



RULES AND REGULATIONS

on the general organizational and operational framework for student practical placement

- undergraduate cycle -

Preamble

These Rules and Regulations establish the general organizational and operational framework for student practical placement at Transilvania University of Braşov, for all categories of practical placement.

The Rules and Regulations comply with the requirements imposed by Law no. 288 of 2004 and the Law of National Education no. 1 of 2011 on organising university studies, the Charter of Transilvania University of Braşov, the Internal Rules and Regulations of Transilvania University of Braşov and the Rules and Regulations on the Operation of the International Relations Office.

Chapter I. General provisions

Art.1 (1) The responsibility for organising and conducting student practical placement lies, at university level, with the Vice-Rector for Didactic Activities, at faculty level, with the Vice-Dean /officer with the economic environment (RME), appointed to coordinate the student practical placement, and at department level, with the practical placement officers for each study programme.

(2) The practical placement officers per study programmes are appointed at department level and re-confirmed at the beginning of each academic year by the Faculty Council.

Art.2 The general organizational and operational framework for student practical placement at university level is provided by the International Relations Office (BRME).

Art.3 Depending on their specificity, the faculties may elaborate instructions with amendments to these Rules and Regulations, validated by the Faculty Council and communicated to the University, at BRME.

Art.4 The practical placement is a compulsory discipline, the duration of which is regulated by the curriculum for each study programme, in compliance with the applicable rules.

Art.5 The practical placement can be conducted distributedly, during the academic year, or mergedly, within specified periods.

Art.6 (1) The practical placement shall be conducted in institutions/economic units/research units (hereinafter called "host institutions") which have a relevant main field of activity for the student's specialization.

(2) The practical placement can also be carried out in the laboratories or research centres of the University or of other faculties within the accredited university network. The practical placement can be conducted abroad



within the Erasmus programme, as well, according to the applicable rules displayed on the university page, within the Erasmus Office, as well as within the programme of international practical placement stages organised by the university student associations.

Art.7 The employed students can complete the practical placement at their workplace, if the conditions for accumulating the competences stipulated in the *practical placement syllabus* are provided.

Art.8 The practical placement stages are organised on the basis of the Agreement of Practical placement (according to the model in Appendix 1), concluded at faculty level and endorsed by BRME.

Art.9 On the basis of the Agreement of Practical placement, the host institutions shall ensure, throughout the practical placement stage, the students' guidance by appointing a practical placement coordinator.

Art.10 The calendar of activities for the organisation and conduct of the practical placement shall be drawn up annually by BRME at the beginning of the academic year.

Chapter II. Organisation and conduct of the practical placement stage

Art.11 The practical placement activity shall be conducted according to the *practical placement syllabus*, elaborated at department level by the practical placement officer for each study programme.

Art.12 The students have the possibility to opt for one of the three ways of completing their practical placement:

- a. Practical placement stage organised by the university through the BRME/faculty/department, which facilitates obtaining several practical placement places for students and which displays the information on the university web page. Depending on the university requests, the faculties shall ensure student practical placement in the university, at the study programmes corresponding to the university needs. In these cases, the university may provide the necessary documents and logistics. The students shall be present for the places offered by the university/faculty and only where there are not enough places provided, to turn to variants b. and c.
- b. Practical placement stage proposed by the student, where the identification of the venue for practical placement is incumbent on the student, being a challenge and a way of training for their finding a workplace after graduation.
- c. Practical placement stage proposed by the student associations responsible with facilitating the finding of international practical placement stages in line with the practical placement syllabus and with promoting them among students through online and offline communication channels.

Art.13 With a view to carrying out the practical placement in host institutions proposed by students, after finding the practical placement venue, the student submits an application to the faculty secretariat (according to the model in Appendix 2), regardless of the chosen arrangements for practical placement.

Art.14 The practical placement venues shall be analysed and validated by the practical placement officer.

Art.15 Based on of the approved applications, the information centralised on the venue and period of the practical placement stages is transmitted to the practical placement officer at faculty level. Here, a database with information referring to the practical placement of the students within the faculty shall be made and transmitted to BRME.



Art.16 The student's presentation to the practical placement venue shall be made based on an address issued by the Faculty Dean's Office, towards the host institution (according to the model in Appendix 3), which will be notified at least 14 days prior to the student's arrival by the practical placement officer for the study programme.

Art.17 On the first day of practical placement, the student shall present the host institution the following documents:

- a. The address issued by the Dean's Office, both on paper support and in electronic format, transmitted by the practical placement officer per study programme;
- b. CV in Romanian and for the host institutions requesting it, the one in English, too;
- c. Copy of the identity card;
- d. Practical placement syllabus;
- e. The model of the certificate which is to be filled out by the host institution, at the end of the practical placement stage (according to the model in Appendix 4). The students shall be present at the practical placement venue within the established period and they shall comply with the *Internal Rules of Procedure* imposed by the management of the host institution, shall comply with the rules for occupational safety and health, as well as with those for emergency situations, imposed at the workplace by the host institution and shall elaborate the practical placement project.

