

Procedure for monitoring work placements

Scope of activities	<ol style="list-style-type: none"> 1. Annual verification of the content of agreements. 2. Verification of the fulfilment of obligations by the parties to the agreement. 3. Achievement of learning outcomes for work placements; 4. Correctness of the selection of places of placements, including their infrastructure; 5. Compliance of the placements with the programme; 6. Quality of reports on the completion of work placements; 7. Placement observation. 8. Identification and resolution of problems.
Tools, methods	<ol style="list-style-type: none"> 1. Quantitative and qualitative analysis of the content of the placement documentation. 2. Qualitative analysis of the placement on the Faculty website. 3. Analysis of the achievement of learning outcomes. 4. Work placement evaluation questionnaires. 5. Placement observation.
Partnership with stakeholders	<ol style="list-style-type: none"> 1. Employers and work placement providers. 2. Work placement supervisors from the Entity. 3. Office for Student Affairs. 4. Legal department. 5. Students of the programme.
Schedule	<ol style="list-style-type: none"> 1. Once a year – verification of draft agreements and agreements, documentation of placements, learning outcomes for placements, placement infrastructure, selection of placement places. 2. Continuous placement observation during the summer holidays.
Documents	<ol style="list-style-type: none"> 1. Reports on the execution of placements, placement observation, selection of placement places, analysis of student and supervisor questionnaires, analysis of learning outcomes. 2. Correspondence with an attorney-at-law, the dean, the head of the office for student affairs.
Implementation of corrective, development and improvement measures	<ol style="list-style-type: none"> 1. Applications forwarded to placement supervisors, the dean. 2. Control of implementation of recommendations. 3. Implementation of development and improvement plans.