

Title of document	Developed Student Industrial placement model
No of pages	10
Event date	11.07. 2018 god.
Event venue	Nis
Type of event	Round table NCB
language	English

Control sheet

Title of document	version	date	Changed/approved
Developed student Industrial placement model	*.ver1	12.09.2018	Approved
Developed student Industrial placement model	*.fin	14.09.2018	

1.6 STUDENTS INDUSTRIAL PLACEMENT MODEL

Waste management curricula development through partnership with public and private sector www.wamppp.vtsnis.edu.rs

The student's practical placement is a compulsory part of curriculum, which implies practical work of a student in a real industrial/business environment, or in institutions related to first level studies, in order to complete theoretical, academic/applied knowledge and establish links with the practical knowledge and experience necessary to carry out future work. Practical placement can be realized during first level of study, most often when it comes to specialist or postgraduate studies. Certainly, student practical placement should be separated from students, especially when it comes to specialized occupations. As such, it is a form of teaching activity that implies practical work to complete the learned theoretical approach, perfect the acquired academic knowledge and establish a connection with the practical knowledge and experience necessary to carry out the future work.

A mentor, co-mentor on the practice or an experienced employer usually provide these experiences. This form of education is, in various forms, compulsory for the majority of graduate academic programs at universities in Serbia, although there are faculties that do not foresee this, or the professional practice is minimized as an adjunct to existing subjects or as a teaching method instrument. Student practice is the most common activity curriculum in the final phase of studies (basic, graduate and specialist), unless it is a subject that requires practice from the very beginning of the study and which cannot even be studied without adequate practice.

Practice is the best way to apply theoretical knowledge in a business environment and thus acquire practical and business skills as well as to develop them. It is multifaceted for both young people and employers, but also for society as a whole, because it forms a more attractive labor force on the labor market, provided, of course, there is a market economy.

Performing compulsory student internships is regulated by the Regulations on Professional Practice, which are taken by faculties for one or all of their study programs. This form of education is, in various forms, compulsory for the majority of graduate academic programs at the universities in Serbia. Student professional practice implies the practical work of a student in a business environment in order to complete theoretical, academic knowledge and establish links with the practical knowledge and experience necessary to carry out the future work.

The student's professional practice is realized during student education on basic, graduate and specialist studies. The ways of organizing and implementing professional practices may vary with the many specificities depending on the specific curricula and faculties that participate in their organization. In principle, professional practices are organized outside the faculties of laboratories, companies and institutions. Employers who are committed to organizing a professional practice for students for a longer period of time and in a systematic way, the Faculty prescribes a contract (or agreement).

The student can find or propose an institution or organization with which the Faculty does not have a contract in which he wishes to complete the obligatory practice, with the consent of the professor or faculty concerned. For such individual cases, there is no contract between the employer or the institution performing the practice and the faculty. Domestic regulations do not regulate the contractual relationship between the student / student and the company or institution in which professional practice is organized. In most cases, the contract is concluded between the school, i.e. the faculty and the employer, and this contract regulates the rights and obligations of both parties as well as the rights and obligations of the student / student.

Employers in Serbia, unfortunately, abundantly used the opportunities provided by the regulations and misused the system to encourage professional training of young people and their facilitation transition from the education system to the labor market. This is primarily to get poorly paid and high-quality workforce that will not have the obligations imposed on employers by law work (daily and weekly holidays, absence for a fee, a warm meal, a fee for transportation, daily allowance, severance pay, and vacation). In some cases, young people on a professional basis training or work practices was not provided or given to a mentor at all an inadequate or incompetent mentor and / or the organizer of the practice were not defined goals learning, which contributed to the spread of so- secondary labor market and long term increasing the number of highly qualified young people with insecure contracts and unclear Perspectives for a more permanent job engagement.

Within the framework of the WamPPP project implementation, the framework of student practice models for studies I and II level was developed with the specifics of the economy and its requirements.

The problem of realization of professional practice in the Republic of Serbia, especially in the vocational education sector, is also lacking in the absence of a unique national program

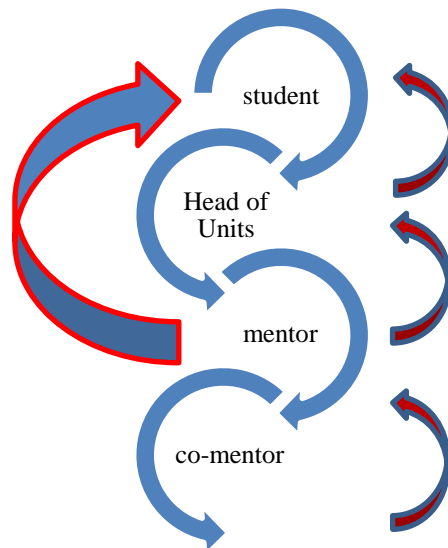
Partner P1-P5 with help of partner P6-P10 developed a model of practical placement, which has to unify capacity of institution, capacity of labor of market and student interest.

