

Development of PRACTICAL PLACEMENT PROGRAMME

Proposal - Delegation of activities to WG members

Activity	Partner	Responsible WG member
1. Executive summary (1 page)	DIMEG	Stefania Bruschi
2. Introduction (3 pages)	DIMEG	Stefania Bruschi
2.1 Purpose and aims of PPP	DIMEG	Stefania Bruschi
2.2 Structure of PPP guide	DIMEG	Stefania Bruschi
2.3 Benefits for students and hosting companies/institutions	DIMEG	Stefania Bruschi
3. Management of PPP and procedures (5-7 pages)	DIMEG	Stefania Bruschi
3.1 Basic principles of organizing of practical placements	DIMEG	Stefania Bruschi
3.2 Database models for establishing of sustainable and efficient PPP, defining list of offered hosting institutions and list of courses/student needs/...	DIMEG, UKG	Stefania Bruschi, Vesna Mandic
3.3 Workplace requirements and safety conditions	DIMEG	Stefania Bruschi
3.4 Principles of review and monitoring of practical placement implementation	DIMEG	Stefania Bruschi
4. Supporting documents and guidelines		
4.1 Information guideline to students (2 pages)	UKG	Vesna Mandic
4.2 Information guideline to prospective/hosting enterprise/institution (2 pages)	UKG	Vesna Mandic
4.3 Guideline for mentors (from faculty and from enterprise) (2 pages)	UR	Zoran Jurkovic
4.4 Application forms (2 pages)	UR	Zoran Jurkovic
4.5 Template letters (1 page)	REDASP	Marijana Bozic
4.6 Model of agreement between faculty, student and hosting institution (2-3 pages)	REDASP	Marijana Bozic
4.7 Accident report form (1 page)	UP	Mileta Janjic
4.8 PPP monitoring form (1 page)	UP	Mileta Janjic
4.9 PPP report by student (template 3 pages, final document filled up by student should be 10-15 pages)	UBL	Zivko Babic
4.10 Evaluation form by mentors (2 pages)	UBL	Zivko Babic