

## **RULES AND REGULATIONS**

### **on the general organizational and operational framework for student practical placement**

#### **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 provisions in these Rules and Regulations comply with the requirements imposed by the Law no. 288 of 2004 and the Law of Education no. 199 of 2023 with the subsequent amendments and additions, on organising university studies, the Charter of Transilvania University of Braşov, and the Rules and Regulations on the Students' Professional Activity.

#### **Chapter I. General provisions**

**Art.1** The practical placement is a compulsory discipline, the duration of which is regulated by the education plan for each study programme, in compliance with the applicable rules.

**Art.2** The practical placement can be conducted distributedly, during the academic year, or mergedly, within specified periods.

**Art.3** The practical placement can be conducted:

- a. in institutions/economic units/research units (hereinafter referred to as "host institutions") the main activity field of which is relevant to the student's specialization;
- b. in the university;
- c. through the Erasmus programme, according to the regulations in force;
- d. at the workplace for the students who are employed, subject to the provision of the conditions for the accumulation of skills set out in the practical placement syllabus.

**Art. 4** The responsibility of organizing and conducting the students' practical placement rests at the university level with the Vice-rector for Students and Liaison with the Economic and Socio-cultural Environment. At the faculty level, the Vice-dean/ the officer for relations with the business environment (RME) is appointed to coordinate the students' practical placement; and at departmental level, the practical placement officer for each study programme.

(2) The general framework for organizing and conducting the practical placement at university level is provided by the Office for Relations with the Business Environment (BRME).

(3) The practical placement officers for each study programme are appointed at departmental level, and reconfirmed at the beginning of each academic year by the Faculty Council.



**Art.5** Depending on their specificity, the faculties can draw up instructions with additions to these Regulations, validated by the Faculty Council and communicated to the University, at BRME.

**Art.6** 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.7** 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 (at the level of the institution/company that hosts the practical placement)**

**Art.8** The practical placement activity shall be conducted according to the practical placement syllabus, made at department level by the practical placement officer for each study programme.

**Art.9** On the first day of practical placement, the student shall submit to the host institution the following documents\*:

- a. the Agreement of Practical Placement;
- b. the Rules and Regulations on the Practical Placement;
- c. the practical placement syllabus;
- d. The specimen certificate which is to be filled out by the institution/company that hosts the student's practical placement, at the end of the practical placement stage (according to Appendix 2).

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/company, 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/company, and shall make the practical placement project.

The student can only give up the practical placement in the company with due justification, notifying the host company/institution in advance and on grounds reasoned with a written justification that must be endorsed by the practical placement coordinator of the faculty to which s/he belongs.

*\* the documents will remain with the practical placement coordinator appointed by the host institution/company until the completion of the practical placement.*

**Art.10** Regulating the practical placement activity between the student and the host institution/company lies with the host institution/company. Depending on the requests of the host institution/company, the students shall comply with the internal 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.

**Art.11** Defining the requirements on the practical placement venue:

- a. During the practical placement stage, the student 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 in which the students are trained.
- c. The host institution must appoint a practical placement coordinator for the students' practical placement;



d. At the practical placement venue, the student shall make the practical placement project, which can be developed considering the model of practical placement notebook proposed by UNITBV (made available to students by the practical placement officer for each study programme) or a model proposed by the host institution/company.

The practical placement project shall contain the following elements:

- Surname and first name, faculty, department, undergraduate field, study year;
- Name of the institution/company that hosts the practical placement, the period of the practical placement, total number of worked hours;
- The practical placement coordinator appointed in the host institution/company;
- The practical placement syllabus;
- The activities carried out at the practical placement venue, specific professional aspects;

The results of the practical placement project made by the student may be used by the host institution/company where the practical placement took place

**Art.12 (1)** At the end of the practical placement stage, the student will present the practical placement project both in the host institution/company and to the practical placement officer at faculty/department level within the university.

(2) The institution/company that hosts the student in practical placement evaluates the practical placement project, gives a rating: "very well", "well", "satisfactory" or "unsatisfactory" and validates the practical placement by issuing a certificate (Appendix 2) to confirm the completion of the practical placement.

### **Chapter III. Recognition and assessment of the practical placement stage (at university level)**

**Art.13** The practical placement stage is recognized by granting the credit points stipulated in the curriculum. The number of credit points allocated to the practical placement is established by the education plan.

**Art.14** The skills acquired by the student in the practical placement are assessed by his/her taking the practical placement colloquium. The Practical Placement Assessment Committee will coordinate the organization of the colloquium and give the marks. Representatives of the company/institution that hosted the practical placement can also participate in the practical placement colloquium.

**Art.15** The Practical Placement Assessment Committee is appointed at the level of the coordinating department, at the beginning of each academic year.

