (see annexes 4.8 and 4.9), which is filled out by mentors.

The student is required to do reporting on the practical placement realization, and in the following ways:

- Regular e-mail communication with academic mentor and occasional meetings
- Oral communication with industry mentor
- Presentation of the outcomes of activities carried out during the practical placement within monitoring visits of academic mentor
- Keeping the Diary of practical placement, with a brief description of realized daily activities
- Making a written Final report, which is reviewed and approved by academic mentor

- Presentation (PPT) of contents of the Final report to mentors and colleagues at the university, in order to disseminate and advertise the results of practical placement (those that are non-confidential)

With the Final report, the student also submits the Industrial mentor's monitoring form (annex 4.8, which is signed (and stamped) by industrial mentor or person in charge of practical placement coordination in the enterprise. With this monitoring form, industrial mentor confirms and assesses student's practical placement.

After the Presentation and Final report submitting, academic mentor evaluates the student taking into consideration not only the quality of the Final report and evaluation of the achieved objectives of practical placement and learning outcomes, but the content of Monitoring reports by both mentors as well.

4.2 Informative guide for the enterprise

4.2.1 Practical placement objectives relevant for the enterprise

Modernisation of higher education and transformation of the industry from one based on resources to industry based on knowledge are prerequisites to increase competitiveness and achieve successful economy. Employers want new employees to provide "added value" immediately upon their employment, be adaptive, analytical, team players. Training new employees is expensive and time consuming process.

Enterprise support to student practical placement contributes to increasing the level of students' practical knowledge, their better preparedness for the job, and at the same time gives students the opportunity to familiarize with business processes in the enterprise. On the other hand, the goal of the enterprise is to have access to the gained knowledge of students and the opportunity to choose the best among them for scholarships and employment. In this way, training costs and adjustment time of the newly employed to work obligations are reduced.

4.2.2 Practical placement duration

Depending on the academic curriculum of studies and level of studies (BSc or MSc), each faculty as a member of university has a defined mandatory practical placement of different duration and implementation dynamics. In the WBC region, where the project is implemented, four types of student practical placement have been identified:

- Student practical placement during the final semesters of BSc and MSc studies, lasting 75 hours, through student attendance in an enterprise once a week
- Student practical placement as summer practical placement that is realized during summer break (after the final semesters of BSc and MSc studies), lasting 1 month (a minimum of 20 days), the student spends 8 hours a day in the enterprise on work days
- Practical placement of graduates who want to acquire necessary practical knowledge and skills within "paid" or "unpaid" practical placements in some enterprises, lasting from 6 months to a year

4.2.3 Benefits for the enterprise

Enterprises are interested to accept students for practical placement for several reasons, including the following:

- Students bring new ideas and different interpretations of the current problems of enterprise, which are up to date with modern trends and new technologies they learn during studies
- Making closer connections with universities/faculties/research centres, and strengthening of development capacities
- Longer practices may serve well to the evaluation and selection of new employees
- The practical placement is an opportunity to influence the improvement of student education and their better preparation for inclusion in the work processes when employed
- Student involvement in the ongoing projects and reinforcing the team with fresh personnel
- Good investment refund (for € 1 invested in the student practical placement, the average reimbursement is 6 € (STEP 1999))
- Employees involved in realization of practical placement strengthen their monitoring skills
- Costs of training employees are reduced when employing graduates who have gone through the practical placement of that enterprise
- Raising the reputation and publicity of enterprises through support and sponsorship of practical placement

4.2.4 Obligations of enterprise

When the enterprise agrees to accept students for practical placement, and signs a contract with an academic institution or the competent centre, the following obligations ensue, as one of the prerequisites for successful practical placement realization and for achievement of set objectives and outcomes:

- Providing a safe place and conditions for student's stay and work during practical placement
- Introducing students to the regulations of safety and other relevant regulations and codes of conduct in the enterprise
- Provide the student with procedures in the event of an accident or some other misfortune, and with phone numbers for emergency notification as well
- Appointment of an industrial mentor and/or coordinator of practical placement, and preparation of other employees for training processes and support to students in the realization of practical placement's activities
- Helping the student to prepare Practical Placement Work Programme
- Enable the student to access the necessary resources needed for achievement of set objectives of practical placement (equipment, machinery, devices, documentation, software etc.) under condition not to compromise data confidentiality and protection of trade secrets
- Assist the student in acquiring practical knowledge and to prepare himself the best he can for the world of business
- Consider the possibilities of financing part of student activities on his practical placement
- Advising students and monitoring of their the progress, which is to be done by industrial mentor appointed by the enterprise
- Communication with academic mentor
- Proper administration of all supporting documents (Practical Placement Confirmation form, Monitoring report of industrial mentor, Final Report on the practical placement, see annexes 4.5, 4.8, 4.13)