Generally accreditation rules, about realization of student practical placement defined the minimum condition but without clearly concept. The main responsibility lay on the institution and its capacity.

WamPPP partners agreed upon the following issue

Duration of student practical placement work for I level study hours/per semester should be minimum 120 instead 45 /accreditation rules/.

- Duration of student practical placement work for II level study hours/per semester should be minimum 120 instead 90 per year /accreditation rules/.
- Developing capacity of `` mentor`` in institution
- Developing capacity of `` co-mentor`` in company
- Introduce a grade scale for evaluation of student work
- Developing a model for motivation of company to be a partner in realization of student practical model
- Start with initiative toward Ministry for regulation a student's rights during the period of realization of professional practice in companies



On the base of above-mentioned conclusions, WamPPP partners P1-P5 agreed and proposed and adopt the rulebooks for realization of practical placement on the I and II level of studies. Each partners, adopt their own rulebook with these proposed material

RULEBOOK ON ORGANIZING PRACTICAL PLACEMENT ON THE STUDY OF FIRST AND SECOND
LEVEL BACHELOR AND MASTER PROFESSIONAL STUDIES

BACHELOR

Article. 1

This Rulebook defines the method and procedure for conducting course practical placement organized according to accredited study programs.

Article. 2

Practical placement can be performed at a company / choice of a school/, a company / choice of a student/ or at school.

Article 3.

Practical placement is fully defined by study programs.

Article 4

Student practical placement is conducted in companies that have activity related to the content of at least one professional or professional-applied subject of a given study program.

Student practical placement can also be performed in the schools' laboratories with the consent of the Study Program Manager and the School Director's approval.

Article. 5

Student practical placement is carried out during winter and summer semester. In the summer's semester, student practical placement takes place from March to May, and in the winter from October to December.

The student's working time is agree upon with the working hours of the company in which the student carries out the practice and is appointed by the co-mentor from the company.

Article. 6

The student has the right to use the absence during the period of realization of practical placement for taking exams for period defined by the school's calendar.

Article. 7

In the case of justified absence from practical placement period, student may extend the duration of practical placement. The maximum duration of absence, i.e. extension, is two working weeks. In this case, the student submits the report from the practice and submits the exam in the next exam period.

Article. 8

A student may apply for the Practical Placement at beginning of VI semester only if the maximum of two (two) non-enrolled exams of the first five semesters of the given study program has remained.

The student attends to practice 5 days a week, for a total duration of 45- 120 hours. The decision on the term of realization the practical placement- is made by the Head of the study program, based on the preparation of the student for the practice.

Article. 9

Determining an Enterprise to Perform Practical Placement can be done in following three ways.

- The student can choose the company itself, with the choice being approved by the Head of the study program.
- Teachers from study program can choose companies and designate students who will practice engineering practice in them, and the Head of the study program will approve this choice.
- Students can perform practical placement in its institution, according to the detailed plan of the course teacher, and with the consent of the School Director.

Article. 10

Students who are employed and work for at least six (6) months in companies which fieldwork is compatible with goals and outcomes of study programs can realize a practice at their workplace. In order to get the instructions for realizing Practical Placement in a company in which student works, students need to obtain employment certificates, length of service and jobs they are working on (including a copy of a work booklet) overlaid by an expert person - Comment from the company and the head of the study program.

Article. 11

Prior to the beginning of Practical Placement, teachers instantly establish contact with companies and obtain approval for accepting a certain number of students in practical placement. This procedure is addressed by submitting a request to the School Company, Attachment: Letter of the Director and obtaining the consent of the company to accept a certain number of students with named names and study programs as well as certain experts from the company who will be commentators to the students. Annex: Approval of an enterprise.

The procedure of performing and syllabi for the course – Practical Placement" are given in each accredited study program (Annex 5.4 of the Accreditation Documentation of the Institution).

Article. 12

Each student is assigned a Mentor for the course "Practical placement". Mentor is usually one of the teachers on a given study program.

The Head of the study program do practical placement, company selection and assignment of Mentor.

The mentor visits the student at least twice during the practice. For the first time at the beginning of the practice, when he gives him special assignments of engineering practice-professional practice. The second time he visits him at the end of his practice when defining report content and rating in practice. The mentor visits the student as needed and the third time, mid-term practice period.

Article. 13

The Program of Practical Placement defines realization of general and special tasks during practical placement in the company. Special tasks are formulated by the student, mentor and commentator during the first tour of the student.

