

PRELIMINARY STRUCTURE OF **PRACTICAL PLACEMENT PROGRAMME**

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