4.2.5 Preparation of student workplace and occupational health and safety

The enterprise should provide workplace for a certain number of students are on the practical placement, whose maximum number can be specified in the Contract, in accordance with available enterprise capacities. If that is necessary for achieving the objectives of practical placement, the enterprise can provide full or limited access to IT resources, Internet, telephone, a special e-mail. The student should be familiarized with the estimated risks of workplace where he does the practical placement. The enterprise may require a signed statement by the student that he is familiar with all regulations on safety at work and codes of conduct. In the case of violation of these and other regulations in the Contract between enterprise and academic institution, the enterprise must inform the academic mentor and order cancellation of student's practical placement.

4.2.6 Practical placement monitoring

As described in Annex 4.8 of this programme, the industrial supervisor appointed by the enterprise is required to monitor student practical placement, based on daily monitoring of progress, the realization of planned activities, the level of achieved practical knowledge and skills. During practical placement, industrial mentor fills out Monitoring report with his observations about student. Also, constant communication with academic mentor and reporting are an integral part of monitoring and reporting. Upon realized practical placement, industrial mentor verifies and signs the student Final report and issues Practical placement certificate.

4.3 Informative guideline for mentors

4.3.1 Objectives

The main objective of students practical placement is for the students to gain work experience in a real business environment. Students get the opportunity to apply their theoretical knowledge acquired during their study for real-life problem solving and to acquire practical knowledge from their efforts through team work and their own initiative and analysis. Practical placement should help students to start developing their own careers, acquire additional knowledge and skills, education or trainings apart from formal university education, find topics for their graduation exam and orientation towards the future occupation, make contacts and recommendations. Other than that, students should get valuable insight into business culture in enterprises, team work, their own ability to fit into working environment, impressions that they leave on their associates and supervisors. It is mentors job to guide, monitor, assess and provide feedback about students performance during their practice.

4.3.2 Practical placement

Depending on the academic curriculum of studies and level of studies (BSc or MSc), each faculty as a member of university has a defined mandatory practical placement of different duration and implementation dynamics. In the WBC region, where the project is implemented, three types of student practical placement have been identified:

- Student practical placement during the final semesters of BSc and MSc studies, lasting 75 hours, through student attendance in an enterprise once a week
- Student practical placement as summer practical placement that is realized during summer break (after the final semesters of BSc and MSc studies), lasting 1 month (a minimum of 20 days), the student spends 8 hours a day in the enterprise on work days
- Practical placement of graduates who want to acquire necessary practical knowledge and skills within "paid" or "unpaid" practical placements in some enterprises, lasting from 6 months to a year

Mentors are to organise practical placement according to students study curriculum.

4.3.3 Benefits for the mentors

Organization of practical placement programme assume a close collaboration of universities and companies. There are many benefits for both sides resulting from this.

Academic mentors establish connections with businesses regarding practical placement which enables possibility of future cooperation in projects, case studies or research and development. Also, students practice tasks can be used by mentors for defining their graduate exams, or for further postgraduate education.

Industrial mentors strengthen their monitoring skills. They get to evaluate and select possible new employees that are already familiar with the enterprise and have proven industrious. Students bring new ideas and different interpretations of the current problems of enterprise, and reinforcing the team with fresh personnel.

4.3.4 Academic mentor responsibilities

Duties of academic mentors that are appointed for practical placement managers are:

- to organize practical placement,
- to help student to find suitable host organization that will accept students on practical placement,

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- to consult and advise students about practical placement,
- to align student proposal of Work programme of practical placement with industrial mentor
- to coordinate with industrial mentors about practical placement tasks
- to write students practical placement referral (annex 4.5),
- to monitor students progress,
- to evaluate students reports.