Art.18 Regulating the practical placement activity between the student and the host institution lies with the host institution. Depending on the requests of the host institution, the students shall comply with its *regulations on confidential information*. The student shall assume full responsibility for the compliance with the *rules of labour organization and protection*, specific to the host unit, throughout the practical placement. In the event of disputes arising between the student practitioner and the host institution, they can have recourse to the faculty where the students belongs, through BRME, to act as a mediator; but the parties shall not involve the faculty in any other way in the course of the practical placement agreement concluded between them.

Art.19 Defining the requirements on the practical placement venue:

- a. During the practical placement stage, the students shall solve a theme, a project, of relevance to the undergraduate field they attend;
- b. The activities must ensure the practical application of the theoretical knowledge acquired during the teaching activities and must be useful to the undergraduate field where the students are trained.
- c. The host institution must appoint a practical placement officer who assists students throughout the period of practical placement;
- d. The results of the practical placement project devised by the student may be used by the host institution where the practical placement was conducted;
- e. The financial contribution of the host institution towards the student may stand for a form of raising the responsibility of both parties as regards the practical placement activity.
- f. In the case of the practical placement stages offered by the university student associations, the practical placement syllabus shall be revised together with the practical placement coordinator, so that these requirements are met.

Art.20 (1) At the end of the practical placement stage, the student shall submit the practical placement project, which will contain the following elements:

- a. Surname and first name, faculty, undergraduate field, study year;
- b. Name of the host institution, period of the practical placement, total number of hours;
- c. The practical placement coordinator appointed in the host institution;



- d. The practical placement syllabus;
- e. Activities, specific professional aspects;
- f. Other elements required by the coordinating department.

(2) The students can make recommendations for improving the practical placement activity in the host institution.

(3) The host institution assesses the project by a rating: "very well", "well", "satisfactory" or "unsatisfactory" and it validates the practical placement stage by the issuance of a certificate attesting the practical placement.

Chapter III. Recognition and assessment of the practical placement stage

Art.21 The practical placement stage is recognized by granting the credit points stipulated in the curriculum. The number of credit points allocated to practical placement is established by curriculum.

Art.22 The skills acquired by the student in the practical placement are assessed by means of a colloquium, by a Practical Placement-Assessment Commission which may include representatives of the organizations where the practical placement takes place.

Art.23 The Practical Placement-Assessment Commission is appointed at the level of the coordinating department, at the beginning of each academic year.

Art.24 The colloquia are scheduled by the department that coordinates the practical placement activity.

Art.25 The practical placement stage will be recognised within the practical placement colloquium, only if the following conditions are met:

- a. there is a *practical placement agreement* concluded between the faculty and the host institution;
- b. the student has worked in a field directly related to his/her undergraduate field, using and acquiring technical knowledge relevant to practicing the profession for which he is trained, having as a reference the *practical placement syllabus*, or in an adjacent field, within which he has put into practice the acquired theoretical knowledge.
- c. the practical placement project has been verified and countersigned by the practical placement coordinator appointed by the host institution;
- d. the practical placement project has been validated by the host institution, through the issuance of certificate attesting the completion of the practical placement stage. The practical placement certificate has to include the information stipulated in the model within the Appendix.

Art.26 The assessment is grounded on the following aspects:

- a. Analysis of the practical placement project submitted by the student; relevance of the activities carried out in one's professional training, in relation to the *practical placement syllabus*, acquired skills and knowledge, qualifier obtained at the assessment in the host institution.
- b. Assessment of the way of defending the practical placement report in front of the Assessment Commission.
- c. Submission of the practical placement certificate issued by the host institution.

Chapter IV. Responsibilities

Art.27 The practical placement officer for the study programme has the following duties:

- a. S/he facilitates, together with the practical placement officer at a faculty level, obtaining practical placement places for students, by concluding practical placement agreements with the relevant institutions/companies;
- b. S/he elaborates the *practical placement syllabus*;



- c. S/he brings to the students' notice the Rules and Regulations on the Organization and Operation of Practical placement (including the appendices which are an integral part hereof) and the *practical placement syllabus*;
- d. S/he organises and conducts the procedure of allocation of practical placement places available at level of the study programme, by the practical placement agreements concluded by the coordinating department/faculty.
- e. S/he analyses and validates the practical placement places proposed by students based the applications they have submitted to the department coordinating the practical placement activity;
- f. S/he transmits to the Dean's Office centralised information on the venue and duration of student practical placement;
- g. S/he ensures the permanent communication with the practical placement officer at faculty level;
- h. S/he ensures the permanent contact with BRME, in order to disseminate among students the practical placement places made available through this office;
- i. S/he ensures, along with the practical placement officer at a faculty level, the contact with the institutions/companies with which practical placement agreements are concluded;
- j. S/he ensures the adequate conditions for organising and conducting the practical placement colloquium;
- k. S/he revises, along with the students, the activity sheet in the case of the international practical placements offered by the university student associations, for the projects in which they will be involved and which do not suppose their working in a company.