Article. 14

After the realized practical placement, the student handles Report to Mentor the report consist a brief description of the jobs and tasks that student has done in the company, which is signed by the Student's Co-mentor.

Article. 15

Upon practice, the student gets an opinion and evaluation report from the Co-mentor on the practice and teaches him to his Mentor. Attachment: mark

Besides the Co-mentors evaluation, report student submits to Mentor filled survey about QA of realized practical placement, which will be analyzed by the School Quality Commission.

Article. 16

The bonus points awarded by the Co-mentor (up to 50 points based on continual promotion during the course) form the final grade from the course "Practical placement" for student. The Principal of the Study Program (up to 35 points based on the Practice Report) and Mentor (up to 15 points base of tours).

In the logs (paper and electronic) and in the Student Index, the Head of the study program, enter the final grade or a nominated teacher to give a study program selected for the course "Practical placement."

RULEBOOK FOR REALIZATION OF PRACTICAL PLACEMENT ON THE II LEVEL STUDY PROGRAM PROFESSIONAL MASTER

Article 1

Practical placement on master's degree programs are considered through following courses:

1. Professional Practice 1,
2. Professional Practice 2,
3. Applied research work,
4. Final masterwork.

Participants in the implementation of professional practice (Professional Practice 1 and Professional Practice 2)

Article 2

Participants in the realization of professional practice (Professional Practice 1 and Professional Practice 2) are Student, Company, Laboratories, Coordinator of Professional Practice and Co-mentor.

Article 3

Student - is a first-year master's degree student and a second-year master's degree student who passed the Professional Practice 1.

Article 4

The company (contractor, organization, society, institutions, small, medium and large enterprises, actions, associations in public, state, private and multi-ownership) which has a contract with the Institution has a contract on the preparation, organization and realization of student practices of students of master's degree programs. Laboratory when practice is carried out for the purpose of realization of precisely defined topics of practice, on the realization of a specific task defined by the companies with Institution has a contract on preparation, organization and realization of student practices of students of master's degree programs.

Article 5

The coordinator of the professional practice is the teacher, who in cooperation with the appropriate department and the co-mentor of the practice performs all the preparatory, organizational and control activities necessary for the successful realization of the student practice. The Coordinator of Professional Practice performs a final evaluation of the achieved results of the practice.

The Coordinator of Professional Practice chooses a larger study program from among its teachers for a period of one school year.

The task of the Coordinator of Professional Practice is to:

- Improves and develops the syllabus of the study program;
- Prepare contracts between institution and the company for conducting professional practice for students;
- Ensures the realization of professional practice for students based on arrangements with the subject teachers;
- Instructs a student in a company in which professional practice is conducted and maintains communication with the company and commentator;
- Define work tasks and responsibilities in order to familiarize a student with the organization of an enterprise or institution, work processes, technologies, procedures, quality control of products and services;
- Keeps records of students from the study program who carry out professional practice;
- Evaluate a diary of professional practice and submit a report to the Student Service
- Submits a larger study program report on implemented annual work experience;
- Monitor technical and technological changes in the company and announce a larger study program;
- Keeps the records of professional practice records.

Article 6

A co-mentor from a company is a person employed in a company where a professional practice is realized, having at least the first degree of higher education and three years of work experience in the profession.

The task of the co-mentor is to help the student to realize the content of the practice, to take it into the company and to guide it through the program. The commentator maintains contact with the coordinator of the professional practice.

Institutions-Company where professional practice can be realized

Article 6

Practice (Professional Practice 1 and Professional Practice 2) can be performed in the company (companies, organizations, societies, institutions, small, medium and large enterprises, actions, associations in public, state, private and mixed ownership) in a company by a student or a school.

Article 7

Practice is carried out in companies that have activity related to the content of at least one professional or professional-applied subject of a given study program.

Practice can also be performed in the laboratories of the University with the approval of the Coordinator of Professional Practice.

Article 8

The student's working time in practice is consistent with the time of the company in which the student performs the practice and is determined by the given Commenter from the company.

Article 9

For the duration of the practice, the student has the right to use the absence of the practice for the examination deadline, which is defined by the calendar of the institution

Article 10

In case of justified absence from practice, the student may extend the duration of the practice. The maximum duration of this absence, extension is working days. In this case, the student submits a diary of professional practice and submits the exam in the next exam period

Article 11

In the course of the first and third semester, the student submits a request for professional practice specifying the area from which he / she wishes to conduct the professional practice and proposal of the enterprise where he / she wants to conduct the professional practice if he / she has it. The application also submits an application for professional practice

Article 12

Students who are employed and work for at least six (6) months in companies performing field work that are compatible with study programs can practice at their workplace.

In order to get practice guidance in a company that already works, it is necessary for students of the Coordinator of Professional Practice to provide employment, length of service and the jobs they work for.