4.3.5 Industrial mentor responsibilities

Duties of industrial mentor appointed by the company are:

- to submit students placement confirmation form (annex 4.5)
- to define the placement tasks according to students study and to companies core business.
- When students begin their practical placement the industrial mentors duty is to:
 - organize students workplace,
 - to align Work programme of practical placement with academic mentor and student
 - introduce students to the people they will work with and their supervisor,
 - train them in the health and safety of the workplace,
 - explain the company policies and procedures,
 - provide students with basic information about the job which they will be doing,
 - provide information about companies core business and organize a tour to familiarize students with the complete business processes and organization,
 - be available to students and monitor their progress,

After the practical placement is done the industrial mentor evaluates students endeavour and fills Industrial mentors monitoring form.

4.3.6 Reporting and Monitoring

In accordance with the general monitoring and reporting procedures student is obliged to keep the Diary of practical placement up to date and give access to it to mentors who monitor the implementation of PPP. Besides the so-called field monitoring, which is realized by academic mentor's visits of students in the enterprise (minimum 2 visits), and continual monitoring of student progress and realization of activities defined by industry mentor in Practical placement programme, the realization of practical placement will be additionally monitored by e-mail communication and student reporting. Records and monitoring results are an integral part of the Monitoring report, which is filled out by mentors.

The student is required to do reporting on the practical placement realization by making a written Final report, which is reviewed and approved by academic mentor. With the Final report, the student also submits the Confirmation on Completion of the practical placement, which is signed and stamped by industrial mentor or person in charge of practical placement coordination in the enterprise.

After the Presentation and Final report submitting, academic mentor evaluates the student taking into consideration not only the quality of the Final report and evaluation of the achieved objectives of practical placement and learning outcomes, but the content of Monitoring reports by both mentors as well.

The industrial supervisor appointed by the enterprise is required to monitor student practical placement, based on daily monitoring of progress, the realization of planned activities, the level of achieved practical knowledge and skills. During practical placement, industrial mentor fills out Monitoring report with his observations about student. Also, constant communication with academic mentor and reporting are an integral part of monitoring and reporting.

4.4 Application form

4.4.1 General information

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Address:		City:	
Study programme:		Module:	
Planned practice time period	From:	To:	Number of hours:
Academic institution			
University:		Faculty:	
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	

4.4.2 Information about the students preferred practical placement

Students affinity:	
Field of business:	
Preferred location:	
Prior work experience:	
Suggested practical placement host company of own choice	
Name of Company:	
URL:	
Address:	City:
Industrial mentor's name:	Position:
E-mail:	Telephone number:

Academic Institution	Student
_____	_____
<i>Signature of responsible person for PPP</i>	<i>Signature of student</i>
Date: _____ Place: _____	Date: _____ Place: _____

4.5 Referral/confirmation form for student practical placement

Place for Company name and address

Dear,

In order to provide our students with more opportunities to apply their theoretical knowledge in practice, acquire references that will be useful to them when seeking employment, and gain a better insight into the real tasks and problems they will encounter after graduation, you are kindly asked to accept the student, whose personal information is listed in the attached table below, for professional practical placement in your enterprise.

In accordance with previously established procedure, defined by the Programme of student practical placement, its annexes, as well as the Agreement on the realization of student practical placement, it is necessary that you include the contact information of your company and Industrial mentor who is responsible for coordination and monitoring of practical placement realization in your enterprise, in the table, and to confirm with your signature that the student is accepted to undergo student practical placement in your enterprise.

Prior to the commencement of practical placement, the student is required to submit the proposal of Practical placement work programme and align it with the academic and industrial mentor. During the practical placement realization, the student regularly keeps Diary of practical placement, describing daily activities. Industrial mentor monitors student progress and practical placement realization, and finally completes the Monitoring form, which assesses student performance and confirms that the student has undergone practical placement in the enterprise.

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Study programme:		Module:	
Planned practice time period	From:	To:	Number of hours:
Academic institution			
University:		Faculty:	
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:		URL:	
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

Academic Institution	Company (hosting institution)
_____ <i>Signature of responsible person for PPP</i>	_____ <i>Signature of responsible person for PPP</i>
Date: _____ Place: _____	Date: _____ Place: _____

4.6 Agreement model

Agreement on student practical placement implementation

Agreement on Cooperation concluded on _____, by and between:

1 University and / or its units (the Faculty, Department) i.e. relevant university centers (Center for Career Development, Co-operative Training Centre), address _____, represented by _____ (hereinafter referred to as Academic Institution)

2. Business entity _____, Address _____ represented _____ by Director (hereinafter Company)

Article 1

This Cooperation Agreement is concluded with the aim of students' practice implementation and practical skills development in the areas of students' field of study at the University _____ in cooperation with business entities from the territory of _____.