Art.28 The practical placement officer at a faculty level has the following duties:

- a. S/he elaborates, depending on the faculty specificity, instructions with additions to this Regulation. The relevant instructions, validated by the Faculty Council, shall be communicated to the University, at BRME;
- b. Along with the practical placement officer at the study programme level, s/he concludes practical placement agreements for every study programme, with a view to ensuring the appropriate setting for the smooth running of student practical placement;
- c. S/he coordinates the entire activity of the practical placement officers for study programmes;
- d. S/he monitors how the tasks are fulfilled by the practical placement officers per study programme, at the level of the coordinating departments.
- e. S/he transmits to BRME centralised information on the venue and period of student practical placement afferent to that faculty;
- f. S/he ensures the permanent contact with BRME, with a view to disseminating, among students, the practical placement places made available by BRME;
- g. S/he ensures the contact with the institutions/companies with which practical agreements are concluded;
- h. S/he ensures the appropriate setting, at the faculty level, for the issuance, to students, of the practical placement application and of the certificate model to be filled out by the host institution, upon the way of carrying out the practical placement.

Art.29 BRME has the following responsibilities in organizing and conducting student practical placement:

- a. It ensures the general setting for the organization and operation of the practical placement at university level by elaborating the Rules and Regulations and by preparing the Calendar of Activities;
- b. It monitors how student practical placement takes place within the University;
- c. It ensures the interface between the university and the economic and socio-cultural community, by the contact with the institutions/companies with which practical placement agreements are concluded;
- d. It facilitates obtaining practical placement places for students and it publishes the information on the university web page;
- e. It ensures the permanent contact with the practical placement officers at the faculty/study programme level, with a view to disseminating among students the practical placement places made available by the office.



f. It announces the calendar of activities for the organization and operation of student practical placement for the Bachelor's cycle.

Art.30 Appendices 1, 2, 3 and 4 are an integral part of these Rules and Regulations.

These Rules and Regulations were approved at Transilvania University of Braşov Senate meeting of 15.02.2017.

Prof. Dr. Eng. Mircea Horia Țierean,
President of Transilvania University of Braşov Senate





Registered with no. _____ of _____

PRACTICAL PLACEMENT AGREEMENT
for the academic year 20__/20__

Between	TRANSILVANIA UNIVERSITY OF BRAȘOV
	FACULTY
Dean <i>(name, address, telephone, fax, email)</i>	
Contact person <i>(name, address, telephone, fax, email)</i>	
and, <i>(name of company)</i>	
Director of host institution <i>(name, address, telephone, fax, email)</i>	
Contact person <i>(name, address, telephone, fax, email)</i>	

The aforementioned parties agree to cooperate in order to achieve the student practical placement activity.

The partner company shall:

- ensure practical placement places, jointly agreed in terms of number;
- organise the student monitoring and assistance, including the health and safety training, as well as the emergency-situation training;
- ensure the carrying out of the practical placement according to the workplan previously established by both parties;

The University shall:

- ensure the student-selection process;
- organise the final assessment of the practical placement activity;
- disseminate the results of student practical placement, with the agreement of the partner company.

The practical placement will be assessed both by the university and by the company based on the practical placement syllabus, an appendix hereto.



Student practical placement

No.	Student's surname and first name	Undergraduate field/ Study programme	Study year	Number of students	Period

Signatures of authorized representatives:

Transilvania University of Braşov Faculty: Dean:	Company name:
Office for Economic Relations:	General Manager/ Administrator:



Appendix 2

No. _____ of _____

TO,

Faculty of _____

I, the undersigned _____, student at the Faculty
of _____, study
programme _____, study year _____, group _____, telephone
_____, e-mail _____, please approve my carrying out the practical
placement _____ within your institution/company
_____ in the town of
_____ with the field of activity _____.

The contact person's coordinates within the institution/company are (surname and first name/ address/
telephone number/ e-mail) _____

Student,



Appendix 3

TRANSILVANIA UNIVERSITY OF BRAȘOV

FACULTY _____

No. _____ of _____

TO,

We hereby kindly ask you to accept that the student _____ in the year _____ from the Faculty of _____ carries out his practical placement within your institution/company.

During the practical placement, the student will work out a project according to the appended Practical Placement syllabus.

The duration of the practical placement is _____ with _____ hours/day (total _____ hours), according to the curriculum of the study programme _____.

The fulfilment of the tasks undertaken by the student for this period is confirmed by the issuance of a standard certificate, appended.

Thank you for your collaboration.

DEAN,

SECRETARY