**Art.16** The colloquia are scheduled by the department that coordinates the practical placement activity.

**Art.17** The practical placement stage will be recognised within the practical placement colloquium provided that the following conditions are met:

- a. there is an agreement of practical placement 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 s/he is trained, having as a reference the practical placement syllabus, or in an adjacent field, within which s/he has put into practice the acquired theoretical knowledge.
- c. the practical placement project has been validated by the host institution, through the issuance of a certificate attesting to the completion of the practical placement stage.

**Art.18** 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, rating obtained at the assessment within the host institution.
- b. Assessment of the way of his/her defending the practical placement report in front of the Assessment Committee.
- c. Submission of the practical placement certificate issued by the host institution.

#### **Chapter IV. Duties**

**Art.19** The practical placement officer for the study programme has the following duties:

- a. s/he facilitates, together with the practical placement officer at faculty level, obtaining practical placement places for students, by concluding partnership 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 Conduct of the Practical Placement (including the appendices which are an integral part hereof) and the practical placement syllabus;
- d. s/he organises and conducts the procedure for the allocation of practical placement places available at the level of the study programme;
- e. s/he analyses and validates the practical placement places proposed by the students;
- f. s/he transmits to the Dean's Office centralised information on the venue and duration of the student practical placement;
- g. s/he ensures the permanent communication with the practical placement officer at faculty level;
- h. s/he disseminates among students the practical placement places made available by BRME;
- i. s/he ensures, along with the practical placement officer at 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;

**Art.20** The practical placement officer at faculty level has the following duties:

- a. s/he elaborates, depending on the faculty specificity, instructions with additions to these Regulations. The relevant instructions, validated by the Faculty Council, shall be communicated to the University, at BRME;
- b. s/he coordinates the entire activity of the practical placement officers for the study programmes;
- c. s/he monitors how the tasks are fulfilled by the practical placement officers for each study programme, at the level of the coordinating departments.
- d. s/he transmits to BRME centralised information on the venue and duration of the student practical placement relevant to that faculty;
- e. s/he disseminates information on the practical placement places made available by BRME;
- f. s/he ensures the contact with the institutions/companies with which practical agreements are concluded;
- g. s/he facilitates, at faculty level, the students' access to the documents necessary for carrying out the practical placement.

**Art.21** BRME has the following duties in organizing and conducting the student practical placement:

- a. it ensures the general setting for the organization and conduct of the practical placement at university level by elaborating the Rules and Regulations and by preparing the calendar of activities;
- b. it monitors how the 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 partnership 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 faculty 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 conduct of the student practical placement.

**Art.22** Appendices 1 and 2 are an integral part of these Rules and Regulations.

These Rules and Regulations were approved in the meeting of the Senate of Transilvania University of Braşov on 29.09.2023.

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





Registered with no. \_\_\_\_\_ of \_\_\_\_\_

**AGREEMENT OF PRACTICAL PLACEMENT**  
for the academic year 20\_\_/20\_\_

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

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

The partner company shall:

- organise the activities of student monitoring and assistance, including the occupational health and safety training, as well as the emergency-situation training;
- ensure the conduct of the practical placement according to the workplan previously set by both parties;

The University shall:

- organise the final assessment of the practical placement activity;
- disseminate the results of the student practical placement, with the consent 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.

<b>Student's surname and first name</b>	<b>Undergraduate field/ Study programme</b>	<b>Study year</b>	<b>Duration</b>

**Signatures of authorized representatives:**

<b>Transilvania University of Brașov Faculty: Dean:</b>	<b>Name of the company:</b>
<b>Economic Relations Office:</b>	<b>General Manager/ Administrator:</b>



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(Institution/ Company)

No. \_\_\_\_\_ of \_\_\_\_\_

**CERTIFICATE OF PRACTICAL PLACEMENT**  
(with details depending on the needs of each faculty)

Student \_\_\_\_\_,  
Faculty of \_\_\_\_\_, study programme \_\_\_\_\_, year \_\_\_\_\_,  
group \_\_\_\_\_, conducted the practical placement in our institution/company during the period  
\_\_\_\_\_, with \_\_\_\_\_ hours/day, in total \_\_\_\_\_ hours.

The practical placement was coordinated by a person appointed from within the institution/company:

Surname and first name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel/ Fax/ Email: \_\_\_\_\_

The student made the project with the theme \_\_\_\_\_  
\_\_\_\_\_, assessed with the rating (very  
well/well/satisfactory/unsatisfactory)

The project contains elements of (great interest/interest/no interest) \_\_\_\_\_  
for our institution/company.

Other comments:

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**MANAGER,**

**PRACTICAL PLACEMENT COORDINATOR,**