Article 2

Academic Institution agrees to introduce a student with his/her obligations and responsibilities regarding successful practice implementation.

Article 3

Companies agree to provide following related to students' practice implementation:

- a) Safe working space for the acquisition of practical knowledge and skills
- b) One employee to work with the student as his/her industrial mentor and possibly the person who is in charge of his/her training and progress monitoring.
- c) Delegated industrial mentor is to harmonize with academic mentor and a student Proposal of working practice with all activities and training opportunities that a student should attend.
- d) Introductory info training on basic principles and company policy
- e) Relevant work experience that is in line with the level of knowledge, experience and students expectations
- f) At the end of practice the assigned industrial mentor fills in Monitoring Report, integral part of which is the records and results of monitoring, assessment of student practice, with the relevant criteria, further mentor certifies and signs the latter, which confirms that the student has completed practice
- g) Possible financial compensation for the work of students in the course of practice

Article 4

Academic Institution is responsible to monitor and assess student practices in the company, through the assigned academic mentor or coordinator of the practice of the relevant faculties or centers of universities / faculties, who will visit a company to gain insight into the quality of implementation of student practice, and further fill in and sign Monitoring report.

Article 5

Academic institutions is responsible to respect the principle of "confidentiality of information" relating to knowledge, know-how, information and technical and technological details related to this Contract.

All types of communications that are also in connection with this Contract, including telephone, e-correspondence, written business correspondence, shall also be treated in the principle of "confidential information"

Article 6

Academic institution will not be responsible to respect the principle of "confidentiality" in the case when:

- a) Information is already known to Academic Institution;
- b) Information is obtained by law from a third party;
- c) Written permission to use is obtained by the Company in the form of the Agreement on disclosure of confidential information;
- d) At the time of announcement by the Company the information has become a matter of public knowledge through no fault of Academic Institutions
- e) Was independently developed by Academic Institutions;
- f) Specific information / data disclosure order is given by the competent state authorities.

Article 7

Both contracting parties agree that for these services they will require no financial or other compensation.

Article 8

Both contracting parties agree that all possible changes and amendments to this Contract are to be made by mutual agreement, annex in writing

Article 9

Any disputes that arise from this Contract the parties will resolve amicable, if amicable solution is not possible disputes will be resolved by relevant court in _____.

Article 10

Contract comes into force at the date of Contract signing and is valid up to _____ with the possibility of contract extension.

Article 11

This Contract is made in 4 (four) identical copies, each party is entitled to 2 (two) copies.

In _____,

Academic Institution

Business Entity

Name of authorized person, signature and seal

Name of authorized person, signature and seal

4.7 Accident report form

4.7.1 General information

Student		
Student's name:		
Home Address:		
City:	ID student number:	
E-mail:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Telephone number:	Home telephone number:	
Insurance company		
Name of insurance company		
Address:		
City:	E-mail:	
Telephone number:	Number of health insurance:	
Academic institution		
University:		
Faculty:		
Address:	City:	
Academic mentor's name:	Position:	
E-mail:	Telephone number:	
Hosting institution (enterprise/company)		
Name of Company:		
Head of company:		
Address:	City:	
Industrial mentor's name:	Position:	
E-mail:	Telephone number:	

4.7.2 Accident information

Time and place of accident		
Date of accident:	Time of accident:	Location of accident:
Description of accident		
Description:		
Nature of injury:		
Injured part(s) of body:		

Witness information	
Name(s) of Witness(es)	Telephone numbers:
1.	1.
2.	2.
3.	3.