Article 13

Prior to the beginning of the practice, the coordinator of the professional practice and the teachers orally establish contact with the companies and obtain approval to accept a certain number of students in practice. This process is aggravated by submitting a request to the company, which is being prepared by the Coordinator of the Professional Practice and signed by the head of unit or director. By obtaining the consent of the company to accept in practice a certain number of students with the indicated names and study programs, as well as certain professional persons from the company who will be commentators to the students, with the company is concluded a Contract on Business Technical Cooperation, which specifies the conditions of realization of professional practice in that company

Article 14

Student's organization, selection of companies and commentaries from the list by the delivered company is performed by the Coordinator of Professional Practice, with the consent of the corresponding major study program.

Article 15

When he first leaves the company, the student takes the first example of instruction and handing over the services of the company, and the Coordinator of Professional Practice retains the second example.

Professional Practice 1

Article 16

Professional Practice 1 is conducted in the second semester of master's vocational studies, lasting 90 hours and is realized in companies, by general and individual program content, agreed between the Commissar of the Company, the Coordinator of Professional Practice and the student.

Article 17

Student in Professional Practice 1 carries out general and special tasks.

General tasks imply that a student is acquainted with: the history of the enterprise, the organizational structure, the production program and the measures taken.

The specific professional tasks that the student needs to conduct during the practice are defined by the Co-mentor from the Company and the Coordinator of the Professional Practice. These are the thematic subjects the student has listened to and deployed in professional subjects, and now he uses this knowledge in practical terms in the chosen subject.

Article 18

The Coordinator of the Professional Practice and the Co-mentor to the student define precisely the tasks and responsibilities for the purpose of introducing students to the organization of the enterprise or institution, work processes, technology, quality control of products and services, The commander of the company and the coordinator of the professional practice cooperate regularly with the student, pointing to and following his work on the practice

Article 19

After completing the Professional Practice 1 student, the Professional Practice Coordinator submits a Professional Practice Log 1. Which by its content and form conforms to the instructions of the Coordinator of Professional Practice and Co-mentor, defined at the beginning of the practice.

Article 20

In the choice of Professional Practice 1, the School or the Coordinator of Professional Practice should ensure that the work tasks during the practice period provide adequate opportunities for the student to demonstrate or acquire skills in several categories: application of professional knowledge; practical abilities; computer skills; analytical skills, the skill of solving specific problems; innovation and originality; developmental skills; time management; written and oral expression.

Professional Practice 2

Article 21

Professional Practice 2 is conducted in the third semester of master's professional studies, lasting 90 hours. It is realized in the company by individual program contents, agreed between Mentor, Teacher on the subject Applied research work of the Co-mentor from the company and the student, who worked as a research and final master's degree.

Article 22

Following the Professional Practice 2 student, the Professional Practice Coordinator teaches the Professional Practice Diary 2, which by its content and form corresponds to the mentor and commentators' instructions and the subject of the subject. Applied research work defined at the beginning of the practice

Article 23

In the choice of Professional Practice 2, the School should ensure that work tasks throughout the practice period provide adequate opportunities for the student to demonstrate skills in several categories: application of professional knowledge; practical abilities; computer skills; analytical skills, the skill of solving specific problems; innovation and originality; developmental skills; time management; written and oral expression.

Article 24

Professional Practice 2 applies for the July or September examination deadline. A student who attends Practical Exam 2 for a justified reason applies to the winter semester in January during the current school year.

Applied research work

Article 25

The applied research work aims to develop the ability to independently design the project to solve a concrete practical problem in the selected area, and it includes the integration, upgrading and practical application of the knowledge gained during the course of the study. The goals are also to develop the ability to identify and define problems, communicate with a mentor and commentator, as well as to familiarize yourself with practical methodologies that can be used in the chosen area

Article 26

After obtaining the topic and the task, and with the regular consultations and reports of the teacher in the subject Applied research work, the student studies the relevant professional literature, previous master's and final master's theses from a similar field and conducts preliminary analyzes in order to better define the problem.

Article 27

By the end of the semester, the student submits the applied research work, which should include the following: Introduction, Problem Display, Brief Review of Literature, Detailed Object and Task Preparation, Prediction Methodology, Preliminary Results, Work Plan and Resources, Conclusion

Article 28

Positively assessed student fulfills the pre-requisites and can apply for an Applied Research Report.

Professional masterwork

Article 29

For the purposes of performing Professional Master of Practice 2, the student collects data for the Professional Master's Degree.

The procedure for preparing a master's degree program is defined by the Rulebook on Application, Preparation and Defense of Master's Master's Degree in Vocational Studies No. 02-347 dated 20 March 2017. Years.