4.7.3 Post-accident information

First aid information	
Brief details of the first aid given:	
Name of first aider:	
Address:	City:
State:	Telephone number:
Hospital information	
Was the injured person sent to hospital:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of hospital:	
Address:	City:
State:	Telephone number:
Notification	
Was academic mentor notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was parent or other responsible person notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was insurance responsible person notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date: _____

Place: _____

Industrial mentor signature:

Head of company signature:

Stamp

4.8 Industrial mentor's monitoring form

4.8.1 General information

Student			
Student's name:			
Home Address:			
City:		ID student number:	
E-mail:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Telephone number:		Home telephone number:	
Academic institution			
University:			
Faculty:			
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:			
URL:			
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

4.8.2 Opinion of industrial mentor

Practice time period			
From: dd/mm/gggg	To: dd/mm/gggg	Number of days:	Number of hours:
Has student come on time?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the student inform you of not coming in case that he is prevented?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties and activities of student			
Short description of student's duties and performed activities:			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

List of questions on student at practice

Has the student fitted into the working environment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student respected the prescribed rules of behavior?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student done any literature searches, reports, presentations...?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student been conscientious and responsible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student displayed initiative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student worked with enthusiasm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student thoroughly execute tasks during PPP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student demonstrated a positive attitude for the PPP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student been interested in asking questions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student fitted well into the working group/team?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student have positive attitude towards colleagues and clients?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you think that the student gave his/her best during the PPP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the student react well to the criticisms and suggestions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the student regularly update evidence and write the Diary of practical placement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Industrial mentor's recommendations/comments

Would you recommend the student to the potential employer? Yes No

Please add any other comments that you would like to make concerning the student:

Industrial mentor's student practical placement assessment

- Excellent (10),
- Very Good (9),
- Good (8),
- Satisfactory (7),
- Sufficient (6),
- Poor (5)

Date: _____

Place: _____

Industrial mentor signature:

4.9 Academic mentor's monitoring form

4.9.1 General information

Student	
Student's name:	
Home Address:	
City:	ID student number:
E-mail:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone number:	Home telephone number:
Academic institution	
University:	
Faculty:	
Address:	City:
Academic mentor's name:	Position:
E-mail:	Telephone number:
Hosting institution (enterprise/company)	
Name of Company:	
URL:	
Address:	City:
Industrial mentor's name:	Position:
E-mail:	Telephone number:

4.9.2 Opinion of academic mentor

Mentor's visits		
Date: dd/mm/yyyy	From: hh.mm	To: hh.mm
Date: dd/mm/yyyy	From: hh.mm	To: hh.mm
Date: dd/mm/yyyy	From: hh.mm	To: hh.mm
Date: dd/mm/yyyy	From: hh.mm	To: hh.mm
List of questions on student and the organization of practice		
Is the work challenging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the work of relevance to the student's course of study?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there well-defined work targets to be achieved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the cooperation with industrial mentor well?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was there proper support and supervision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are Health and Safety matters being addressed in the student's workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student written a regular the Diary of practical placement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the student regularly reported (by e-mails) about his/her practice progress?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Academic mentor's comments

Comments on the student's performance and on the achievements in the PPP?

Any other comments

Academic mentor's student practical placement assessment, based on visits and contacts with industrial mentor

- Excellent (10),
- Very Good (9),
- Good (8),
- Satisfactory (7),
- Sufficient (6),
- Poor (5)

Date: _____

Place: _____

Academic mentor signature:

4.10 Academic mentor's evaluation report

4.10.1 General information

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Practice time period	From:	To:	Number of hours:
Academic institution			
University:			
Faculty:			
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:			
URL:			
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

4.10.2 Evaluation of student practical placement by academic mentor

Evaluation of student's practical placement work and delivered documents						
Presentation of Final report (PPT)	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Final report on practical placement	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Work programme of practical placement	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Diary of practical placement	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Evaluation questionnaire by student	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Academic mentor's monitoring assessment	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Industrial mentor's monitoring assessment	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Academic mentor's descriptive assessment						
Have learning outcomes achieved during PPP?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Have student's personal learning goals achieved?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Is realized student's practical placement relevant for student's employment in the future?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Final mark						
<input type="checkbox"/> Excellent (10), <input type="checkbox"/> Very Good (9), <input type="checkbox"/> Good (8), <input type="checkbox"/> Satisfactory (7), <input type="checkbox"/> Sufficient (6), <input type="checkbox"/> Poor (5)						

Date: _____

Place: _____

Academic mentor signature:

4.11 Student's evaluation form

4.11.1 General information

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Practice time period	From:	To:	Number of hours:
Academic institution			
University:			
Faculty:			
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:			
URL:			
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

4.11.2 Student's evaluation of realized practical placement

Evaluation of student's practical placement work and delivered documents						
Selection of hosting institution/company	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Communication with industrial mentor	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Working conditions	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Organization of practical placement	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
Level of achieved practical knowledge and skills	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 5
List of questions on implemented practical placement						
Has Practical Placement Work Programme prepared well?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the employees have positive attitude towards student?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Did realized practical placement help in the linkage of theoretical knowledge and practical solving of industrial problems?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Has practical placement opened new areas of your interest?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like to work in hosting institution/company, if they offer job?						<input type="checkbox"/> Yes <input type="checkbox"/> No
Final assessment of practical placement by student						
<input type="checkbox"/> Excellent (10), <input type="checkbox"/> Very Good (9), <input type="checkbox"/> Good (8), <input type="checkbox"/> Satisfactory (7), <input type="checkbox"/> Sufficient (6), <input type="checkbox"/> Poor (5)						

Date: _____

Place: _____

Student signature:

4.12 Work Programme of practical placement template

University: _____
Faculty: _____

School year: _____

Place for LOGO

WORK PROGRAMME of student practical placement

Student: _____

ID student number: _____

Study year: _____

Module: _____

Academic mentor's name: _____

Industrial mentor's name: _____

Year, Place

1. General information

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Practice time period	From:	To:	Number of hours:
Academic institution			
University:			
Faculty:			
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:			
URL:			
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

2. Activity timetable (precise WHAT, WHERE and WHEN)

Activity	Location	days											
		1	2	3	4	5	6	7	8	9	10	11	12
1. Title of activity	Place												
2.													
3.													
4.													
5.													
6.													
7.													
8.													

Date: _____

Place: _____

Student signature:

Academic mentor signature:

Industrial mentor signature:

4.13 Final report template

University: _____
Faculty: _____

School year: _____

Place for LOGO

FINAL REPORT

on realized student practical placement

Student: _____

ID student number: _____

Study year: _____

Module: _____

Academic mentor's name: _____

Industrial mentor's name: _____

Year, Place

1. General information

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Practice time period	From:	To:	Number of hours:
Academic institution			
University:			
Faculty:			
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:			
URL:			
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

2. Acknowledgements

3. Introduction (minimum ½ page)

4. Goals of practical placement work and approach (minimum 1 page)

5. Description of work (minimum 5 pages)

6. Results (minimum 8 pages)

7. References *(maximum 10)*

- [1]
- [2]
- [3]
- [4]
- [5]
- [6]
- [7]
- [8]
- [9]
- [10]

8. Conclusions *(minimum 1/2 page)*

Date: _____

Place: _____

Student signature:

Industrial mentor signature

4.14 Diary of practical placement template

University: _____
Faculty: _____

School year: _____

Place for LOGO

DIARY OF PRACTICAL PLACEMENT

Student: _____

ID student number: _____

Study year: _____

Module: _____

Academic mentor's name: _____

Industrial mentor's name: _____

Year, Place

1. General information

Student			
Student's name:		Study level: <input type="checkbox"/> BSc <input type="checkbox"/> MSc	
ID number:	E-mail:	Telephone:	
Practice time period	From:	To:	Number of hours:
Academic institution			
University:			
Faculty:			
Address:		City:	
Academic mentor's name:		Position:	
E-mail:		Telephone number:	
Hosting institution (enterprise/company)			
Name of Company:			
URL:			
Address:		City:	
Industrial mentor's name:		Position:	
E-mail:		Telephone number:	

2. Description of host institution/company (*minimum 3 pages*)

2.1 Location and technical description of company

2.2 Description of company's activity/es

2.3 Organizational structure

2.4 Main products and services

2.5 Technological capacity, equipment and working conditions

2.6 Description of main production processes

2.7 Quality control

2.8 Final opinion and comments

3. Description of daily activities of student (*daily tasks, location, opinions, advantages, disadvantages, problems...*)

Date:	Day:	From:	To:
Date:	Day:	From:	To:
Date:	Day:	From:	To:
Date:	Day:	From:	To:
Date:	Day:	From:	To:
Date:	Day:	From:	To:

Date:	Day:	From:	To:
Date:	Day:	From:	To:
Date:	Day:	From:	To:
Date:	Day:	From:	To:
Date:	Day:	From:	To:

4. References

5. Appendix

Date: _____

Place: _____

Student signature:
